

Regular Meeting of the City Commission  
Monday, June 14, 2021  
7:00 p.m.

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation recognizing Juneteenth Celebration Day (June 19, 2021).
2. Introduction of recent City employees hired.
3. Presentation by Lieutenant Don Sytsema on Recovery, Independence, Safety & Empowerment (RISE) partnership.

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

4. City Manager report on pending items.
  - a. Monthly report on police related citizen complaints received.
5. Minutes of the Principal Shopping District (PSD) (December 2020).
6. Minutes of the Tax Increment Finance Authority (TIFA) (March).
7. Minutes of the Traffic Control Committee (March).
8. Minutes of the Airport Joint Operations and Management Board (April).
9. Minutes of the Parks and Recreation Commission (April).
10. Minutes of the Planning Commission (April) and (May).
11. Correspondence from City Assessor Chris Coucke.
12. Resignation from Steve Bissell of the Principal Shopping District Board (term to expire December 31, 2021).
13. Resignation of Curt Ritchey of the Principal Shopping District Board (term to expire December 31, 2022).

CONSENT CALENDAR: DESIGNATED (\*) ITEMS

CITY COMMISSION MINUTES

- \* 14. Approval of the minutes of the regular meeting held May 24, 2021.

PUBLIC HEARINGS:

STAFF RECOMMENDATIONS AND REPORTS:

15. Consider contract for Executive Search Firm.

*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.*

- \* 16. Consider resolution in support of Temporary Traffic Control Order #2-2021.
- \* 17. Consider approval of the proposed 2022-2027 Capital Improvement Plan.
- \* 18. Receive an ordinance to amend Chapter 10.05 and Chapter 91 Animals of the Code of Ordinances and set a public hearing for June 28, 2021 on the same.
- \* 19. Consider contract for assessing services.
- \* 20. Consider appointment of Assessor and Deputy Assessor.
- 21. Consider resolution to adjust Union Township payment for fire protection services.
- \* 22. Consider approval of the following facility use agreements:
  - a. Facility agreement with Central Michigan Area Club Softball
  - b. Lighting agreement with Mt. Pleasant Little League
  - c. Facility agreement with Mt. Pleasant Little League
  - d. Facility agreement with Isabella Bank
  - e. Facility agreement with Isabella County Juvenile Court
- \* 23. Consider policy on special assessments.
- 24. Consider closed session pursuant to subsection 8(c) of the Open Meetings Act for strategy and negotiation session connected with the negotiation of a collective bargaining agreement.
- \* 25. Approval of payrolls and warrants.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

RECESS:

WORK SESSION:

- 26. Preliminary discussion on American Rescue Plan funding.

RECESS:

CLOSED SESSION:

ADJOURNMENT:

# PROCLAMATION

**WHEREAS,** Juneteenth, or Juneteenth Independence Day, commemorates the traditional observance of the end of slavery in the United States and is observed annually on June 19; and

**WHEREAS,** President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring enslaved individuals in Confederate territory free, paving the way for the passing of the 13<sup>th</sup> Amendment which formally abolished slavery in the United States of America; and

**WHEREAS,** More than two years would pass before the news reached Texas, when on June 19, 1865, Union Major General Gordon Granger and his regiment arrived in Galveston and spread the word that slavery had been abolished; and,

**WHEREAS,** The following year, the first official Juneteenth celebrations took place in Texas and have continued across the United States throughout the years; and

**WHEREAS,** June 19<sup>th</sup> has a special meaning and is called “JUNETEENTH” combining the words June and nineteenth, and has been celebrated by the African American community for over 150 years; and

**WHEREAS,** The City of Mt. Pleasant supports our Nation’s Declaration of Independence which provides that “all men are created equal” and acknowledges that we should celebrate and enjoy liberty and justice for every citizen;

**NOW, THEREFORE** I, William L. Joseph, Mayor of the City of Mount Pleasant, do hereby proclaim June 19<sup>th</sup>, 2021 as **JUNETEENTH CELEBRATION DAY** in Mt. Pleasant, and

**FURTHER** Resolve to support the education and informational outreach by Central Michigan University on June 18<sup>th</sup> to involve our larger community in this celebration.

In Witness Whereof, I have hereunto set my hand and Great Seal of the City of Mount Pleasant, Michigan, this 14<sup>th</sup> day of June 2021.

---

William L. Joseph, Mayor  
City of Mount Pleasant

COMMISSION LETTER #102-21  
MEETING DATE: JUNE 14, 2021

TO: MAYOR AND CITY COMMISSION JUNE 9, 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 6-9-2021
<b>Website Content Policy</b> Develop draft policy regarding purpose of website and what information should/should not be posted	May 28, 2019	Anytime in the next year.	
<b>Principal Shopping District</b> 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.
<b>Housing Study Follow-Up</b> 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.
<b>Charter Changes</b> Staff to work with City Attorney to draft language for 4-year City Commission terms and 2-year Mayor and Vice Mayor terms	February 8, 2021	None	Based on work session of February 8, 2021, City Attorney and City Manager will redraft resolution on 4-year terms and recommend date for consideration. Plan to have on a July agenda.



SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 6-9-2021
<b>Downtown Analysis Follow-Up</b> 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	In process.
<b>PILOT Ordinances</b> 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.
<b>Local Economy</b> 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	First meeting with 3 City Commissioners, economic development partners and City staff has been held. In process for scheduling second meeting.

**2. Tentative Work Session Schedule:**

June 14 American Rescue Plan discussion (preliminary)

June 28 Principal Shopping District Special Assessment?

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

[illegible]

# City of Mt. Pleasant, Michigan



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

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

PUBLIC WORKS  
320 W. Broadway • 48858  
(989) 779-5400  
(989) 772-6250 fax

## December 10, 2020 MINUTES – PRINCIPAL SHOPPING DISTRICT (PSD)

### MEMBERS PRESENT

R. Agardy (Mt. Pleasant, Isabella Co.)	P	12/31/2021
S. Bissell	A	12/31/2021
K. Batzner (Mt. Pleasant, Isabella Co.)	P	12/31/2023

G. Ronan (Mt. Pleasant, Isabella Co.)	P	12/31/2020
C. Ritchey	A	12/31/2022
M. Sponseller, Staff (Mt. Pleasant, Isabella Co.)	P	N/A

A = Absent without notification

P = Present

EA = Excused Absence

N/A = Not Applicable

Guests: None

Roll Call Notes: None

### I.) CALL TO ORDER

Call to order at 2:02pm

### II.) ROLL CALL AND INTRODUCTIONS

### III.) ELECTION OF CHAIR PRO TEM

Motion to elect Rachel Agardy as chair pro tem for the December 10, 2020 meeting.

M = Batzner

S = Ronan

Motion approved

### IV.) CHANGES/ADDITIONS TO AGENDA

No changes or additions to the agenda.

### V.) MINUTES

Motion to approve the PSD meeting minutes from November 2020 as presented.

M = Batzner

S = Agardy

Motion approved

### VI.) RECEIPT OF COMMUNICATION

#### a.) Downtown Directors Report

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

### VII.) PUBLIC COMMENT

No public comments.

### VIII.) OLD BUSINESS

None.

### IX.) NEW BUSINESS

#### a.) Parking Lot Sidewalk Snow Removal Bid

Motion to approve the bid for downtown parking lot sidewalk snow removal and salting for a not-to-exceed cost of \$40,000, for the 2020-2021 season from Green Scene Landscaping as presented.

M = Agardy

S = Batzner

Motion approved

Motion to recommend suspension/waiving late fees and/or penalties for the special assessment in 2021.

M = Agardy

S = Ronan

Motion approved

**X.) OTHER/ADDITIONS TO AGENDA**

None.

**XI.) ADJOURNMENT**

Meeting adjourned 3:24pm.

# City of Mt. Pleasant, Michigan



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

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

PUBLIC WORKS  
320 W. Broadway • 48858  
(989) 779-5400  
(989) 772-6250 fax

## March 22, 2021 MINUTES – TAX INCREMENT FINANCE AUTHORITY (TIFA)

### MEMBERS PRESENT

R. Blizzard	EA	12/31/2021
Vacant	N/A	12/31/2022
George Ronan Mt. Pleasant/Isabella/MI	P	12/31/21
Vacant	N/A	12/31/22

M. McAvoy Owosso/Shiawassee/MI	P	12/31/2020
R. Swindlehurst, Chair Mt. Pleasant/Isabella/MI	P	12/31/2022
B. Wieferich, Vice Chair Mt. Pleasant/Isabella/MI	P	12/31/22
M. Sponseller, Staff Mt. Pleasant/Isabella/MI	P	N/A

A = Absent without notification

P = Present

EA = Excused Absence

N/A = Not Applicable

Guests: Bill Mrdeza

Roll Call Notes: Meeting held via Zoom.

### I.) CALL TO ORDER

Call to order at 8:30am

### II.) ROLL CALL AND INTRODUCTIONS

Board member roll listed above with attendance.

### III.) CHANGES/ADDITIONS TO AGENDA

None

### IV.) MINUTES

Motion to approve the regular January 2021 minutes as read out loud with corrections.

M = McAvoy

S = Ronan

Motion approved

### V.) RECEIPT OF COMMUNICATION

#### A.) DOWNTOWN DIRECTORS REPORT

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

### V. RECEIPT OF COMMUNICATION

#### B.) INDUSTRIAL PARK NORTH (IPN) TIFA 2020 YEAR-END BUDGET

Motion to accept the 2020 IPN year-end financial report as presented.

M = McAvoy

S = Ronan

Motion approved

### V. RECEIPT OF COMMUNICATION

#### C.) CENTRAL BUSINESS DISTRICT (CBD) TIFA 2020 YEAR-END BUDGET

Motion to accept the 2020 CBD year-end financial report as presented.

M = Ronan

S = McAvoy

Motion approved

**VI. PUBLIC COMMENT**

No public comment.

**VII. OLD BUSINESS****A.) NONE****VIII.) NEW BUSINESS****A. Blade Signage Matching Grant**

Motion to approve the blade signage grant as presented.

M = Ronan

S = Weiferich

Motion approved

**VIII.) NEW BUSINESS****B. Billboard Participant Proposal**

Motion to approve postpone the billboard participant proposal to May 2021 meeting.

M = McAvoy

S = Ronan

Motion approved

**IX.) OTHER/ADDITIONS TO AGENDA**

- Request staff look into Industrial Park North use.

**X.) ADJOURNMENT**

Meeting adjourned 9:04am.

## **Traffic Control Committee (TCC) Minutes**

**Thursday, March 25, 2021 at 8:00 a.m. – on ZOOM**

Present: Jason Moore, Michelle Sponseller, Stacie Tewari, Matt Weaver, Jacob Kain, Andy Latham

Absent: Paul Rocheleau

Visitors: Corey Friedrich, Director of Chippewa River District Library

- Approve minutes of meeting held January 26, 2021
  - Approved
- Michelle to discuss new parking lot signage for downtown parking lots
  - Tabled to May 2021 TCC meeting
- Request from Veteran's Memorial Library to use one parking space on University for curbside delivery service and install signage
  - Request and presentation by Corey Friedrich
  - TCC explained TCO process to Corey and that downtown parking signs are not currently being enforced.
  - TCC discussed that this was a special circumstance, and that this parking area is typically only used by the library.
  - TCC approved adding a loading/unloading sign to be installed by City at requested location on University. Stacie to prepare TCO. Jacob to follow up with library.
- Broadway St. Closure – Discuss items related to street closure and seating
  - Request by Michelle to add loading/unloading sign on Broadway Street at hatched area in front of Isabella Bank (139 E. Broadway). Request approved by TCC. Stacie to prepare TCO. Sign to read 10 minutes parking for pickups/drop-offs.
  - TCC approved adding a temporary barrier free space at the southeast corner of Main and Broadway in the same manner as in 2020 for the duration of the 2021 outdoor seating closure on Broadway. Street Department to place blue pavement marking, sign, and delineator cones for pedestrian pathway from barrier free space to sidewalk ramp. Will be removed at end of closure.
  - Michelle discussed potential for painting of roadway in road closure area with decorative elements similar to the Art Reach intersection painting. Painting will not encroach onto parking, or existing pavement markings and crosswalks.

- Jacob to discuss 2022 goals for traffic calming in the City - Look at ideas, locations, funding sources
  - TCC discussed master plan goal for neighborhood traffic calming. Reviewed example of similar plan in Vancouver, WA.
  - Potential ideas – pavement marking, solar traffic speed radar signs, temporary delineators, islands, speed cushions, street trees.
  - Jacob to prepare a concept for a 2022 pilot program with potential 2% Saginaw Chippewa Indian Tribe grant funding or other grant funding. Possibly 1-3 projects in the first year. Jacob to present potential plan at May 2021 TCC meeting and discuss next steps.
- Jacob discussed a bicycle count and delineator program by the League of Michigan Bicyclists
  - Grant program looking for municipal partners to establish a lending library for bicycle count equipment and temporary bicycle lane delineators.
  - 2 week program in the fall of 2021.
  - TCC approved interest by the City of Mt. Pleasant
  - Ideas for delineators: Franklin and Washington Streets on CMU campus
  - Ideas for counters: park trails
  - Jacob to discuss with Parks and Public Spaces Director Chris Bundy and Jonathan Webb from Central Michigan University

Agenda item requests for next meeting:

- Jacob to discuss 2022 pilot program for neighborhood traffic calming.
- Michelle to discuss new parking lot signage for downtown parking lots.

---

**Next Meeting scheduled for May 27, 2021 on Zoom**



## **AIRPORT JOINT OPERATIONS AND MANAGEMENT BOARD**

Meeting Minutes

**Thursday, April 15, 2021**

**3:00-4:30 p.m.**

Virtual Meeting Held via Zoom

- I. Call to Order / Roll Call  
Airport Manager Bill Brickner called the meeting to order at 3:17 p.m.  
Present: Bill Brickner, Margaret McAvoy, James McBryde, Jason Moore, Rodney Nanney, Nancy Ridley and Gayle Ruhl
- II. Election of Temporary Chairperson For This Meeting Only  
Motion by McAvoy to nominate Ridley for temporary chairperson  
No other nominations received  
Motion passed unanimously
- III. Approve of Agenda  
Motion by Nanney, second by McBryde, to approve agenda as written  
Motion passed unanimously
- IV. Public Input on Agenda Items  
None
- V. Approval of the Meeting Minutes (None for this inaugural meeting)  
None
- VI. Airport Manager's Report  
Brickner presented overview of airport operations and staffing
- VII. Old Business
  - a. Role of Airport Advisory Board
  - b. Input opportunity from current Airport Advisory Board members

No members of the Airport Advisory Board were present at the meeting
- VIII. New Business
  - a. Election of chairperson  
Ridley nominated McAvoy for chairperson  
No other nominations received  
Motion passed unanimously
  - b. Set recurring meeting schedule  
Meeting schedule was set for the third Thursday of each month at 3:30 p.m.
  - c. Agenda format  
Will carry forward to next agenda

- d. Review and discuss potential by-laws  
Will carry forward to next agenda
- IX. Announcements on Airport Related Issues and Concerns  
None

- X. Adjournment  
Meeting adjourned at 4:00 p.m.

Next meeting scheduled for Thursday, May 20, 2021 at 3:30 p.m. via Zoom

# Proposed Minutes

## Mt. Pleasant Parks and Recreation Commission Electronically Conducted Regular Meeting Tuesday, April 27, 2021, 6:00 p.m.

**CALL TO ORDER** – 6:02 p.m.

**PLEDGE OF ALLEGIANCE**

**WELCOME NEW MEMBER** – Dr. Vincent Mumford

**ATTENDANCE/DECLARATION OF QUORUM – ROLL CALL AND LOCATION IDENTIFICATION**

A. Commission Members Present: Jim Batcheller, Liz Busch, Brian Mitchell, Vincent Mumford, Desirea Woodworth

All members present in Mt. Pleasant, Isabella County, Michigan

B. Commission Members Absent: Pete Little, Brian Sponseller

C. Parks and Recreation Staff: Brune, Bundy, Longoria, Way

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

A. Changes/Approval of Agenda – motion by Batcheller, second by Busch to approve the agenda as presented. All Ayes.

B. Approval of Minutes – motion by Mitchell, second by Busch to approve the meeting minutes from Tuesday, March 23, 2021. All Ayes.

**PUBLIC COMMENTS** - none

**PUBLIC HEARING**

A. Adopt-a-Bench – Debra Lynn Schwiderson - Public hearing opened by vice-chair Woodworth. There were no comments and the hearing was closed. Motion by Busch, second by Batcheller to approve the bench application petitioned by Ruth Barnard to be located in Island Park and directs staff to complete Lifecycle Agreement for installation and maintenance of bench. All Ayes.

**DEPARTMENT REPORTS**

A. Parks – Director Bundy reported on the following at his last meeting after 32 years' service with the City:

- Parks and Grounds I position posted internally and will be opened to the public next week if no internal bids received.
- Mill Pond Adams Street - fishing and bridge decks being replaced; project should be completed in the next two weeks. In addition, contract awarded for repairs to parking lot as well as new curb and gutter.
- Island Park Pickle Ball Courts contract approved by City Commission at their 4/26 meeting.

Parks Coordinator Craig Brune gave an update on park operations:

- Staff readying Riverside Cemetery for Memorial Day and sports fields for opening day.
- Summer hours for restrooms will begin May 1. Park rangers also begin in May, with sporadic hours throughout the month.
- Opening of City Hall Pond and Nelson Fountain.
- Staff helping with downtown Broadway Central closure and setup.

B. Recreation – Director Longoria reported on the following:

- Youth sports testing began this week for athletes in our soccer program over age 13 per guidelines provided by Michigan Safer Sports Testing Program.
- Practices started this week for youth soccer and tee-ball.
- Covid quarantines in our sports programs (players and coaches) have staff looking for last minute replacements.
- Farmer's market starting a month early this year (May 6). Hired market assistant that started this week.
- Two new Recreation Assistants hired on and starting next week.
- PEAK six-week Summer camp is open for registration; weekly camps are now on a waitlist.
- Chippewa River Master Plan – working on visions, goals and trail management.
- Beginning work on 2022 budget.

**OLD/NEW BUSINESS**

- A. Dog Park Lighting Project Review and Recommendation – Director Longoria gave an overview of the dog park project and the collaborative effort of the governmental entities involved. For more than a year, the Friends of the Dog Park have been fundraising in order to add lighting to Hannah's Bark Park. They are proposing a 1/3 cost share for the remaining amount needed between FODP, City and Union Township

**Public Comment:** John Dinse, 1206 E. High St.

I would like to use public comment in support of the City's help in funding lighting at Hannah's Bark Park located in Mission Creek Park. As an original member of the Mt. Pleasant Friends of the Dog Park Board and as a current Union Township representative on the City's Dog Park Advisory Board, I am well aware of the origins, construction, and operations of Hannah's Bark Park.

Although the dog park has been a success, with over 230 fee paying members (pre-Covid) who help fund support for park maintenance, there always has been two major concerns about the lack of lighting at the park. First, there are obvious safety concerns about myriad negative consequences that can occur if dogs and their owners are subjected to darkened conditions immediately before and after sundown. Secondly, many users of the park are working individuals who would like to have playtime with their dogs in the evening hours. Increased use of the dog park likely would increase membership and enhance the overall amenities already offered to area residents via the City's great park system.

The initial estimate from Block Electric for a minimal lighting plan \$12,196. This includes 8 LED lights with motion dimming. The Friends of the Dog Park Board has set a fund raising goal of \$12,500 for the project. We have raised \$8,000 up to this point. We had hoped to have lighting by this fall, 2021 as the days shorten. Our proposal for the remaining \$4,500 is to return to the original funding formula for construction of Hannah's Bark Park, namely, 1/3 cost sharing by FDP, the City, and Union Township. In other words, the three partners would each provide an additional \$1,500 for a total of \$4,500 to add to the already \$8,000 raised.

Friends of the Dog Park will be presenting our proposal to the Union Township Board in May. We ask that the Mt. Pleasant City Parks and Recreation Commission act positively on our request to share in funding this worthy project.

Thank you.

After further discussion, motion by Busch in support of recommending that the City Commission positively support the cost-sharing proposal between the City, Union Township, and the Friends of the Dog Park for installation of lights at Hannah's Bark Park. Second by Batcheller.

Comm. Busch commented, this adds to the overall health and safety of the park.

Batcheller commented how Hannah's college fund was used to originally start the funding for the park and how the two bodies of government working in cooperation made the project work; it seems like a good idea to continue this for such a low cost.

All Ayes.

**OTHER BUSINESS/COMMISSIONER COMMENTS** – Comm. Busch announced a fundraiser for Friends of Isabella Seniors called *John Buckley's 80 for 80*. On May 12 Mr. Buckley will attempt to paddle 80 kilometers of the Chippewa River between Lake Isabella and Mt. Pleasant in 24 hours.

**ADJOURNMENT** 6:44 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/88982278065?pwd=OTRmRWRBL1EzcUFUNzZRRWtUbFFYQT09>

Meeting ID: 889 8227 8065

Passcode: 264030

**Mt. Pleasant Planning Commission  
Minutes of the Electronically Conducted Regular Meeting  
April 8, 2021**

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

Member	Present	City, County, State
Bill Dailey	Yes	Mt. Pleasant, Isabella, Michigan
Corey Friedrich	Yes	Mt. Pleasant, Isabella, Michigan
Lesley Hoenig	Yes	Mt. Pleasant, Isabella, Michigan
Glen Irwin	Yes	Mt. Pleasant, Isabella, Michigan
David Kingsworthy	Yes – arrived at 7:23 p.m.	Mt. Pleasant, Isabella, Michigan
Mike Kostrzewa	No	
Matt Liesch	Yes	Mt. Pleasant, Isabella, Michigan
Christine Ortman	Yes	Mt. Pleasant, Isabella, Michigan
Kathy Rise	No	

Staff: Jacob Kain, Laura Delamater

**II. Approval of the Agenda:**

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

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Liesch, Ortman

Nays: None

Motion approved unanimously.

**III. Approval of the Minutes:**

**A. March 4, 2021 Joint Meeting with the City Commission**

Motion by Dailey, support by Friedrich to approve the minutes from the March 4, 2021 joint meeting as presented.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Liesch, Ortman

Nays: None

Motion approved unanimously.

**B. March 4, 2021 Regular Meeting**

Motion by Ortman, support by Irwin to approve the minutes from the March 4, 2021 regular meeting as presented.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Liesch, Ortman

Nays: None

Motion approved unanimously.

**IV. Zoning Board of Appeals report for March:**

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

**V. Communications:**

Kain noted that one communication was received after the completion of the packet that was provided to the commission via email.

Kain noted there were no electronic communications.

**VI. Public Hearings:**

**A. SUP-21-05 – 801 Industrial – Absolute Royale – Request for Special Use Permit for a Class C adult-use marihuana grower.**

Kain introduced the application submitted by Absolute Royale, with a request for Special Use Permit for a Class C adult-use marihuana grower.

Kain gave an overview of the property including current zoning, future, current and prior land use. Kain noted that a portion of the existing building would still be used for manufacturing. Kain also noted that the Planning Commission previously approved a Class C Medical Marihuana Grower license that is proposed to be co-located at this site.

Kain provided some background on the property as well as land uses and zoning on the surrounding properties of the proposed site.

Kain shared photos of the site, current conditions and surrounding area.

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

Kain noted that the applicant was on hand to answer any questions.

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

Discussion took place.

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

Motion by Friedrich, support by Dailey to approve SUP-21-05 subject to the following conditions:

1. The applicant shall comply with all special use permit criteria for Adult-Use Marihuana Establishments as well as the specific criteria applying to Growers.
2. The applicant shall comply with the approval requirements of SUP-21-01 and SPR-21-01.
3. The applicant shall comply with the requirements of Public Works and Public Safety.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Liesch, Ortman

Nays: None

Motion approved unanimously.

**B. SUP-21-06 & SPR-21-05 – 1014 Industrial – ATC Central Inc. – Request for a Special Use Permit and Site Plan Review for adult-use marihuana microbusiness.**

Kain introduced the application submitted by ATC Central Inc. for a request for Special Use Permit and Site Plan Review for adult-use marihuana microbusiness.

Kain provided an overview of the site and reviewed the property's zoning and other characteristics as well as the current use, and future land use. Kain noted that the applicant is proposing to construct a new building on a portion of the property and has a contract with the City of Mt. Pleasant Economic Development Corporation to purchase a 2.45-acre portion of the parcel.

Kain noted that the applicant's request for an adult-use marihuana microbusiness is the first application of this type that has come before the Planning Commission. Kain provided an overview of microbusinesses.

Kain shared photos of the current site conditions and surrounding area.

Kain reviewed the special use conditions associated with the proposed use

Kain reviewed the proposed site plan, including parking, lighting and landscaping.

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



It is noted that Commissioner Kingsworthy had entered the meeting at 7:23 p.m.

Discussion took place.

Tim Bebee, representing the applicant, addressed the commission.

Discussion took place.

Chair Hoenig opened the public comment.

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

Discussion took place.

Motion by Friedrich, support by Ortman to approve SUP-21-06 and SPR-21-05 subject to the following conditions:

1. The applicant shall comply with all special use permit criteria for adult-use establishments as well as the specific criteria applying to microbusinesses.
2. The applicant shall provide a solid waste plan consistent with the requirements of the SD-I zoning district.
3. The applicant shall provide a specification for the proposed bicycle parking, solid waste and mechanical placement and screening consistent with the requirements of the SD-I zoning district.
4. The applicant shall split the subject property prior to receiving a Certificate of Occupancy.
5. The applicant shall comply with the requirements of Public Works and Public Safety.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Kingsworthy, Liesch, Ortman

Nays: None

Motion approved unanimously.

## **VII. Public Comments:**

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

## **VIII. Site Plan Reviews:**

None.

**IX. Unfinished Business:**

None.

**X. New Business:**

**A. Work session schedule**

Kain provided a proposed work session schedule and proposed topics based upon feedback from the February work session.

Discussion took place.

**XI. Other:**

**A. Staff report.**

Kain noted that the annual presentation of the proposed Capital Improvement Plan for 2022-2027 is on the May agenda.

**XII. Adjournment:**

Motion by Dailey, support by Liesch to adjourn.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Kingsworthy, Liesch, Ortman

Nays: None

Meeting adjourned at 7:40 p.m.

lkd

**Mt. Pleasant Planning Commission  
Minutes of the Electronically Conducted Regular Meeting  
May 6, 2021**

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

Member	Present	City, County, State
Bill Dailey	Yes	Mt. Pleasant, Isabella, Michigan
Corey Friedrich	Yes	Mt. Pleasant, Isabella, Michigan
Lesley Hoenig	Yes	Mt. Pleasant, Isabella, Michigan
Glen Irwin	Yes	Mt. Pleasant, Isabella, Michigan
David Kingsworthy	Yes	Mt. Pleasant, Isabella, Michigan
Mike Kostrzewa	Yes	Mt. Pleasant, Isabella, Michigan
Matt Liesch	Yes	Mt. Pleasant, Isabella, Michigan
Christine Ortman	Yes	Mt. Pleasant, Isabella, Michigan
Kathy Rise	Yes	Mt. Pleasant, Isabella, Michigan

Staff: Jacob Kain, Laura Delamater

**II. Approval of the Agenda:**

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

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Kingsworthy, Kostrzewa, Liesch, Ortman, Rise

Nays: None

Motion approved unanimously.

**III. Approval of the Minutes:**

**A. April 8, 2021 Regular Meeting**

Motion by Ortman, support by Irwin to approve the minutes from the April 8, 2021 regular meeting as presented.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Kingsworthy, Kostrzewa, Liesch, Ortman, Rise

Nays: None

Motion approved unanimously.

**B. April 8, 2021 Work Session Meeting**

Motion by Dailey, support by Ortman to approve the minutes from the April 8, 2021 work session meeting as presented.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Kingsworthy, Kostrzewa, Liesch, Ortman, Rise

Nays: None

Motion approved unanimously.

**IV. Zoning Board of Appeals report for April:**

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

**V. Communications:**

Kain noted that there were no communications received.

Kain noted there were no electronic communications.

**VI. Public Hearings:**

**A. SUP-21-07 & SPR-21-06 – 906 S. Main – Patrick Miller – Request for Special Use Permit to add a covered porch to a Registered Student Organization dwelling with 12 occupants.**

Kain introduced the application submitted by Patrick Miller, with a request for Special Use Permit to add a covered porch and make other site improvements to a Registered Student Organization dwelling with 12 occupants.

Kain gave an overview of the property including current zoning, future, current and prior land use. Kain provided photos showing different views of the property and current conditions, along with a historic photo showing the home with a covered front porch.

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

Kain provided information of the site plan overview and proposed property improvements and items bringing the property into compliance with current code.

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

Kain noted that the applicant was on hand to answer any questions.

Discussion took place.

Patrick Miller, 8713 Merrick, Taylor, addressed the board.

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

Motion by Liesch, support by Friedrich to approve SUP-21-07 and SPR-21-06 subject to the following conditions:

1. Remove parking spaces 15 and 16 and sod or seed the area.
2. Provide twelve bicycle parking spaces and a specification for those spaces on the final site plan.
3. Provide a specification for the solid waste screening on the final site plan.
4. Provide a final landscaping plan with the species and size at time of planting for all trees and shrubs.
5. Comply with the requirements of Public Works and Public Safety.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Kingsworthy, Kostrzewa, Liesch, Ortman, Rise  
Nays: None

Motion approved unanimously.

## **VII. Public Comments:**

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

## **VIII. Site Plan Reviews:**

A. None.

## **IX. Unfinished Business:**

A. None.

## **X. New Business:**

A. 2022-2027 Capital Improvement Plan

Kain introduced the 2022-2027 Proposed Capital Improvement Plan. Chris Saladine, Assistant Finance Director and Stacie Tewari, City Engineer, were on-hand to answer any questions regarding the proposed Capital Improvement Plan. Saladine provided a pre-recorded presentation of the proposed 2022-2027 Capital Improvement Plan.

Discussion took place with questions regarding the Mid-Michigan Community Pathways project, the Town Center redevelopment and Mt. Pleasant Center infrastructure.

Motion by Friedrich, support by Ortman to recommend the City Commission adopt the 2022-2027 Capital Improvement Plan to the City Commission.

Discussion took place.

Roll Call Vote:

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

Nays: Irwin, Rise

Abstained: Kostrzewa

Motion approved 6-2.

**XI. Other:**

**A. Staff report.**

Kain reviewed potential June agenda items, including discussion of green infrastructure and the bylaws update in work session.

**XII. Adjournment:**

Motion by Friedrich, support by Irwin to adjourn.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Kingsworthy, Kostrzewa, Liesch, Ortman, Rise

Nays: None

Meeting adjourned at 7:47 p.m.

lkd

**Mt. Pleasant Planning Commission  
Minutes of Virtual Work Session  
May 6, 2021**

**I.** Chair Hoenig called the work session to order at 7:47 p.m.

Member	Present	City, County, State
Bill Dailey	Yes	Mt. Pleasant, Isabella, Michigan
Corey Friedrich	Yes	Mt. Pleasant, Isabella, Michigan
Lesley Hoenig	Yes	Mt. Pleasant, Isabella, Michigan
Glen Irwin	Yes	Mt. Pleasant, Isabella, Michigan
David Kingsworthy	Yes	Mt. Pleasant, Isabella, Michigan
Mike Kostrzewa	Yes	Mt. Pleasant, Isabella, Michigan
Matt Liesch	Yes	Mt. Pleasant, Isabella, Michigan
Christine Ortman	Yes	Mt. Pleasant, Isabella, Michigan
Kathy Rise	Yes	Mt. Pleasant, Isabella, Michigan

Staff: Jacob Kain, Laura Delamater

**II.** Mission middle housing

Kain provided additional information on the three missing middle housing amendments discussed during the April work session.

Discussion took place.

The consensus was for staff to prepare amendments to the special use permit criteria for two-family dwellings, accessory dwelling units and to provide for multiple family housing in the CD-3 district under certain circumstances.

**III.** Adjournment

Motion by Friedrich, support by Rise to adjourn.

Roll call vote:

Ayes: Dailey, Friedrich, Hoenig, Irwin, Kingsworthy, Kostrzewa, Liesch, Ortman, Rise

Nays: None

Motion passed unanimously.

Work session adjourned at 8:18 p.m.

lkd

# Memorandum



TO: Mt. Pleasant City Commissioners

FROM: Christopher Coucke, City Assessor

DATE: May 24<sup>th</sup>, 2021

SUBJECT: Thank You

As my time as the assessor of record with the City of Mt. Pleasant comes to an end, I wanted to thank the City Commission for giving me the opportunity to be the City of Mt. Pleasant Assessor for the last four years. Working as the City Assessor was a dream job for me, ever since I graduated from Central Michigan University and began working in the assessing field. My time here was eventful, interesting, and provided plenty of learning experiences.

I believe we have strengthened the accuracy of the city assessment roll over the last four years, and modernized many of the processes in the assessing office in that time as well. We have seen our yearly substantive March Board of Review Appeals (130 in 2017, to 37 in 2021) and Tax Tribunal appeals (14 in 2016, 3 in 2020) both decrease steadily, in a time when values are increasing every year. I hope that our office is set up to allow the next assessor to succeed in the position over a longer time period.

Although this is the right time for me to step away, and I feel our next assessor is inheriting a tax roll that is in good condition, this job will not be without its challenges. Declining enrollment at CMU, the COVID-19 pandemic, and changes to virtual office and learning spaces will continue to affect values in unanticipated ways.

Thank you for the opportunity to work with the City of Mt. Pleasant for the last four years. If there is anything I can do for any of the offices here, or for the City Commission, please feel free to contact me.



---

**Subject:** FW: PSD Resignations

**From:** Sponseller, Michelle <[msponseller@mt-pleasant.org](mailto:msponseller@mt-pleasant.org)>

**Sent:** Monday, May 24, 2021 3:49 PM

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

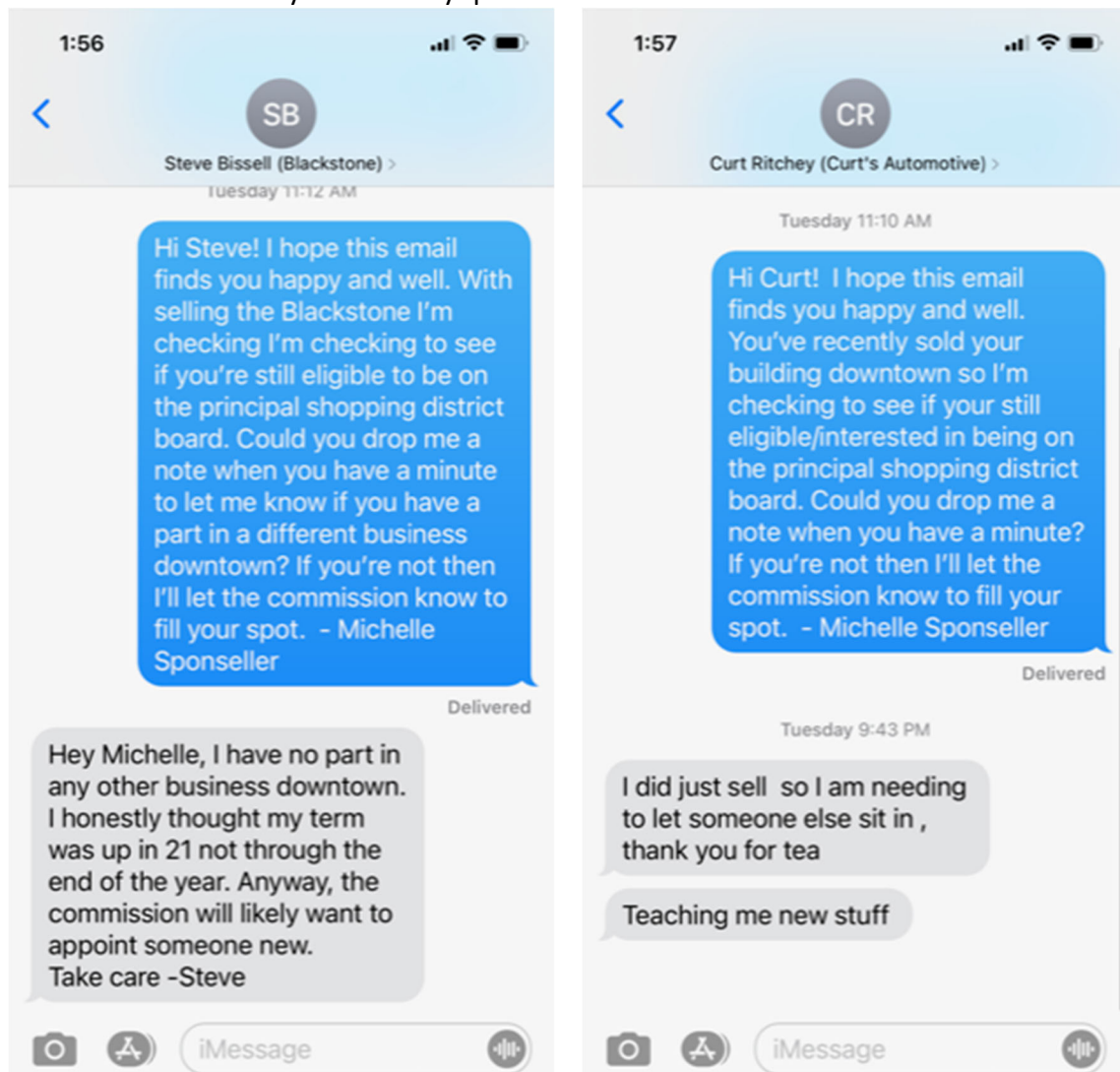
**Cc:** Mrdeza, William <[wmrdeza@mt-pleasant.org](mailto:wmrdeza@mt-pleasant.org)>

**Subject:** PSD Resignations

Nancy;

Below are two text messages from Steve Bissell and Curt Ritchey who have resigned from the PSD as they have sold their downtown properties and/or businesses.

Please let me know if you have any questions.



**Michelle Sponseller**

Downtown Development Director

City of Mt. Pleasant

320 W. Broadway Street, Mt. Pleasant MI 48858

Minutes of the electronically conducted regular meeting of the City Commission held Monday, May 24, 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, George Ronan and Petro Tolas. All Commissioners present indicated they were in Mt. Pleasant, Isabella County, Michigan.

Commissioners Absent: Commissioner Lori Gillis

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

All present attended virtually via Zoom video conference.

#### Proclamations and Presentations

Peter Haefner, Partner with Vredevelde Haefner LLC, presented a video on the 2020 Comprehensive Annual Financial Report.

#### Public Input on Agenda Items

Lynn Simons, 304 E. High St.; and John Dinse, 1206 E. High St., communicated support of the lighting project at Hannah's Bark Park/Mission Creek Park.

#### Receipt of Petitions and Communications

Received the following petitions and communications:

1. City Manager report on pending items.
2. Downtown Development Authority Meeting Minutes. (April)
3. Communication from the Planning Commission on the proposed 2022-2027 Capital Improvement Plan.
4. Receipt of 2020 Comprehensive Annual Financial Report.
5. Receipt of 2020 Component Unit Financial Reports.
6. Notice of Temporary Traffic Control Order #3-2021.
7. Notice of Temporary Traffic Control Order #4-2021.
8. Correspondence received from Tracy Collins and John Pfeiffer, 312 N. Arnold St., regarding ordinance to amend Chapters 10 and 91 of the Mt. Pleasant City Code.

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

1. Minutes of the electronically conducted regular meeting of the City Commission held May 10, 2021.
2. Minutes of the electronically conducted closed session of the City Commission held May 10, 2021.

3. Amendments to the Demand Response Agreement with Consumers Energy and authorize the Mayor to sign the appropriate documents.
4. Budget allocation of \$15,000 from Mission/Pickard Downtown Development Authority Assigned for Pedestrian and Traffic Safety for 2021.
5. Authorize award of municipal advising services to Bendzinski & Co. of Grosse Pointe, Michigan in the amount of \$21,250 for water resource recovery bonds.
6. Proposal of Dickinson Wright of Detroit, Michigan for bond counsel services at a not-to-exceed cost of \$41,500 for water resource recovery bond issues.
7. Appoint City Clerk Heather Bouck as Interim City Assessor.
8. Warrants dated May 12, 17 &19, 2021 and Payrolls dated May 14, 2021 all totaling \$1,008,064.94

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

NAYS: None

ABSENT: Commissioner Gillis

Motion carried.

A public hearing was held on proposed 2022-2027 Capital Improvement Plan. There being no public comments or communications received, the Mayor closed the public hearing. No action required by the Commission at this time.

A Public Hearing was held on proposed ordinance to amend Chapter 154: ZONING ORDINANCES of the Mt. Pleasant City Code of Ordinances, to rezone 1024 & 1026 S. University from CD-3 (Sub-Urban) To CD-4 (General Urban). There being no public comments or communications, the Mayor closed the Public Hearing.

Moved by Commissioner Tolas and seconded by Commissioner Alsager to confirm approval of Ordinance 1066, an Ordinance to amend Chapter 154: ZONING ORDINANCES of the Mt. Pleasant City Code of Ordinances, to rezone 1024 & 1026 S. University from CD-3 (Sub-Urban) To CD-4 (General Urban), having been introduced and read, now be passed, ordained and ordered published.

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

NAYS: None

ABSENT: Commissioner Gillis

Motion carried.

A Public Hearing was held to consider recommendation of revocation of the Dayco Industrial Facilities Tax (IFT) abatement effective January 1, 2022. There being no public comments or communications, the Mayor closed the Public Hearing.

Moved by Commissioner Tolas and seconded by Commissioner Alsager to approve the resolution recommending revocation of the Dayco Industrial Facilities Tax (IFT) abatement effective January 1, 2022.

WHEREAS, pursuant to P.A. 198 of 1974, as amended, after a duly noticed public hearing held on June 8, 1992, the City Commission of the City of Mount Pleasant by resolution established Industrial Park South as an Industrial Development District; and

WHEREAS, following a public hearing, the City Commission approved an Industrial Facilities Exemption Certificate for DAYCO in 2014, effective for the 2015 tax year, for new real property to be constructed within the Industrial Park South, at property located at:

T14N, R4W, CITY OF MT. PLEASANT, MICHIGAN, PART OF THE SW 1/4,  
SECTION 24, MT PLEASANT INDUSTRIAL PARK SOUTH LOT 3 (the "Property")

in the amount of \$5,442,411, which is comprised of \$1,765,000 in real property and \$3,677,411 in personal property; and

WHEREAS, the City has been informed that DAYCO is closing its facility on the Property in November 2021; and

WHEREAS, due to DAYCO's closure, the City wishes to recommend that the State Tax Commission revoke the Industrial Facilities Exemption Certificate for the Property effective with the 2022 tax year pursuant to the Industrial Facilities Exemption Certificate Agreement of Understanding and pursuant to MCL 207.565; and

WHEREAS, the Industrial Facilities Exemption Certificate Agreement of Understanding with DAYCO provides that DAYCO shall have the right to request a public hearing with the City Commission prior to a proposed revocation; and

WHEREAS, a duly noticed public hearing on the matter of revoking the Industrial Facilities Exemption Certificate for DAYCO was held on May 24, 2021.

NOW, THEREFORE, BE IT RESOLVED BY the City Commission of the City of Mount Pleasant that the City Commission hereby recommends that the State of Michigan Tax Commission revoke Industrial Facilities Exemption Certificate number 2014-228 for DAYCO, with operations at the above referenced property, beginning with the 2022 tax year pursuant to MCL 207.565.

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

NAYS: None

ABSENT: Commissioner Gillis

Motion carried

A Public Hearing was held on the CDBG Water Related Infrastructure Grant for the Water Resource Recovery Facility (WRRF). There being no public comments or communications, the Mayor closed the Public Hearing.

Moved by Commissioner Tolas and seconded by Commissioner Alsager to approve the Authorizing Resolution and Community Development Plan as part of the application for the CDBG Infrastructure and Resiliency grant as presented. (CC Exh. 5-2021)

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Water- Related Infrastructure (WRI) Competitive Funding Round; and

WHEREAS, the City of Mt Pleasant desires to request 2,000,000 in CDBG funds to rebuild the primary and secondary digester; and

WHEREAS, the (UGLG) commits local funds from its Water Resource Recovery Reserve Fund in the amount of \$1,433,800; and

WHEREAS, the proposed project is consistent with the local Community Development Plan as described in the Application; and

WHEREAS, the proposed project will benefit all residents of the project area and 63.3 percent of the residents of the City of Mt Pleasant are low and moderate income persons as determined by an income survey approved by the Michigan Economic Development Corporation; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the City of Mt Pleasant hereby designates the City Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

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

NAYS: None

ABSENT: Commissioner Gillis

Motion carried.

A Public Hearing was held to consider the request to create an Obsolete Property Rehabilitation Act (OPRA) District to include the Central Business District TIFA boundaries. There being no public comments or communications the Mayor closed the public hearing.

Moved by Commissioner Tolas and seconded by Commissioner Ronan to approve the Resolution in support of creating an Obsolete Property Rehabilitation Act (OPRA) District to include the Central Business District TIFA boundaries as follows:

WHEREAS, pursuant to PA 146 of 2000, the City of Mt. Pleasant has the authority to establish "Obsolete Property Rehabilitation Districts" within the City of Mt. Pleasant; and

WHEREAS, a written request has been made with the clerk of the City of Mt. Pleasant requesting the establishment of the Obsolete Property Rehabilitation District for an area in the vicinity of Central Business District Tax Increment Finance Authority located in the City of Mt. Pleasant hereinafter described; and

WHEREAS, the City of Mt. Pleasant determined that the district meets the requirements set forth in section 3(1) of PA 146 of 2000; and

WHEREAS, written notice has been given by mail to all owners of real property located within the proposed district and to the public by public posting of the hearing on the establishment of the proposed district; and

WHEREAS, on May 24, 2021 a public hearing was held and all residents and taxpayers of the City of Mt. Pleasant were afforded an opportunity to be heard thereon; and

WHEREAS, the City of Mt. Pleasant deems it to be in the public interest of the City of Mt. Pleasant to establish the Obsolete Property Rehabilitation District as proposed.

NOW, THEREFORE, BE IT RESOLVED by the City of Mt. Pleasant that the following described parcel(s) of land situated in the City of Mt. Pleasant, Isabella County, and State of Michigan, to wit:

## Central Business District Tax Increment Finance District Legal Description

Commencing at intersection of Oak and Illinois Streets, thence E along Illinois St. to intersection of Illinois and Franklin Streets, thence N along Franklin to intersection of Franklin and Michigan, thence E along Michigan to intersection of Michigan and Fancher, thence N along Fancher to intersection of Fancher and Mosher St., thence W along Mosher to alley in Block 12, Original Plat, between Lansing and Franklin Streets, thence N along alley to intersection with Chippewa Street, thence W along Chippewa Street to intersection of Chippewa and Court Streets, thence S on Court Street to intersection of Court and Mosher, thence W along Mosher to intersection of Mosher and Main, thence N along Main Street to intersection of Main and Pickard Streets, thence W along Pickard approx. 398.5 ft., thence S 280.5 ft., W 20 ft., S 132 Ft., W 181.5 ft., S 181.5 ft., E 313.5 ft. to Washington Street, thence S along Washington Street approx. 485.5 ft., thence W approx. 165 ft. to intersection of Chippewa River and the Ann Arbor Railroad, thence S along Ann Arbor Railroad to intersection with Gorham Road, thence E along Gorham Road to intersection of Gorham and Walnut Streets, thence N along Walnut to intersection of Walnut and Mill, thence E along Mill Street to intersection of Mill and Oak Streets, thence S on Oak to intersection of Oak and Illinois, which is the P.O.B.

be and hereby is established as an Obsolete Property Rehabilitation District pursuant to the provisions of PA 146 of 2000 to be known as Downtown Obsolete Property Rehabilitation District No. 21-01.

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

NAYS: None

ABSENT: Commissioner Gillis

Motion carried.

Moved by Commissioner Alsager and seconded by Commissioner Ronan to approve a contribution of \$1,500 towards the lighting project at Mission Creek/Hannah's Bark Park and a budget amendment for the same from the Unassigned Fund Balance.

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

NAYS: None

ABSENT: Commissioner Gillis

Motion carried.

Moved by Commissioner Alsager and seconded by Commissioner Tolas to authorize the Mayor to sign the appropriate documents to sell the two parcels of land at the southeast corner of Isabella Road and Airport Road to International Brotherhood of Electrical Workers Local 876 for \$4,000 as recommended.

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

NAYS: None

ABSENT: Commissioner Gillis

Motion carried.

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

Mayor Joseph indicated that COVID-19 Guidelines are changing; however, there is still a pandemic. He asked residents to get vaccinated and continue to wear a mask indoors and practice social distancing.

Clerk Bouck announced that City Commission Petition Packets are available at the Clerk's office for the November 2, 2021 Election of three City Commission seats. Completed packets may be filed at the City Clerk's office beginning Monday, June 21 thru 4:00 p.m. on Tuesday, July 20, 2021.

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

Mike McCornell of the International Brotherhood of Electrical Workers Local 876, 5000 E. Airport Rd., thanked the Commission for the sale of property.

The Commission recessed at 8:13 p.m. and went into work session at 8:24 p.m.

WORK SESSION – 1) Discussion on 2022-2027 Capital Improvement Plan (CIP).

Mayor Joseph and City Manager Ridley led a discussion on 2022-2027 Capital Improvement Plan (CIP).

WORK SESSION – 2) Discussion on amendments to Chapter 10 and 91 regarding harboring of animals.

Mayor Joseph and City Manager Ridley led a discussion on possible amendments to Chapters 10 and 91 regarding harboring of animals.

Mayor Joseph adjourned the meeting without objection at 9:04 p.m.


---

William L. Joseph, Mayor

---

Heather Bouck, City Clerk

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER CONTRACT FOR EXECUTIVE SEARCH FIRM

At the May 10 City Commission meeting, Mayor Joseph appointed an ad-hoc committee comprised of himself and Commissioners Tolas and Alsager to review proposals received from executive search firms. The ad hoc committee was assisted in the review of the proposals by myself and Human Resources Director Susanne Gandy.

Eight proposals were received in response to the Request for Proposals. A listing of the responsive firms and the estimated base costs for the services provided is as follows.

2021 Request for Proposals for Executive Search Firm	
AmycellTalent	\$17,000
Bakertilly	\$24,500
Strategic Government Resources	\$24,900
GovHRusa	\$22,000
Michigan Municipal League (MML)	\$17,000
Octagon Consulting	25% of the candidates first year base salary – not to exceed \$50k
Total Employee Sourcing	\$24,500
Walsh Municipal Services	\$13,200

Because this a professional services contract, the ad hoc committee used a quality-based selection process, where price was only one factor in the review. After reviewing the submitted proposals, the ad hoc committee initially narrowed the field to three firms. The committee provided follow-up questions to those three firms and conducted virtual interviews.

Based on the proposal received, the follow-up questions and the virtual interview, the ad hoc committee unanimously recommends a contract with Walsh Municipal Services to conduct the City of Mt. Pleasant City Manager search. Attached is the proposal received from Walsh Municipal Services and the follow-up written questions and answers.



This recommendation is based on extensive experience, the process used, the success experienced in other communities and the perceived fit of Mr. Frank Walsh with the City Commission.

Mr. Walsh indicated that he believes the goal of completing the search by the end of September is feasible and he is ready to begin work as soon as the City Commission approves the proposal.

*Recommended Motion:*

*Move to accept the proposal of Walsh Municipal Services for the 2021 City Manager Search as presented.*

NJR/ap

---

# CITY OF MT. PLEASANT

---

## Request for Proposal 2021 - City Manager Recruitment



“Frank Walsh was instrumental in the search for our next city manager. From the get-go, he provided clear and regular communication to the city commission and designated city staff. He was enthusiastic in his work and had a genuine care for ensuring we found the right fit for Marquette.”

- **Jenna Smith, Mayor**  
**City of Marquette, Michigan**



Dear Mayor Joseph and Mount Pleasant City Commissioners,

Thank you for the opportunity to submit my firm's proposal to serve you in your recruitment for a new City Manager. It would be an honor to assist you in this critical endeavor. My family has spent an incredible amount of time in Mount Pleasant as our daughter is a very recent graduate of CMU. Our firm is located in Okemos, just one hour south of Mount Pleasant.

I started my recruiting firm in 1997. For the past 24 years, I have been fortunate enough to serve communities in every corner of the Mitten State. Over the past 18 months, Walsh Municipal Services, LLC has provided exemplary customer service to Alpena, Marquette, Saugatuck, Saline, Ada, Caro, Saginaw, Durand, Frankenmuth, Hartland, Bridgeport, Coopersville, Blissfield and Wolverine Lake. I handle all aspects of the recruitment from meeting with community stakeholders to finalizing the employment agreement.

Our firm is committed to modest fees, outstanding customer service, diversity and unparalleled client communication. We guarantee our results. I hope you will have an opportunity to reach out to any of our clients we have served over the past 24 years. If not, please feel free to visit our firm's website at [www.walshmuni.com](http://www.walshmuni.com). We go beyond experience and educational backgrounds. We focus on the "right fit." You cannot use a cookie-cutter approach in recruiting. We are not passive. We are aggressive in our approach to finding the best talent for Mount Pleasant.

Your 2050 Master Plan is impressive. I applaud your efforts to bring affordable housing to Mount Pleasant. I was especially intrigued learning about your Placemaking goals and objectives. The Plan is a model for others to emulate.

Best wishes as you proceed forward with your recruitment. We hope to become your firm of choice.

Sincerely,

*Frank*

Frank L. Walsh



## CLIENT TESTIMONIALS



“Frank’s recruitment process is unmatched. We considered all the firms in Michigan. For the second time, we unanimously chose Walsh Municipal Services.”

- **Matt Waligora, Mayor, Alpena, MI**

“Frank Walsh was exactly the person we needed to help us with our search for a City Manager. He did his research and took the time to learn about our community and solicited feedback from community members. His process was very facilitative.

- **Garnet Lewis, Mayor Pro Tem, Saugatuck, MI**

“Frank’s service was unparalleled. He led our city manager search with passion and high energy.”

- **Karen F. Dunigan, Former Mayor, Jackson, MI**



“We could not have hired a better individual to assist us on our Ada Township Manager search. Excellent expertise. I would highly recommend Walsh Municipal Services. A 10!”

- **Bob Proos, Township Trustee, Ada Township, MI**

“Working with Frank was an awesome experience. His recruitment process is outstanding.”

- **Colleen Christensen, President Pro Tem, Suttons Bay, MI**



## **B. FIRM OVERVIEW**

In 1997, while serving as St. Joseph City Manager, the Village of Stevensville contacted me and asked if I would help them search for a new Village Manager. Village President Pat Arter made the request. You can reach Ms. Arter at (269) 921-8517. I volunteered my time and developed a deep passion for recruitment. Fast forward 24 years and Walsh Municipal Services, LLC is serving communities across the state. We serve every community with pride, passion and performance.

We do not operate a large firm. We employ myself as President, IT and Website Designer Jacob Conway and Marketing Director Brooke O'Meara. However, we have close ties with several managers that assist in the outreach process. Our firm has a reach well beyond Michigan. Just recently, our recruitment for the City of Marquette resulted in finalists from Colorado, Illinois, Wisconsin and Michigan. Together, with our outreach support, we communicated with 127 candidates. We recently successfully recruited two managers from North Carolina. Although we specialize in Michigan, we are well-known for recruiting on a nationwide basis.

Walsh Municipal Services is most proud of being the founder of the Hugh and Lucy Mizelle Scholarship Fund. Started in 2002, the Mizelle Fund was a \$40,000 endowment to help low-income students attend college. We named the fund after my grandparents who were not able to attend college due to financial hardship. Over the next several years, the Mizelle Fund supported 27 high school graduates with their first year of college.

We have come a long way since assisting Stevensville in 1997. However, we will never lose sight of our founding principles. We serve our clients with moderate fees, unparalleled communication and we guarantee our results. We would be honored to serve the City of Mount Pleasant.



## **C. PARTNERS, PRINCIPALS, AND OWNERS**

Frank L. Walsh, President and Owner  
2637 Elderberry Drive  
Okemos, MI 48864  
(517) 920-0134  
[walshmuni@gmail.com](mailto:walshmuni@gmail.com)

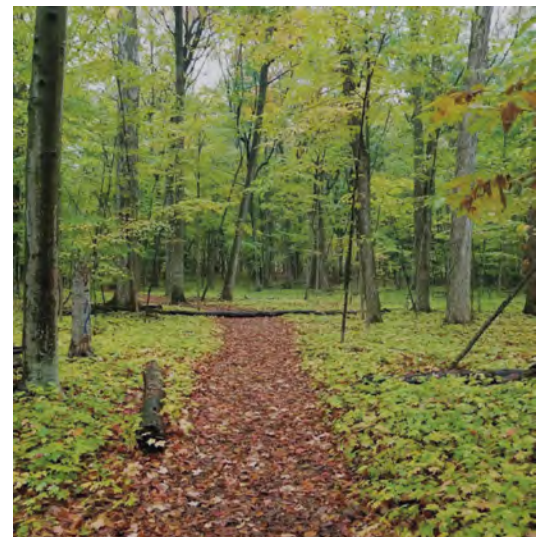




## **D. FRANK L. WALSH BIO**

***Mr. Walsh will lead the Mount Pleasant recruitment. He will be responsible for all aspects of the facilitation. His resume includes the following:***

1. 24 years of municipal recruitment experience
2. 29 years of service to Rotary Club (Past President, Paul Harris Fellow)
3. 19 years as a Junior Achievement volunteer
4. Master's Degree in Public Administration
5. Awarded the Outstanding Leader Award by Michigan Municipal League
6. Awarded the Outstanding Service Award by the Michigan Municipal Executives
7. 36 years of municipal management experience
8. Volunteer youth coach (baseball, tennis, football, volleyball)
9. Conference speaker at MTA, MML, MCMA, MME, and ICMA
10. Founder of Catossa, Oklahoma Tornado Relief Fund
11. Founder of the Lucy and Hugh Mizelle College Scholarship Fund
12. Married to wife Shar (27 years) with three adult children



## **E. NAME, TITLE, AND BUSINESS ADDRESS**

### **Official Contact**

Frank L. Walsh, President  
Walsh Municipal Services, LLC  
2637 Elderberry Drive  
Okemos, MI 48864





## **F. NARRATIVE**

### **Firm Values**

If you ask our clients what our firm's values are, I believe they would tell you we are committed to diversity, integrity, excellent communication and providing passion and enthusiasm with every recruitment.

We consider diversity to be an important component of every recruitment.

There simply are not enough female leaders in Michigan. Experts estimate that only 16% of all Michigan managers are women. As an association and state, we must find equity in our profession. Our firm is very proud to have recruited and placed female leaders recently in Marquette, Alpena, Saline, and Bridgeport. Of course, diversity goes well beyond gender. Over the past 24 years, we have maintained our commitment to diversity in several ways.

### **Mission Statement**

Our firm's mission statement is as follows:

"Serve every community with pride, passion and performance." One person with passion is better than 40 people merely interested.

Our firm is committed to be much more than just a hired consultant. We are an extension of the City Commission, staff and residents. It's critical that we research the community and promote the vast number of cultural amenities, attractions and offerings available in Mount Pleasant. Candidates are looking well beyond the structure of local government. Candidates want to know about the places and things that make Mount Pleasant unique. We are prepared to be your ambassador.

Our initial research leads our firm to promote Mount Pleasant's Human Rights Committee, Engage Central, Central Michigan University, Gregory K. Baderschneider Riverwalk Trail, Mill Pond Park along the Chippewa River, Hannah's Bark Park, Potter Playground, Mary Ellen Brandell Volunteer Center, Island Park's Spray Park, Pickens Field, Skate Park, Municipal Airport, community-built playground at Yost Park, Town and Gown Connection on University Avenue, 17 acre Sunnyside Park, the wildlife and natural beauty of Chipp-A-Waters Park and developing plans to attract affordable housing to the city.

The recruitment climate in Michigan and beyond is challenging. Mount Pleasant's opportunities are endless. We are fully engaged to attract the very best talent to Mount Pleasant.



## **F. NARRATIVE (CONT'D.)**

### **Recruiting Candidates**

Our approach to recruiting is aggressive. We do not simply post the position and await resumes. We use a proven recruitment matrix that has a 100% track record over the past quarter of a century.

The most important component of the recruitment is listening. Walsh Municipal Services will spend the time to listen to your community stakeholders as to the “right fit” for Mount Pleasant. You know your community better than anyone. Not every candidate with eight years of experience and a Masters Degree is the right candidate for Mount Pleasant. After interviewing the City Commission, staff and community stakeholders we will draft a detailed Community Profile highlighting Mount Pleasant and the overview of the type of candidate the community is seeking.

Once the Profile is approved, we publicize in several media outlets including multiple social media sites. Our firm is committed to not only searching for the active candidates, we also seek out the passive candidates. There are plenty of candidates who may not be seeking a new position until presented with the outstanding opportunity in Mount Pleasant. For instance, just last month we were recruiting for the City of Marquette. We chose to publicize the opportunity in northern tier states. We ended up with 11 applications from managers in Wyoming, Colorado, Montana and Wisconsin. Many of the candidates were not actively searching for a new community.

We also rely on our 70-80 personal contacts in Michigan. We personally will make contact with managers in every region of the state. Our matrix includes two different “blitzes” that we conduct in the final two weeks of the recruitment period. We will send a personal email to well over a hundred candidates that we believe fit the Mount Pleasant matrix.





## **F. NARRATIVE (CONT'D)**



### **Finishing the Recruitment**

To summarize our recruitment process, we interview stakeholders, create a Mount Pleasant Community Profile, publish the Profile, create candidate questionnaires, contact our non-Michigan connections, blitz the state, work social media, conduct 20-30 phone calls to leading candidates and conduct 10-15 phone interviews with the top candidates. Following the matrix, I prepare a list of the top 6-8 candidates for City Commission review.

Once the City Commission chooses their finalists, our firm will prepare the staff, elected officials and candidates for the public interviews. The selection of candidates can be completed in closed session, if the candidates seek confidentiality as allowed under the Open Meetings Act. We handle drafting the interview questions and preparing candidate booklets. The interviews and deliberation must be held in a public meeting.

Our firm is also responsible for contract negotiations. Although a difficult task, we are experienced at representing the community in drafting an employment agreement.



## **G. SUMMARY OF WORK PLAN**

### **The Selection**

Walsh Municipal Services (WMS) is prepared to initiate the City of Mount Pleasant search process immediately following the City Commission selection.

### **The Community Profile**

Following key stakeholder interviews, WMS will carefully prepare the City of Mount Pleasant Community Profile. WMS does not use a cookie-cutter approach. We will prepare a Community Profile that embodies the history of the City of Mount Pleasant. Mount Pleasant is a premier Michigan community with the award-winning Mount Pleasant Area Public Schools. We expect to draw an extremely deep talent pool.

### **Strategy and Schedule**

WMS will help develop a strategy and schedule for the City Manager process. Our strategy will identify the channels, both print and internet based, in which the position will be advertised.

### **Candidate Qualifications**

WMS will review resumes for background qualifications and conduct preliminary telephone interviews with the best 6-8 candidates. The phone interviews, or in-person interviews, will delve into each applicant's experience and credentials to serve the City of Mount Pleasant. WMS will provide a written summary of our findings.

### **Reference Reviews**

WMS will evaluate each candidate for serious consideration by conducting in-depth reference checks with individuals who are in, or have been in, a position to carefully and professionally critique their past performance. A short list of candidates will be presented to the City Commission for their consideration.

### **Reference Review Mitigation**

As with every search conducted by WMS, if politically sensitive or potentially embarrassing issues arise, WMS is skilled to take the necessary time to study and provide City officials a clear picture of the issue. If you reach out to our clients, you will note WMS handles this type of findings with tact and diplomacy.

### **Personalized Candidate Interview Process**

WMS will provide City officials with a recommended process for coordinating interviews. WMS accepts full responsibility for scheduling interviews, preparing interview booklets, arranging for community tours, and attending interviews.

### **Final Candidate Review**

WMS will debrief City officials following interviews and identify additional candidates if necessary. However, WMS has a 100% placement record, and our firm takes pride in getting it "right" the first time.



## **G. SUMMARY OF WORK PLAN (CONT'D)**

### **Detailed Candidate Background Checks**

WMS will verify selected candidates educational and employment background, financial/credit, newspaper research, social media and coordinating criminal and civil litigation checks. Our firm uses retired East Lansing Internal Affairs Director Ken Ouellette to perform a thorough background check. However, the community reserves the right to select their own investigator.

### **Notify Candidates Not Selected**

WMS prides itself in its communication skills. This not only includes the City Commission, but also candidates who were not selected to serve the City. WMS handles these communications with tact and respect.

### **Structuring Candidate Offer**

WMS has been involved in each search it has completed in recommending and developing offers of employment and compensation packages. We will work to structure any offer to be consistent with the goals of the City Commission.

### **Communication and Updates**

No business is successful without constant communication with its clients. WMS will provide the City with regular written status reports and keep candidates engaged and apprised of their status. WMS will work hard to retain all candidates during the recruitment process.

### **Four City Meetings**

WMS will conduct up to four (4) meetings with City officials to include developing community profile and recruitment brochure, review candidates and others as determined by City officials.

### **Recruitment Brochure**

WMS is uniquely qualified to draft an enticing recruitment brochure. We have attached a copy of our recent Marquette and Frankenmuth community profiles. The recruitment brochure is a key ingredient in the search process.

### **WMS "Promise" – 1 Year Guarantee**

WMS provides a guaranteed level of service. While it is important to note our firm has a 100% placement record, there is always the possibility of the relationship not working out. WMS will redo the City of Mount Pleasant recruitment, at no cost, if your selected candidate fails to be employed by your community for a 1-year period beyond the effective starting date.





## **G. SUMMARY OF WORK PLAN (CONT'D)**

In summary, WMS provides a thorough recruitment process and offers the following detailed schedule (subject to change by City Commission):

JUNE 14, 2021 - FIRM SELECTION BY CITY COMMISSION

JUNE 14 – JULY 2, 2021 - MEET WITH COMMUNITY  
STAKEHOLDERS, CITY COMMISSIONERS, AND STAFF

JULY 8, 2021– CITY COMMISSION APPROVES CANDIDATE  
PROFILE

JULY 9, 2021 - JOB ANNOUNCEMENT POSTED ON MULTIPLE  
SITES

JULY 9, 2021 – AUGUST 6, 2021 - RECRUITMENT PERIOD

AUGUST 6, 2021- DEADLINE TO APPLY

AUGUST 16, 2021 – CITY COMMISSION MEETS IN CLOSED  
SESSION TO REVIEW CANDIDATES

AUGUST 18, 2021 – CITY COMMISSION ANNOUNCES  
FINALISTS

AUGUST 28, 2021 - PUBLIC INTERVIEWS

AUGUST 28 – SEPTEMBER 6, 2021 – CITY COMMISSION  
SELECTS CITY MANAGER

SEPTEMBER 6 - 16, 2021 - FINAL BACKGROUND CHECK AND  
CONTRACT NEGOTIATIONS

SEPTEMBER 20, 2021 – CITY COMMISSION APPROVES NEW  
MANAGER/CONTRACT



## **H. COST PROPOSAL**

**Walsh Municipal Services will oversee the entire Mount Pleasant recruitment and extend a one year guarantee for a fee of \$11,800.**

The additional expenses: Comprehensive Background Check (\$500), Publication Costs (\$900). **The not-to-exceed total cost for services below is \$13,200.**

- Conduct 15-20 preliminary key stakeholder interviews.
- Develop community profile that is a culmination of meetings with stakeholders, elected officials, and staff.
- Draft and post job announcements through multiple print and internet-based sources.
- Recruit a diverse and talented field of candidates.
- In addition to resumes, provide a candidate questionnaire, which will be made available to the City Commission at the time the governing body reviews candidates.
- Conduct lengthy, preliminary phone interviews with top candidates.
- Complete responsible in-depth reference checks for top candidates.
- Prepare candidates and City Commission for public interviews.
- Meet with the City Commission to review top candidates.
- Prepare interview questions that encompass the City of Mount Pleasant community and qualifications sought by the City Commission.
- Handle necessary travel plans and tours.
- Assist the City Attorney in contract negotiations.
- Service beyond the selection.



## **I. REFERENCES**

### **City of Marquette (pop. 22,315)**

City Manager

Reference, Ms. Jenna Smith, Mayor, 906-361-7429;

jsmith@marquettetmi.gov

### **City of Durand (pop. 4,457)**

City Manager

Reference, Ms. Connie Cobley, City

Council Member, 989-288-3585;

conniecobley@live.com

### **City of Saugatuck (pop. 900)**

City Manager

Reference, Ms. Garnet Lewis, Mayor Pro-

Tem, 269-416-0738

glewis@saugatuckcity.com



### **City of Alpena (pop.10,483)**

City Manager

Reference, Mr. Matt Waligora, Mayor, 989-766-3557;

mattwa@alpena.mi.us

### **Saginaw Charter Township (pop. 40,840)**

Township Manager

Reference, Ms. Shiley Wazny, Clerk, 989-791-9800;

swazny@saginawtownship.net

### **Ada Township (pop. 15,350)**

Township Manager

Reference, Mr. Bob Proos, Trustee, 616-437-3559

bobproos@servantfire.com

### **City of Saline (pop. 8,350)**

City Manager

Reference, Mr. Brian Marl, Mayor, 734-429-4440

brianmarl@gmail.com

### **City of Frankenmuth (pop. 5,274)**

DDA Executive Director

Reference, Ms. Sheila Stamiris, Director 989-652-9901

ssstamiris@frankenmuthcity.com





# **BENEFITS OF WMS**

WMS sets the bar high. We are not a large firm, but we do offer the City of Mount Pleasant the following large firm benefits:

- Unparalleled Commitment
- 100% guaranteed satisfaction
- 24 years of recruitment experience
- Knowledge and appreciation of the City of Mount Pleasant and Isabella County
- Timely and consistent communication....the City Commission will be kept informed
- Competitive fees
- No hidden costs....no surprises
- Responsive customer service.....7 days a week
- References that will speak to our success rate
- We will present you with a strong field of finalists
- A new City Manager appointed on September 20, 2021



## **SUMMARY**

We want to thank you for the opportunity to submit our credentials as you begin the process to choose your next City Manager. As you know, in many ways, this is the most important decision you will make as an elected official. WMS will work with great passion, ethics, and determination to help you find the “right fit.” Our firm hopes that after talking to our Michigan client base, you will select WMS for the City of Mount Pleasant.

Our firm is based on simple principles. Work hard, follow through and commit to excellence. There are many great firms in Michigan to choose from. We desire to be your firm of choice. Best wishes as you move forward.

Please contact us directly if you have any questions.

Frank L. Walsh, President  
Walsh Municipal Services  
2637 Elderberry Drive  
Okemos, Michigan 48864  
517-920-0134  
walshmuni@gmail.com

For the City’s reference, please find the following attachments to this Request for Proposal:

- (1) City of Marquette Community Profile
- (2) Frankenmuth DDA Community Profile



# **Attachment #1**

## **Marquette Community Profile**

---

# CITY OF MARQUETTE

---



## COMMUNITY PROFILE – CITY MANAGER SEARCH 2021

“The City of Marquette welcomes your interest in joining our beautiful, superior community in Michigan’s picturesque Upper Peninsula”. Mayor Jenna Smith



**Apply:** Send Cover Letter,  
Resume, and Five (5)  
Professional References to:  
[walshmuni@gmail.com](mailto:walshmuni@gmail.com)

# WELCOME TO MARQUETTE, MICHIGAN

Lake Superior. Fresh Air. Year-Round Playground. Majestic Trails. Paddling. Hiking. Fishing. Arts. Culture. Biking. Theater. University Athletics. Fine Dining. Skiing. Waterfront Picnics. Beach Days. Kayaking. Snowshoeing. Snowmobiling. Hockey.

We are the proud home of Northern Michigan University and the freshest Whitefish in the United States.

The City of Marquette, Michigan (population 21,355) is seeking a remarkable leader to serve as their next City Manager. The current City Manager is retiring after 45 years of service, with the last five as the top appointed official. Marquette is located in Michigan's revered Upper Peninsula and is referred to by locals as "U.P.'s Capital City".

People of all ages flock to Marquette. The City is known for their warm hospitality and so much more. With the award-winning Marquette Area Public Schools, and unparalleled recreational opportunities, families from all over the country choose Marquette. With live theater, public art, exemplary health care and a plethora of dining options, Marquette is fast becoming a hub for active retirees and young professionals.

The Marquette community offers something for everyone. You don't have to travel to enjoy the U.P. 200 Sled Dog Race, the Art on the Rocks, the U.P. Beer Fest, the Marquette Blues Fest, the Ore to Shore Bike Race, Marquette's Blueberry Festival or the Hiawatha Music Festival. The unique offerings of Marquette mirror that of any large urban city. However, we boldly match our arts and culture with a relaxed environment surrounded by natural beauty.

There really isn't another Marquette that blends urban offerings with small town charm.

We hope you will consider Marquette as your "community of choice". Our next City Manager will inherit a wonderful opportunity nestled along Lake Superior and surrounded by a breathtaking landscape.





# MARQUETTE'S RICH HISTORY

Located along the alluring shorelines of Lake Superior, Marquette was established in 1849 as the shipping port for the vast deposits of iron ore discovered in western Marquette County. First named Worchester after one of the original founder's hometown in Massachusetts, it was soon changed to Marquette to honor the famous explorer and Jesuit Priest Jacques Marquette.



Marquette is proud of our Native American heritage. Throughout history, Ojibwa, Odawa, Potawatomi, collectively known as Anishinabe, have inhabited, and brought strength to the Upper Peninsula.

As the iron mines developed the city did too, becoming the premier port on Lake Superior, a position it held until the 1890's when the great Minnesota deposits came online. Until then, Marquette was THE center of the iron trade providing 60 per cent of the ore used by the Union during the Civil War. The city was fully in the midst of the Industrial Revolution. A constant stream of the great ore freighters came to the city's special pocket docks, loaded and left for the roaring steel mills of the Lower Lakes. Marquette Harbor Lighthouse's steady beam guided them in and out of port.



Other industries took root too! Large sawmills cut millions of feet of wood, small gas furnaces produced specialized "blooms" of iron and commercial fishermen shipped their catch to cities like Chicago and Detroit. Heavy equipment operators like Lakeshore Engineering built specialized mining equipment both for local mines and export.

Passenger ships and railcars brought hordes of tourists to the city, all eager to escape the grime and pollution of the big cities for the clean, crisp air of the Lake Superior North Woods.

As the city transitioned from the industry of the past to that of the 21st Century, the Lower Harbor in the heart of downtown became recreation focused. A unique jewel for residents and tourists. As we look to the promising future, we will never forget our past.



# THE CITY'S OPPORTUNITIES AND CHALLENGES

With City Commission and community guidance, manage our ten miles of public waterfront with sustainability in mind.

Implement a solid financial plan to complete the Lakeshore Boulevard Project.

Implement proven programs and policies to increase home ownership.

Finalize the sale of the Cliff Dows property for residential development.



Familiarize yourself with the findings of the recently completed Affordable Housing Report.

Prepare a short and long-term financial outlook given the effects of COVID-19.

Present recommendations to maintain, or replace, our facilities such as Lakeview Arena and Fire Stations built in 1913 and 1970.

In every decision appreciate the community's desire to maintain greenspace.

Develop a plan to incorporate metrics for determining success of Marquette's Strategic Plan.

Develop a cost-benefit analysis for providing reliable utilities incorporating resident's ability to pay.





# MARQUETTE'S AMENITIES AND ATTRACTIONS

The UP200 Dog Sled Race covers 238 miles of challenging Marquette terrain.

Northern Michigan University's Campus Life.



The 62nd Annual Arts on the Rock draws thousands of art lovers to the inviting shores of Lake Superior.

The U.P. Beer Fest on the scenic Mattson Lower Harbor Park includes over 600 locally crafted beers.

The Marquette Area Blues Fest features three days of world-class blues music.

The Ore to Shore Mountain Bike event brings families from across the Midwest to Marquette.

The Marquette Blueberry Festival features family fun in vibrant downtown Marquette.



Marquette offers some of the best-groomed cross-country ski hills and downhill skiing in Michigan.

The Marquette Marathon is widely known as the most scenic 26 miles in Michigan.

Marquette's Hiawatha Music Festival has something for all generations.



Marquette Mountain Ski Resort is simply Paradise!

The Marquette City Band, Symphony Orchestra and the Chorale Society.

The Superior Dome....the world's largest wooden dome!





# **MARQUETTE.....THE “BEST” RANKINGS**

Located on the banks of Lake Superior on the Upper Peninsula's northern shore, Marquette is the ultimate Great Lakes Town. Outdoor enthusiasts are blessed with abundant year-round activities, including awesome steelhead and salmon runs. Public access to grouse and woodcock, deer, ducks and turkey is near at hand on the spacious Hiawatha and Ottawa national forests.



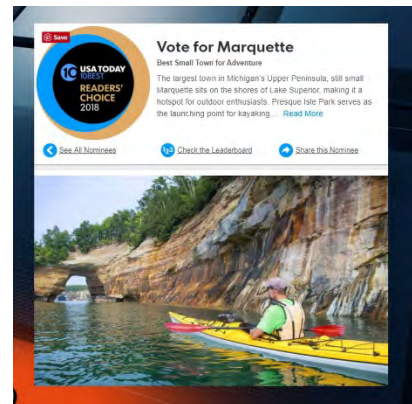
**“BEST SMALL TOWN FOR ADVENTURE”**  
-USA TODAY

**“1 OF 50 BEST WINTER VACATION SPOTS IN AMERICA”**  
-MEN'S JOURNAL

**“RANKED THE 2ND BEST TOWN IN THE UNITED STATES”**  
-OUTDOOR LIFE

**”AMERICA’S BEST HOCKEY TOWN”**  
-KRAFT HOCKEYVILLE

**“ONE OF THE BEST PLACES TO LIVE IN MICHIGAN”**  
-NICHE



## MARQUETTE WINS KRAFT HOCKEYVILLE

How many communities can say they have been named “The Most Passionate Hockey Community in America”? The answer: Marquette, Michigan.

In 2016, Kraft Hockeyville USA named Marquette #1 in America and awarded the community \$150,000 in upgrades to Lakeview Arena. That’s not all, with the award came the honor to host a National Hockey League (NHL) contest between the Buffalo Sabres and Carolina Hurricanes.



Marquette was just one of more than a thousand communities across the country that submitted stories showing their hockey spirit and passion.

Marquette is rich in hockey heritage and Lakeview Arena stands as a pillar of the community, stimulating the local economy since it opened in 1973. The local rink is a hub of activity, excitement, entertainment and fun. Marquette is a place where the love of hockey energizes the entire community.

The hockey game was more than a simple drop of the puck. Hockey players from Northern Michigan University, who play right next door at the Berry Center, served as ushers for fans throughout the arena. The hockey game became a week-long event that fed the soul of Marquette’s close-knit community.



## THE U.P.'S EDUCATIONAL EXCELLENCE

The City of Marquette is surrounded with an abundance of excellent educational opportunities.



Established in 1899, Northern Michigan University (NMU) is home to 7,500 undergrad and graduate students who embrace a quality education in a picturesque setting. Founded as the Normal State College, NMU became the Northern Michigan College in 1955. In 1963, through the adoption of a new state constitution in Michigan, NMU was designated a comprehensive university. Enrollment flourished following the 1957 opening of the Mackinac Bridge.

NMU offers 180 Undergraduate and graduate degree programs. President Fritz Erickson, and the Board of Trustees, are proud to be accredited by the Commission on Institutions of Higher Education of the North Central Association.

In most sports, NMU's Wildcats compete in the NCAA's Division II Great Lakes Intercollegiate Athletic Conference. The Wildcats' hockey team competes in Division I. Proud former NMU athletes include Lloyd Carr, Steve Mariucci, Robert Saleh and Hall of Famer Tom Izzo.

With an exemplary staff and rigorous curriculum, Marquette Area Public Schools (MAPS) mission is to maximize the academic potential of every child.



With an enrollment of just over 3,200 students, in 2019, MAPS was ranked #12th in Athletics, #73rd Best Teachers and #98th Best High School in Michigan. The rankings are quite impressive as compared to 568 Michigan public schools.

Whether you are looking for preschool opportunities, or a graduate degree in nursing, Marquette, Michigan offers quality, access and affordability.





## HOW LOCALS DESCRIBE MARQUETTE

- An Urban Zeal with a Laid-Back Lifestyle
- Unbridled Recreational Opportunities from Youth to Seniors
- Clean, Safe, Walkable and Unpretentious
- Friendly, Welcoming and Forgiving
- Gritty and Hard Working
- Hometown Cafes to Fine Dining
- Historic with a Vision for the Future
- Outstanding Regional Healthcare
- Unparalleled Public Waterfront
- Family Centered
- Environmentally Conscious Focused on Sustainability
- U.P.'s Hockeytown
- Proud University Town and Gown
- Creative Arts and Culture



Marquette offers the perfect blend of campus life, historic value, recreation, urban amenities, publicly protected waterfront and one of America's great cities!



# **CITY OPERATIONS AT A GLANCE**

The new City Manager will inherit a talented team supported by an engaged City Commission. Here is a snapshot of city operations.

## **CITY COMMISSION**

The seven-member Marquette City Commission acts as the legislative branch of city government. The non-partisan members are elected in overlapping terms. Every year, the Commission elects one of its members to serve as mayor and one as mayor pro-tem. The members serve three-year terms and may not serve more than two consecutive terms in office.



## **ANNUAL BUDGET**

The total FY 2021 Budget is \$70,000,000. The annual budget includes appropriations to the General Fund of \$23,000,000, Police \$5,300,000, Fire \$3,500,000, Water and Sewer \$12,000,000, and Stormwater \$1,900,000. The City's total taxable value is \$936,300,000. The City holds an AA Standard & Poor's Bond Rating.

## **POLICE DEPARTMENT**

The Marquette Police Department is committed to safe, responsible and effective policing. The department has 34 sworn officers and is one of the few departments in Michigan to be fully accredited by the Michigan Association of Chiefs of Police.



## **FIRE DEPARTMENT**



The Marquette Fire Department takes great pride in safeguarding the lives of the City's inhabitants and visitors. The department boasts an impressive Public Protection Rating of 4. The community is well protected by Marquette's superior police and fire departments.

## **ARTS & CULTURE**

The City of Marquette Arts and Culture Division serves to encourage, develop and facilitate a rich environment of artistic, creative and cultural activity. The Arts Center is located in the lower level of the Peter White Library. The group welcomes over 260 visitors per day.



# **MARQUETTE'S PREMIER PARK'S SYSTEM**

You don't have to travel far to admire one of Michigan's premier parks systems. Marquette offers residents and visitors with world-class recreational opportunities.

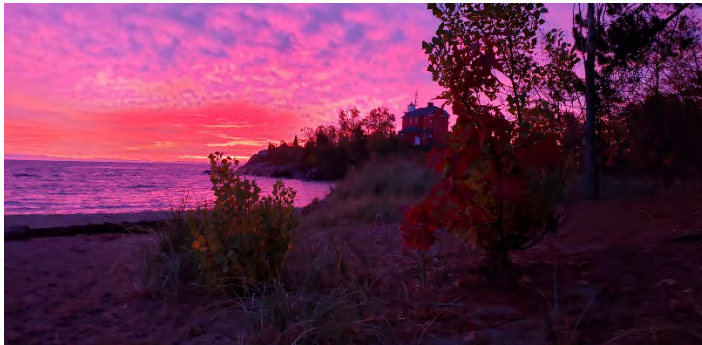
## **Presque Isle Park**

You can view 100 species of native plants and breathtaking sunsets on this 323-acre jewel, located off Lakeshore Drive. It is arguably one of Marquette's most beloved attractions.



## **Tourist Park Campground**

This seasonal campground is located on 73 acres of wooded land adjacent to the Dead River. The campground sits on approximately 20 of the 73 acres. The park includes electrical and water hookups and an off-leash dog park.



## **Ellwood A. Mattson Lower Harbor Park**

This popular 13-acre waterfront park is the setting for various summer festivals as well as the mooring location for small cruise ships as well as tall ships.

## **Shiras Park**

Shiras Park is 16 acres located on the shore of Lake Superior near the Picnic Rocks.

This popular park is a local and tourist favorite for unending views and perfect picnic spots.

## **Public Trails**

There are 16.5 miles of multipurpose trails and 49 miles of world-class mountain bike trails in the City of Marquette.



## **Fit-Strip Trails**

If cross-country skiing is on your to-do list, check out Fit-Strip Trails. The trails are provided by the Noquemanon Trail Network and are lit until 11:00 PM during the winter months.



## **THINK INDEPENDENTLY.....ACT REGIONALLY**

The City of Marquette prides itself in acting in a thoughtful, independent, yet regional voice. Our community is viewed as the economic hub of the U.P. We are known for our cooperative spirit.

### **INVEST UP**

Invest UP is a regional economic organization that looks to drive prosperity across the Upper Peninsula. The group is a resource for the private sector, our institutions and our communities that looks to remove barriers that stand in the way of growth and development. Their core values are collaboration, leadership and relationship building. The membership consists of some of the more dynamic employers across the entire Peninsula.



Invest UP does business in 15 counties and works in at least 15 industry sectors.

### **PETER WHITE LIBRARY**



The historic Peter White Library has been a staple of Marquette since 1871. The stately building adorns downtown Marquette at the corner of Front and Ridge Streets. The library serves over 300,000 patrons per year with a vast circulation exceeding 335,000. The regional approach to library service includes the City of Marquette and nine adjoining townships. Over 36,000 residents have library service available to them through this cooperative approach.

### **BOARD OF LIGHT & POWER**

In November 1889, Mayor F.O. Clark flipped the switch to put the city aglow. From this point forward, the community has been served by the Marquette Board of Light & Power. With 300 regional distribution lines, this regional approach to electricity serves 17,000 customers in Marquette and nine regional townships.



## **THE RIGHT FIT**

The Marquette City Commission and staff are searching for a candidate who will be more than a manager. We are focused on recruiting a leader. While education and experience matter, we will embrace a proven leader who is genuine, humble and respectful across our region.

The ideal candidate must bring the following personal characteristics:

Understand and appreciate what it means to be a part of life in Marquette. It's a quality of life that blends tranquility, paradise and urban offerings.

A demonstrated ability to be a teambuilder. We desire a collaborative leader who will embrace our community with vision and high energy.

Bring an unbridled commitment to take our community beyond our current goals. Think long-term.

Have a deep passion for the environment. Protecting greenspace, managing our vast shoreline and sustainability are crucial elements of Marquette's future.

Provide a demonstrated background that embodies a progressive, innovative thinker. Fresh ideas with a U.P. spirit will lead to success.

Develop trust amongst the City Commission, staff, community and regional partners.

Be a calm and thoughtful leader who has the ability to oversee outstanding city operations and provide excellent customer service.

Display unparalleled communication skills. The foundation of the Manager's success will rely on consistent and trusted communication.

Take the time to listen to the community. Work collaboratively with community resources.





# **THE MARQUETTE PROCESS**

**DEADLINE TO APPLY: FRIDAY, APRIL 9, 2021**

Please submit your cover letter, resume and five professional references to Frank L. Walsh, Walsh Municipal Services, LLC. Applications will be received at [walshmuni@gmail.com](mailto:walshmuni@gmail.com). Please indicate on your cover letter whether you desire confidentially as allowed under the Michigan Open Meetings Act. The City of Marquette is an Equal opportunity Employer.



# **Attachment #2**

## **Frankenmuth DDA Community Profile**

---

# CITY OF FRANKENMUTH

---



COMMUNITY PROFILE – DDA EXECUTIVE DIRECTOR SEARCH 2021

“We welcome your interest in joining the Frankenmuth team. We have unbridled passion about everything Frankenmuth”. DDA Chair Wayne Bronner



**Apply:** Send Cover Letter, Resume, and Five (5) Professional References to: [walshmuni@gmail.com](mailto:walshmuni@gmail.com)

# **WELCOME TO FRANKENMUTH**

## **WILLKOMMEN!**

The Frankenmuth Downtown Development Authority (DDA) seeks a new Executive Director. The current Director will retire this summer after 21 years of unparalleled service.

Frankenmuth, Michigan (population 5,103) is a community of tree-lined streets nestled on the banks of the beautiful Cass River. Frankenmuth's small size masks the City's significant tourism economy attracting hundreds of thousands of visitors annually. Anchored by two of America's largest independent restaurants and the world's largest Christmas store, Frankenmuth's Main Street is a magical place of world class retail destinations, eateries and experiences.

Diverse businesses offer opportunities including employment across a variety of industries including not only hospitality and entertainment, but agribusiness, insurance, finance, healthcare and more. Entrepreneurialism is at the heart of Frankenmuth's success.

While customers see Frankenmuth as a place to visit, we call Frankenmuth home.

A historic community, Frankenmuth values its rich heritage and rural charm. Founded in 1845, Frankenmuth revels in its Bavarian (German) roots. Surrounded by historic farms and forests, the community is an oasis. Schools are top notch. Walkable, clean and safe streets connect stable neighborhoods to schools, churches, and cultural centers. Community assets benefit from the community's strong churches, social organizations and volunteerism.

*And, we know how to have fun.* Festival season isn't limited to one season at all, but year-round with small and large events celebrating snow, classic cars, dogs, music, hot air balloons and more. Spontaneous activities like a walk through one of the many local parks or to the Farmers Market, kayaking or fishing on the beautiful Cass River, taking a bike ride to the local ice cream shop or just sitting on a bench along the newly constructed Riverwalk round out days with family, friends and neighbors in Michigan's little Bavaria.

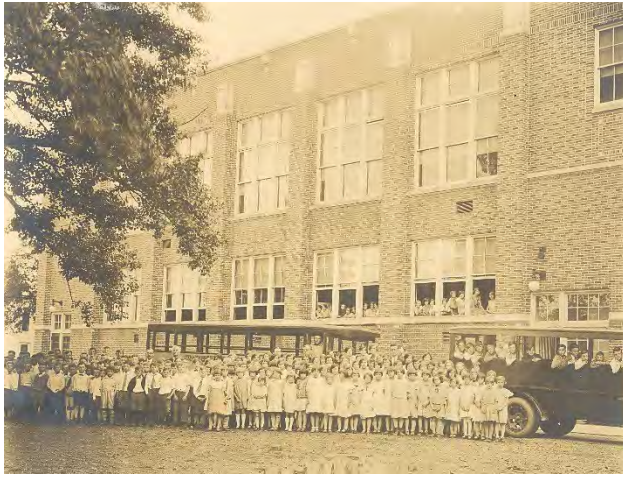


Our new DDA Director assumes a role to be coveted. We are a thriving, welcoming and ambitious community benefitted by stable local government, involved businesses and residents and strong community values. We are blessed to be recognized across the Great Lakes Bay Region, Michigan, and throughout the country, as a one of the best places to live and raise a family.

*We hope you will consider joining our team.*



# FRANKENMUTH'S RICH HISTORY



This past year (2020), Frankenmuth celebrated the 175<sup>th</sup> anniversary of its founding in 1845. The city's name is derived from the province from which the settlers came, "Franken" and from a German word meaning courage, "Muth." Only seven years after the first settlers arrived, Frankenmuth boasted 80 cabins and farmhouses, and by 1854 Frankenmuth residents organized as a township. In 1904, the Village of Frankenmuth came into existence and "city" status, by popular vote, came on October 1, 1959.

to Michigan's Thumb and points north that established its hospitality tradition. The community blossomed with the construction of the Exchange Hotel (today Zehnder's Restaurant), the mutual aid insurance organization now called Frankenmuth Insurance, Star of the West Milling Company, and the Fischer Hotel (today's Bavarian Inn.)

In 1928, the Zehnder family purchased the New Exchange Hotel followed by the purchase of the Fischer Hotel in 1950.



In 1945, Wally Bronner opened the doors to his sign-making shop, marking the beginning of Bronner's Christmas Wonderland in his first storefront.

By the 1950's, the construction of I-75 and continued Cass River flooding changed the environment requiring new approaches to flood management and to attracting people to the City. In 1958, the Zehnder family redecorated the Fischer Hotel in the "Bavarian-style" architecture, renaming it *the Frankenmuth Bavarian Inn*. Creating a movement to celebrate the town's Bavarian heritage, other businesses soon followed suit. In due time, Frankenmuth was crowned, "Michigan's Little Bavaria," phrasing still used today.



In 1980, the Frankenmuth Holz-Brücke Covered Bridge was constructed. This old-world addition became the largest covered bridge built in America since 1903.



Over the first 150 years, citizens organized as a community, invested in its beautiful parks system, expanded its housing options, created the Community Foundation, built performance and event centers and grew as an international tourism destination, among others.

In the Fall of 1986, the old levee miraculously withstood a treacherous flash flood on the Cass River. In the summer of 1996, a tornado swept through Frankenmuth destroying homes and damaging a church and brewery. With each tragedy, the citizenry pulled together and moved forward, rebuilding and retooling.

A new streetscape plan for the commercial district to improve visitor safety was funded and implemented between 1997 and 2004 creating gathering spaces and linkages between destinations. A grant from the Clean Michigan Initiative paved the way for the development of the River Place Shoppes, a festival market place on the south side of the Cass River. A community pavilion and event center was built in 2004 in the celebrated Heritage Park. Special events and festivals have grown in number, size and outreach for today's blockbuster annual calendar.



With its infrastructure failing, a constructed-rapids to enable fish passage was built in place of the 150-year-old dam in 2015. In 2007, Frankenmuth's original levee constructed in 1960's was decertified by FEMA; last year construction to amend and replace the old levee began and will be finished in Spring 2021. The levee project is funded wholly by the businesses, the DDA and the City at large. The DDA is funding a 2/3 mile Riverwalk on north bank.



In 2018, residents in the Frankenmuth School District approved a second sinking fund bond as well as monies to improve the district's sports facilities including the construction of a new soccer field and reconstruction of the football field – each with artificial grass.

Frankenmuth's history of taking advantage of opportunities and tackling obstacles head-on is indicative of the community's values, strength and resourcefulness -- boding well as we enter 2021.



# WHY FRANKENMUTH?



Development Authority

- We are a community with vision, purpose and committed leadership
- Stable local government and well-funded public safety (police and fire)
- A well-funded and strongly supported Downtown

- Award winning schools with options for both public and parochial enrollment
- Appreciating property values for both residential and commercial properties. New housing and commercial projects coming online
- Clean and safe neighborhoods: walkable, bikeable, livable
- Easily accessible to all points in Michigan, including access to two international airports within 30 minutes



- A dynamic business environment rooted in a strong entrepreneurial spirit and supported by ongoing public and private investment ... not only keeping the business we have, but growing our outreach and customer base to the next level

- A Rivertown with access to kayaking, fishing, small boating and easy access to the Saginaw Bay

- Unlimited Outdoor experiences to be enjoyed in several parks, festivals, summer concerts in the park, biking, walking, the Farmers Market, and more



- Outstanding partnerships among the Frankenmuth Chamber of Commerce & CVB, Frankenmuth Schools, Frankenmuth Township and the City of Frankenmuth

- A strong brand with a reputation for world-class quality
- Tourism-anchored employment opportunities with additional options in agribusiness, insurance, finance, personal and professional services
- A community of good character who celebrates *Gemütlichkeit*, a German expression for a state of feeling of warmth, friendliness and good cheer in every corner of the community





## OPPORTUNITIES AND CHALLENGES

Provide guidance for the development of 36 acres of City-owned land as an outdoor recreation facility. Land purchase was funded with MDNR Trust monies and is located adjacent to the City's event center and festival park.



Facilitate the development of 37 acres of commercial land on the City's north end as a potential medical facility and indoor recreation opportunity. Project has an active partner; a feasibility for the indoor center is in process.

Work with a future 90-acre housing development in the City's southwest corner.



Oversee a comprehensive maintenance program including in-house and contracted labor providing for streetscape management including management of the Pedestrian Bridge, replacement plans for streetscape systems (irrigation and electrical), landscape planning, and the freshening of various streetscape elements.

Oversee traffic studies for two primary areas: M83/Main Street and Weiss Street, coordinating with the recently completed M83

Access Management Plan for areas south of Jefferson Street. Implement "Complete Street" recommendations as part of the process. Update wayfinding signage, incorporating "downtown" and "city wide" options.

Develop a scope of work to detail the opportunity to build the Heritage Park Pedestrian Bridge, identifying its best location, funding opportunities and construction strategies.

Identify parking opportunities such as options for additional surface lots and parking deck.

Be an active participant in: The Heart and Soul community project, the Frankenmuth Beautification Committee and any project impacting the Downtown or commercial district.



Be a collaborator with the City of Frankenmuth, Frankenmuth Community Schools and the Chamber of Commerce & CVB with active community planning for growth, investment and attraction.

# THE FRANKENMUTH FIT

The Frankenmuth DDA Board of Directors and the City of Frankenmuth, are searching for a leader who will carry forward the work of the DDA through strong leadership, deliberate communications and outstanding customer service. While education and experience are relevant, we are most interested in finding the “*right fit*.”

The “ideal candidate” will bring the following personal characteristics and traits to the job:



Be a listener and sounding board. Be trustworthy. Learn the values of this special place and understand how the Downtown operates within this geography.

Bring a solid understanding of the critical role of downtown management. Understand the ins and outs of DDA rules and TIF funding.

Bring emotional maturity and be confident in your leadership skills. Know when *you don't know* and seek the answers and tools you need.

Work hand in hand with the business community, residents, city leadership and city staff to build a cohesive downtown vision and work plan.

Be a gentle collaborator. Build relationships. A consensus builder, an ombudsman.

Be an energetic, self-starter. Be an *idea person*. Always consider how we can be better, do better ... every single day.



Have a demonstrated ability to effectively communicate with our constituents. Articulate the DDA's role in an enthusiastic and understandable manner.

Be visible. Choose to become an active participant in Frankenmuth.

## **THE DDA BOARD**

Organized in 1983, the Frankenmuth DDA is a model of success. Our Board works collectively for a better Frankenmuth.

Board members serve for terms of 4 years. There are 13 members appointed by the City Council which includes the appointment of a City Council person to serve as a voting member and representative of the Council to the Board.

Board officers are elected. Chairman Wayne Bronner has served since the Board was authorized in 1983 allowing for great continuity in board decisions.

Board Members are the decision makers for their business, bringing both business acumen and local commitment to their decision-making process.

The Board is motivated by the determination to do what is good to support the growth of the DDA and TIF district. The DDA and TIF districts are one in the same.

The Board benefits from ex-officio participation from the City Manager and the Chamber of Commerce and CVB President. Both bring a wealth of knowledge and willingness to coordinate efforts to the table to help with planning and strategy to achieve the board's goals. The Board also benefits from an interested and supportive Mayor and City Council.

The TIF is in place through 2044. TIF funding supports bond payments, office administration, maintenance and contract administration and certain planning activities.

Board Members include:

Wayne Bronner, Chairman Bronner's Christmas Wonderland	Mark Johnston Subway & T'dubs Restaurant
Al Zehnder, Vice Chairman Zehnders of Frankenmuth	Judy Zehnder Keller Frankenmuth Bavarian Inn Lodge
Mary Ann Hiles, Secretary Worden Interiors	Zak McClellan McClellan Properties & Prost
Brian McLeod, Treasurer Resident	Will Rummel Resident
Erv Banes Frankenmuth Jellystone Park	Vickie Schmitzer, City Council Frankenmuth Credit Union
Randy Bierlein Schaefer & Bierlein	Scott Zimmer Air Advantage
G. Grossi DaVinci's Restaurant	



# **EXECUTIVE DIRECTOR ROLE**



**While the role of the DDA Director casts a wide net, consider this overview of our expectations.**

- Provide for the management of the business of the DDA. Understand the importance of a holistic approach to “Downtown Management” as the basis for operations.
- Establish and maintain a collaborative relationship with the business owners, prospective developers, community organizations, City leadership and staff, and other government agencies. With a strong network, you can and will accomplish more. Learn what you can from those around you.
- Function as a project/contract administrator for DDA initiatives. Look at the detail in design and in execution.
- Aggressively promote and develop business retention and attraction strategies. Be a problem solver with a positive, trustworthy and genuine approach.
- Identify grant opportunities for downtown development. Promote Frankenmuth as “grant worthy” to take full advantage of local, state and federal grant funds.
- Serve as a point person for all Downtown related queries and issues. Serve as the community cheerleader through your participation in community events, festivals programs, and initiatives.
- Work effectively with volunteers and others involved in downtown-related projects and initiatives, understanding the vital role that volunteer involvement plays in Frankenmuth.
- Know your resources: time, talent and treasure. Ensure that the DDA abides by all applicable federal, state and local regulations.
- As you deliberate, consider the impact of what you do on the district, on the City and on the residents first. Good projects check all the boxes.



## **FRANKENMUTH IN 10 PHRASES**

1. GEMÜTLICHKEIT
2. QUAIN, BUT FAR FROM OLD-FASHIONED
3. VIBRANT AND EXCITING
4. CLEAN, SAFE, WALKABLE
5. REFLECTIVE OF OUR HISTORY AND TRADITIONS
6. FAMILY FIRST AND QUALITY EDUCATION
7. HARD WORKING AND ACCOUNTABLE
8. EARNEST, YET PASSIONATE
9. ADAPTIVE, YET DETERMINED
10. CHICKEN AND CHRISTMAS AND SO MUCH MORE



**Frankenmuth is a premier community that isn't afraid to take a risk. The success of our downtown was created through thoughtful vision and collaborative risk.**



# **THE FRANKENMUTH PROCESS**

**DEADLINE TO APPLY: FEBRUARY 19, 2021**

Please submit your cover letter, resume and five professional references to Frank L. Walsh, Walsh Municipal Services, LLC. Applications will be received at [walshmuni@gmail.com](mailto:walshmuni@gmail.com). Please indicate on your cover letter whether you desire confidentially as allowed under the Michigan Open Meetings Act. The City of Frankenmuth is an Equal Opportunity Employer.



## Follow-up questions on RFP submitted by Walsh Municipal Consulting

1. At what point do you provide advice on the recommended salary/compensation level to attract quality candidates? What sources do you use for the recommendation?
2. Please provide an overview of how you identify key stakeholders in developing the Community Profile, how many are interviewed, and how are the interviews conducted?
3. Page 9 indicates you conduct 20-30 phone calls, complete pre-interviews of 10-15 with top candidates to get down to a list of 6-8 candidates for City Commission review; yet page 10 says you conduct preliminary telephone interviews with the best 6-8 candidates to develop the “short list” to the CC.
  - A. recognizing it is dependent on the quality of the candidate pool, how many telephone interviews do you typically do? How many candidates are typically on your “short list”
  - B. In your professional experience, what is your primary consideration for a candidate to make it to the “short list”?
4. Page 9 of the response indicates your firm is responsible for contract negotiations and Page 13 says you will assist the City Attorney in contract negotiations – which do you actually do?
5. Page 11 of your response indicates your proposal includes four visits, please provide more detail about which stages of the process those visits are used for.
6. How many staff and who from your company will be assigned to our project team?
7. On page 13, your advertising/publication costs seem quite low. What is your advertising process and where will you post the job to attract quality candidates?
8. What assistance do you expect from City staff during the recruitment and interviewing process?
9. What would your reporting process to City staff and/or the City Commission look like throughout the recruitment process?
10. What has been your experience with the percentage of applicants from Michigan in state and from out of state?
11. The RFP on Page 6 indicated a requirement to provide a six-month, twelve-month and annual performance evaluation process. Your response does not seem to address this requirement. Please provide information on how you would implement this requirement and whether it affects your pricing.



*I appreciate the City's due diligence. There is nothing more important than finding the perfect fit for Mount Pleasant. Please accept my brief responses to the questions related to my RFP below. As always, if you have any additional questions do not hesitate to contact me.*

### **Responses**

**1-** Our recommendation on salary/benefits occurs during the initial discussion with the City Commission. I'll make a recommendation to the governing body based on my research of similar communities. There are several factors that play a role in the compensation review process.

**2-** I offer advice on the list of Community Stakeholders. However, the City makes the final determination. My typical suggestions include the City Commission, department heads, business owners, citizens, a planning commission member, and external community leaders such as the Executive Director of the Isabella County Restoration House.

There are two ways to conduct the interviews. WMS can either host a community stakeholder meeting or we can conduct personal phone calls with each stakeholder. Most communities prefer the latter.

**3A-** I conduct well over 20-30 phone calls with candidates and regional leaders so I can fully understand the candidates' credentials. From there, I conduct 10-15 brief phone interviews with the most qualified candidates. Finally, I commit 30-45 minutes with the top 6-8 candidates. The "short list" will include 6-8 candidates. However, as you note, it's truly tied to the candidate pool.

**3B-** My primary considerations are reputation, personal knowledge, leadership qualities, relevant experience, diversity, social media activity, and their skill set vs. the priorities of Mount Pleasant.

The "right fit" is critical.

**4-** My role in contract negotiations is determined by the City Commission and Director Gandy. Personally, I believe it's important for WMS to be the conduit between the City and the candidate. Sometimes the City needs to say "no." I handle the entire back and forth between the City and candidate.

I just handled the entire process in Saline. Please feel free to reach out to Mayor Brian Marl.

**5-** The four community visits include a stakeholder meeting, selection of candidates, and first and second rounds of interviews. There will be no additional cost if a fifth or sixth community meeting becomes necessary. I am committed to finding the “right fit.”

**6-** We offer a three team member approach. However, I’m solely responsible for every facet of the recruitment. My team includes Marketing Director & CMU graduate Brooke O’Meara and Web Site Coordinator Jacob Conway.

For the past 24 years our clients have enjoyed our personal service.

**7-** My advertising/publication costs are the same as every search WMS has conducted. We have budgeted enough to cover a national ad in the International City Managers Association and the Michigan Municipal League. We also publish in several social media outlets including LinkedIn. There are several opportunities to publish and widely circulate the position at no cost. For instance, through relationships, I can ask regional managers to post the position on regional sites and/or listservs. Recently, I used the same publication budget for Marquette, Saline, Ada, Saugatuck, and Frankenmuth.

Trust me, our publication costs will attract a strong pool.

**8-** My job is to relieve the Mount Pleasant staff from daily responsibilities regarding the search. The HR Department has enough of a challenge recruiting for City positions. The recruitment world is extremely challenging. Director Gandy will be well-informed during the process, and I will take direction and suggestions from her.

Please contact Marquette Director of Administrative Services Jen LePage (906) 225-8583 to speak to a recent client on our staff relations.

**9-** We place a lot of pride in our communication. I will provide a weekly update to the City Commission and staff. Director Gandy will receive communications from me 4-5 times a week. Constant communication is critical from start to finish.

**10-** In Marquette, 22 of the 41 applicants resided outside of Michigan. In Saline, 23 of 55 applicants were not from Michigan. I’d expect a strong interest in Mount Pleasant. My estimate is 35% of the applicants for Mount Pleasant will be from out of state.

**11-** My apologies. I will supply the City Commission with effective tools and a process to evaluate the new manager at several intervals. It’s important that the City Commission establish a set of goals early on to properly review the manager.

There will be no additional costs. My cost proposal is firm. No surprises.



I hope I have properly addressed your thoughtful follow up questions.

Respectfully,

*Frank*

**Frank L. Walsh**

Walsh Municipal Services, LLC


517-920-0134

[walshmuni@gmail.com](mailto:walshmuni@gmail.com)





COMMISSION LETTER #104-21  
MEETING DATE: JUNE 14, 2021

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER RESOLUTION IN SUPPORT OF TEMPORARY TRAFFIC CONTROL  
ORDER #2-2021

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

**#2-2021**- Place “No Parking 7 a.m. – 8 a.m. and 2 p.m. – 3 p.m. Loading Zone Only” signs on the south side of Michigan Street in front of the Sacred Heart Academy Elementary School. 2 signs the first 5 spaces west of Franklin Street and 1 sign for the first 3 spaces on the south side of Michigan Street just east of University (remove existing three-hour parking sign).

*Recommended Motion:*

*Move to approve the resolution as drafted in support of final approval for Traffic Control Order #2-2021.*

NJR/ap



## City of Mt. Pleasant, Michigan Traffic Control Order

**TRAFFIC CONTROL ORDER NO.**

2-2021

Issued By: *Steve Terwase*  
Traffic Engineer

Date: 2-1-21

Signs/work by: *[Signature]*  
Street Department

Date: 3-23-21

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 7 am-8 am and 2 pm-3 pm Loading Zone Only" signs on the south side of Michigan Street in front of the Sacred Heart Academy Elementary School (2 signs the first 5 spaces west of Franklin) and 1 sign for the first 3 spaces on the south side of Michigan just east of University (remove existing three hour parking sign).

WHEREAS, under the date of February 1, 2021, the Traffic Engineer of the City of Mt. Pleasant issued temporary traffic control order No. 2-2021 (Place "No Parking 7 am-8 am and 2 pm-3 pm Loading Zone Only" signs on the south side of Michigan Street in front of the Sacred Heart Academy Elementary School [2 signs the first 5 spaces west of Franklin] and 1 sign for the first 3 spaces on the south side of Michigan just east of University] remove existing three hour parking sign). Said temporary traffic control order was presented to the City Commission on June 14, 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. 2-2021 a permanent traffic control order.

COMMISSION LETTER #105-21  
MEETING DATE: JUNE 14, 2021

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER APPROVAL OF THE PROPOSED 2022-2027 CAPITAL  
IMPROVEMENT PLAN

The proposed 2022-2027 Capital Improvement Plan was provided to the City Commission at the April 12 meeting. Since that time, a presentation on the plan was provided and three work sessions were held.

As a result of those work session discussions, two changes were incorporated into the proposed plan. The changes address the cost allocation of special assessments for commercial alley reconstructions and installation of pedestrian lighting.

The attached pages incorporate the suggested changes into the plan.

It is recommended the City Commission approve the 2022-2027 Capital Improvement Plan with the revised pages.

Recommended Motion:

*Move to approve the 2022-2027 Capital Improvement Plan with the revised pages as presented.*

NJR/ap

## Estimated Cash Balances Available for Capital Expenditures

## All Funds Except Water and Water Resource Recovery Facility

Description	Page Number	Project Amount	Funding Sources							Specific Funding Source For "Other"
			Capital Improvement Fund	TIFA CBD	DDA	Major Streets	Local Streets	Airport Fund	Other	
12/31/2020 Available Balance			\$2,317,639	\$481,321	\$649,967	\$2,301,430	\$1,175,790	\$265,065		
Expected 2021 Additions (Allocations)			361,930	(481,321)	228,260	455,890	(157,720)	(42,570)		
Estimated 2021 Ending Balance			\$2,679,569	\$0	\$878,227	\$2,757,320	\$1,018,070	\$222,495		

2022

Expected Additions			\$730,000	\$0	\$226,000	\$760,000	\$610,000	\$0		
--------------------	--	--	-----------	-----	-----------	-----------	-----------	-----	--	--

## Proposed Uses/Allocations:

Note: uses/allocations are shown as negative to reduce the balance

Alleyway Renovations (Downtown)	33	\$274,000	(\$137,000)						(\$137,000)	SA
Apparatus Bay Floors	18	31,000	(31,000)							
Canal Street Park Improvements	53	80,000	(80,000)							
Carpet Replacement/Hallway Painting (DPS)	19	25,000	(25,000)							
Downtown Improvement Program	35	30,000	(30,000)							
Eastside Improvements	56	115,000	(115,000)							
Evidence Room Remodel (DPS)	20	35,000	(35,000)							
Fire Office Renovation	21	25,000	(25,000)							
Island Park Restroom Improvements	58	164,000	(164,000)							
Medium Size Project (Parks)	59	136,000	(136,000)							
Mid-Michigan/GKB Pathway Connections*	61	48,000	(48,000)							
New Sidewalk	78	35,000				(35,000)				
Parking Lot Renovations (Downtown)	37	48,000	(48,000)							
Pedestrian Lighting	80	120,000	(72,000)						(48,000)	SA
Placemaking (Downtown)*	40	1,505,000	(505,000)						(1,000,000)	GR
Resurfacing/Reconstruction (Local Street)	95	624,000					(624,000)			
Resurfacing/Reconstruction (Major Street)	103	1,894,000				(1,519,000)			(375,000)	GR
Sidewalk Replacement	82	150,000				(150,000)				
Streetscape Improvements (Downtown)	43	158,000	(158,000)							
Structural Crack/Joint Repair (DPS)	28	100,000	(100,000)							
Taxiway "A" Rehabilitation	92	163,000						(8,000)	(155,000)	GR
Traffic & Pedestrian Safety/Mission Street	49	60,000		3	(60,000)					

## Estimated Cash Balances Available for Capital Expenditures

All Funds Except Water and Water Resource Recovery Facility

Description	Page Number	Project Amount	Funding Sources							Specific Funding Source For "Other"
			Capital Improvement Fund	TIFA CBD	DDA	Major Streets	Local Streets	Airport Fund	Other	
Assigned for Building Reserve Funding		120,000	(120,000)							
Total 2022 Projects		<u>\$5,940,000</u>								

<b>Estimated 2022 Ending Balance</b>		\$1,580,569	\$0	\$1,044,227	\$1,813,320	\$1,004,070	\$214,495
--------------------------------------	--	-------------	-----	-------------	-------------	-------------	-----------

2023

<b>Expected Additions</b>		\$740,000	\$0	\$226,000	\$840,000	\$600,000	\$0
---------------------------	--	-----------	-----	-----------	-----------	-----------	-----

**Proposed Uses/Allocations:**

Note: uses/allocations are shown as negative to reduce the balance

Apparatus Bay Concrete Approaches	17	\$100,000	(\$100,000)						
Chippewa River Bank Protection Program*	54	50,000	(25,000)					(25,000)	GR
Downtown Improvement Program	35	30,000	(30,000)						
Fire Communications*	73	241,000	(141,000)					(100,000)	GR
HVAC System Updates (DPS)	23	50,000	(50,000)						
Mid-Michigan/GKB Pathway Connections*	61	525,000	(263,000)					(262,000)	GR
New Sidewalk	78	100,000			(100,000)				
Parking Lot Renovations (Downtown)	37	597,000	(597,000)						
Pedestrian Lighting	80	120,000	(120,000)						
Renovation of Park Roads, Parking and Trails	67	130,000	(130,000)						
Resurfacing/Reconstruction (Local Street)	95	443,000					(443,000)		
Resurfacing/Reconstruction (Major Street)	103	769,000			(769,000)				GR
Roofing Project (DPS)	26	65,000	(65,000)						
Sidewalk Replacement	82	150,000			(150,000)				
Storm Sewer Collection System Extensions	84	161,000					(161,000)		
Streetscape Improvement (Downtown)	43	163,000	(163,000)						
Taxiway "A" Rehabilitation	92	2,028,000						(101,000)	(1,927,000) GR
Warming Hut Storage Relocation	69	70,000	(70,000)						
Assigned for Building Reserve Funding		120,000	(120,000)						



## Estimated Cash Balances Available for Capital Expenditures

## All Funds Except Water and Water Resource Recovery Facility

Description	Page Number	Project Amount	Funding Sources							Specific Funding Source For "Other"
			Capital Improvement Fund	TIFA CBD	DDA	Major Streets	Local Streets	Airport Fund	Other	

Total 2023 Projects \$5,912,000

Estimated 2023 Ending Balance \$446,569 \$0 \$1,270,227 \$1,634,320 \$1,000,070 \$113,495

2024

Expected Additions \$750,000 \$0 \$226,000 \$840,000 \$600,000 \$0

**Proposed Uses/Allocations:**

Note: uses/allocations are shown as negative to reduce the balance

Apparatus Bay Floors	18	\$38,000	(\$38,000)							
Chippewa River Bank Protection Program*	54	500,000	(250,000)						(250,000)	GR
Downtown Improvement Program	35	30,000	(30,000)							
Medium Size Project (Parks)	59	52,000	(52,000)							
Network Switches (All Buildings)	24	150,000	(150,000)							
New Sidewalk	78	50,000				(50,000)				
Parking Lot Renovations (Downtown)	37	13,000	(13,000)							
Pedestrian Lighting	80	120,000	(120,000)							
Renovation of Park Roads, Parking and Trails	67	70,000	(70,000)							
Resurfacing/Reconstruction (Local Street)	95	652,000					(652,000)			
Resurfacing/Reconstruction (Major Street)	103	856,000				(856,000)				
Runway 9/27 Rehabilitation	90	215,000						(11,000)	(204,000)	GR
Sidewalk Replacement	82	150,000				(150,000)				
Traffic & Pedestrian Safety/Mission Street	49	806,000			(806,000)					
Assigned for Building Reserve Funding		120,000	(120,000)							

Total 2024 Projects \$3,822,000

Estimated 2024 Ending Balance \$353,569 \$0 \$690,227 \$1,418,320 \$948,070 \$102,495

2025

Expected Additions \$760,000 5 \$0 \$226,000 \$840,000 \$600,000 \$0

## Estimated Cash Balances Available for Capital Expenditures

## All Funds Except Water and Water Resource Recovery Facility

			Funding Sources							
			Capital	TIFA		Major	Local	Airport		Specific
Description	Page	Project	Improvement	CBD	DDA	Streets	Streets	Fund	Other	Funding
	Number	Amount	Fund							Source For
										"Other"
Proposed Uses/Allocations:			Note: uses/allocations are shown as negative to reduce the balance							
Chippewa River Bank Protection Program*	54	\$110,000	(\$55,000)						(\$55,000)	GR
Downtown Improvement Program	35	30,000	(30,000)							
Eastside Improvements*	56	55,000	(28,000)						(\$27,000)	DO
HVAC System Updates (City Hall)	23	50,000	(50,000)							
Medium Size Project (Parks)	59	54,000	(54,000)							
Mid-Michigan/GKB Pathway Connections*	61	50,000	(25,000)						(25,000)	GR
Mission Creek Improvements	64	28,000	(28,000)							
New Sidewalk	78	50,000				(50,000)				
Parking Lot Renovations (Downtown)	37	50,000	(50,000)							
Parking Lot Resurface (City Hall)	25	100,000	(59,000)						(41,000)	PD
Renovation of Park Roads, Parking and Trails	67	310,000	(310,000)							
Resurfacing/Reconstruction (Local Street)	95	613,000					(613,000)			
Resurfacing/Reconstruction (Major Street)	103	712,000				(712,000)				
Roofing Project (DPS)	26	70,000	(70,000)							
Runway 9/27 Rehabilitation	90	2,675,000						(134,000)	(2,541,000)	GR
Sidewalk Replacement	82	150,000				(150,000)				
Storm Sewer Collection System Extensions	84	260,000					(260,000)			
Traffic & Pedestrian Safety/Mission Street	49	916,000			(916,000)					
Assigned for Building Reserve Funding		120,000	(120,000)							
Total 2025 Projects		\$6,403,000								

<b>Estimated 2025 Ending Balance</b>	\$234,569	\$0	\$227	\$1,346,320	\$675,070	(\$31,505)
--------------------------------------	-----------	-----	-------	-------------	-----------	------------

2026

<b>Expected Additions</b>	\$805,200	\$0	\$0	\$840,000	\$600,000	\$0
---------------------------	-----------	-----	-----	-----------	-----------	-----

## Proposed Uses/Allocations:

Note: uses/allocations are shown as negative to reduce the balance

## Estimated Cash Balances Available for Capital Expenditures

## All Funds Except Water and Water Resource Recovery Facility

Description	Page Number	Project Amount	Funding Sources							Specific Funding Source For "Other"
			Capital Improvement Fund	TIFA CBD	DDA	Major Streets	Local Streets	Airport Fund	Other	
Downtown Improvement Program	35	\$30,000	(\$30,000)							
Lighting Transformer Repl Design (Airport)	89	25,000						(1,000)	(24,000)	GR
Medium Size Project (Parks)	59	55,000	(55,000)							
Mid-Michigan/GKB Pathway Connections*	61	525,000	(263,000)						(262,000)	GR
New Sidewalk	78	50,000				(50,000)				
Pedestrian Lighting	80	240,000	(240,000)							
Playground Equipment/Universal Access	65	38,000	(38,000)							
Resurfacing/Reconstruction (Local Street)	95	1,451,000					(1,451,000)			
Resurfacing/Reconstruction (Major Street)	103	202,000				(202,000)				
Sidewalk Replacement	82	150,000				(150,000)				
Assigned for Building Reserve Funding		120,000	(120,000)							
Total 2026 Projects		\$2,886,000								

## Estimated 2026 Ending Balance

\$293,769      \$0      \$227      \$1,784,320      (\$175,930)      (\$32,505)

2027

## Expected Additions

\$810,000      \$0      \$0      \$840,000      \$600,000      \$0

## Proposed Uses/Allocations:

Note: uses/allocations are shown as negative to reduce the balance

Building Maintenance (Public Works)	77	\$185,000				(\$185,000)				
Chippewa River Bank Protection Program*	54	120,000	(60,000)						(60,000)	GR
Downtown Improvement Program	35	30,000	(30,000)							
Eastside Improvements	56	42,000	(21,000)						(\$21,000)	DO
Generator (City Hall)	22	100,000	(100,000)							
Lighting Transformer Repl Design (Airport)	89	75,000						(4,000)	(71,000)	GR
Medium Size Project (Parks)	59	40,000	(40,000)							
New Sidewalk	78	50,000				(50,000)				
Playground Equipment/Universal Access	65	213,000	(213,000)							
Ramp Rehabilitation	91	300,000						(15,000)	(285,000)	GR
Renovation of Park Roads, Parking and Trails	67	208,000	(208,000)							

## Estimated Cash Balances Available for Capital Expenditures

## All Funds Except Water and Water Resource Recovery Facility

Description	Page Number	Project Amount	Funding Sources							Specific Funding Source For "Other"
			Capital Improvement Fund	TIFA CBD	DDA	Major Streets	Local Streets	Airport Fund	Other	
Resurfacing/Reconstruction (Local Street)	95	987,000					(987,000)			
Resurfacing/Reconstruction (Major Street)	103	1,608,000				(1,608,000)				
Roofing Project (City Hall)	26	100,000	(75,000)						(25,000)	PD
Sidewalk Replacement	82	150,000				(150,000)				
Storm Sewer Collection System Extensions	84	260,000					(260,000)			
Women's Locker Room (DPS)	29	50,000	(50,000)							
Assigned for Building Reserve Funding		100,000	(100,000)							
Total 2027 Projects		\$4,618,000								
<b>Estimated 2027 Ending Balance</b>			\$206,769	\$0	\$0	\$631,320	(\$822,930)	(\$51,505)		
Total 2022-2027 Projects		\$29,581,000								
Water/Water Resource Recovery Facility		27,486,000								
Projects Total										
Grand Total 2022-2027 Capital Projects		<b>\$57,067,000</b>								

## NOTE:

During this CIP, designated building reserve funds will be used for projects at City Hall and Public Safety. These funds are used for infrastructure that is part of or inside the buildings.

Capital Improvement Millage balances will occur only if all projects proceed to construction and grants are obtained.

Success with obtaining grants and donations may affect the ability to do some of the listed projects.

Airport Fund will need donations or other contributions for the 5% match if all FAA grants are completed as planned.

\*New infrastructure/project dependent on grant/donations.

## *Downtown Individual Project Description*

*Project Title* Alleyway Renovations

*Source of Funding* Capital Improvement Fund/Special Assessment

<i>Year Proposed</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>
<i>Capital Cost</i>	\$274,000	-0-	-0-	-0-	-0-	-0-

### *Description and Location*

This project includes milling, overlay, crack sealing, reconstruction and re-striping of various downtown alleyways over time. The inclusion of underground infrastructure such as water and sewer lines will be dependent on the availability of grant funds and these costs are not included in the estimates above. Alleyway selection is based on need and placement within downtown to best utilize funds.

### *History and Plans*

Reconstruction, implement milling, overlay and repainting over a multi-year cycle based on the lot priority of need determined by the PASER system. State grants will be used when possible for matching situations.

#### *2015*

PASER alleyways and estimates for reconstruction and crack sealing

#### *2021*

Beginning in 2021, without TIFA funding, alley costs are expected to be covered with property owner special assessments (50/50).

Due to Covid-19 alleyway project (between Michigan and University) postponed to 2022.

#### *2022*

Alleyway projects combined in 2022 due to conditions of alleyway.

Reconstruct alley between Michigan and University - \$110,000 construction, \$16,500 (15%) engineering costs. Increase in costs due to material price increases. Due to tight conditions, this project will be built using concrete rather than asphalt.

Reconstruct alley between University and Franklin - \$128,000 construction, \$19,500 (15%) engineering costs. Increase in costs due to material price increases.

### *Need and Impact*

Alleyways with the greatest need should be completed first based upon PASER system. Impact is based on functionality and usage of the alleyways. Alleyways are used by customers, employees, owners and residents within downtown on a daily basis.

#### *Linkage to Master Plan:*

- *The project is necessary to maintain the existing critical infrastructure needed in the City and does not link to a specific 2050 Master Plan Objective.*

### *Related Cost Details*

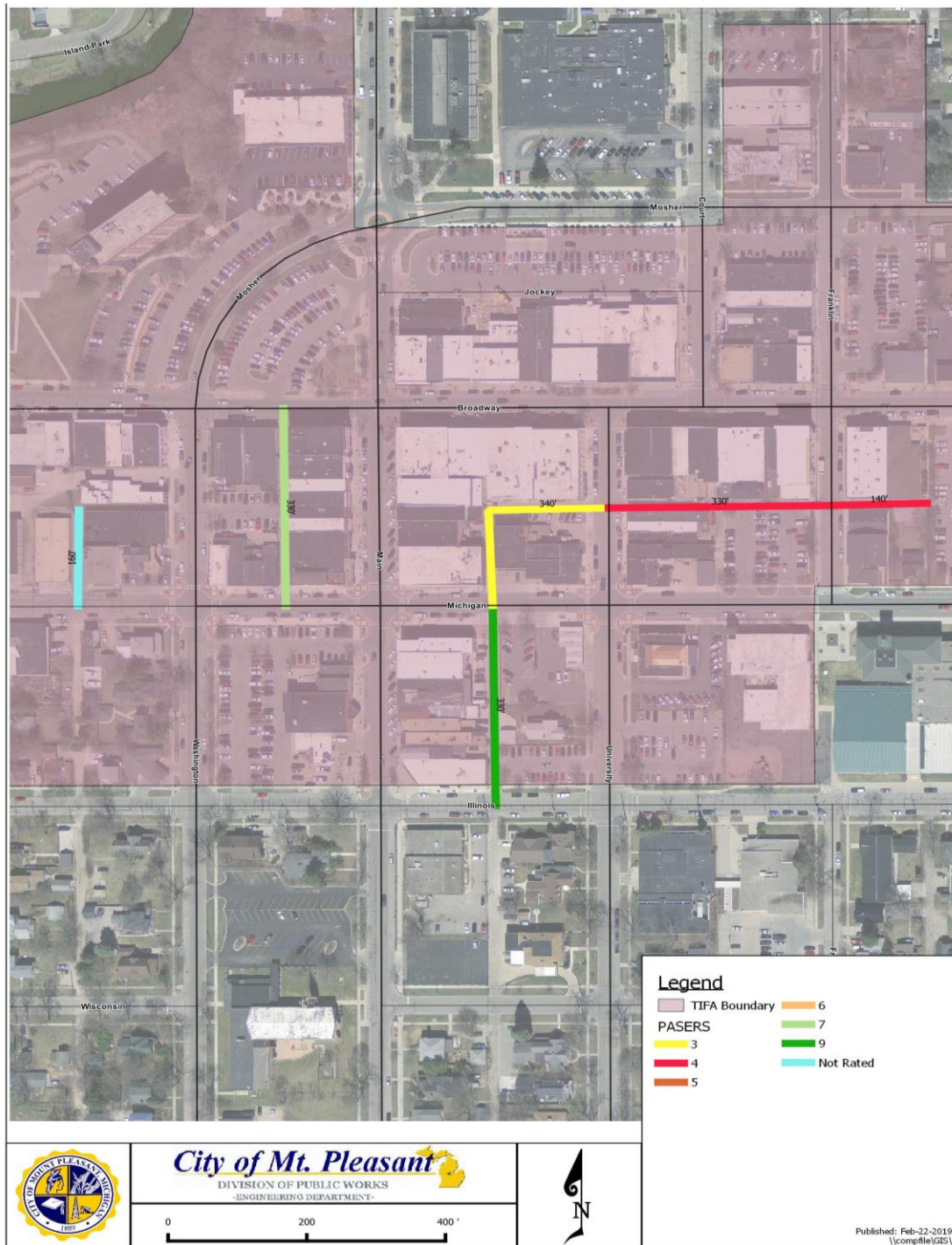
More refined estimates were completed for 2022.



### Future Funds Needed

A systematic review utilizing the PASER system to determine the priority of repair of downtown alleyways will take place just as we do for roads, parking lots and paths in our park system.

### **Downtown Alleyways PASER Map City of Mt. Pleasant**



*Alleyway Renovations*  
[downtown]

## *Public Works Individual Project Description*

*Project Title* Pedestrian Lighting

*Source of Funding* Capital Improvement Fund/Special Assessment/Grant

<i>Year Proposed</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>
<i>Capital Cost</i>	\$120,000	\$120,000	\$120,000	-0-	\$240,000	-0-

### *Description and Location*

This project installs decorative pedestrian lights in neighborhoods in the city to provide illumination of the public sidewalks.

Michigan Street, Illinois Street and all public space lighting going forward will use the standard black direct bury concrete poles to match all other existing neighborhood pedestrian lighting.

### *History and Plans*

At the goal setting retreat in 2013, the City Commission prioritized the installation of pedestrian lighting in additional areas of the city. Below is a list where additional street lighting was installed.

#### *2015*

Washington: North of High \$175,500

#### *2016*

S. Franklin, S. Lansing, S. University and Douglas \$201,600 (70/30 Special Assessment)

#### *2017*

Broadway: Bridge to Maxwell \$130,000

#### *2018*

Broadway: Maxwell to Bradley \$97,000 (Tribal 2%)

#### *2019*

May, Clayton, Pleasant and Gaylord (40/60 Special Assessment CD-4)

#### *2020*

<sup>S</sup>Michigan (both sides): Washington to Oak

#### *2022*

<sup>S</sup>Illinois (north side): Main to Fancher (40/60 Special Assessment)

#### *2023*

University (west side) (both sides between Illinois and Michigan): High to Michigan

#### *2024*

West Campus (west side): Bellows to Preston

#### *2026*

Preston (north side): Mission to Crapo

### *Need and Impact*

The project will enhance walkability, safety and nighttime activity in city neighborhoods.

- *This project links to Master Plan objective 2.4 because it retrofits the roadway network to provide safe accommodations for pedestrians.*

### *Related Cost Details*

It will be necessary to budget for annual operating costs for electricity. Based on past projects energy costs are roughly \$75 per light or roughly 1% of the total project costs annually.

### *Future Funds Needed*


There will be additional installation, maintenance and operational costs as lighting is added to more neighborhood blocks in future. LED lamps have a finite life span. Industry estimates vary widely from about 8 to 15 years. It will be necessary to budget future funds for these replacements. Current costs for lamp replacement are around \$900 each.

While black concrete poles were selected for the lighting project for their durability and low maintenance, it is anticipated that there will be long-term maintenance costs associated with the poles. Those costs are not known at this time.

<sup>s</sup>Coordinated with street project

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

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

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

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

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

Recommended Motion:

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

NJR/ap



City of Mount Pleasant, Michigan  
**DEPARTMENT OF PUBLIC SAFETY**

---



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

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

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

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

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

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



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

**ORDINANCE NO. \_\_**

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

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

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

**§ 10.05 DEFINITIONS.**

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

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

**§ 91.08 IMPOUNDMENT OF ANIMALS.**

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

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

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

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

**§ 91.09 NEGLECTED OR ABANDONED ANIMALS**

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

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

**§ 91.10 NUMBER OF HOUSEHOLD PETS PERMITTED.**

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

Penalty, see § 91.99

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

**§ 91.99 PENALTY.**

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

91.01 Dogs running at large

91.02 Noisy dogs prohibited

91.04 Premises to be kept clean

91.05 Removal of excrement

91.06 Dog license required

**91.07 Rabies control**

**91.10 Number of household pets permitted**

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

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

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

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

**Section 7. Publication and Effective Date.** The City Clerk will cause to be published a notice of adoption of this ordinance within ten (10) days of the date of its adoption. This ordinance will take effect thirty (30) days after its adoption.

YEAS: Commissioner(s) \_\_\_\_\_

NAYS: Commissioner(s) \_\_\_\_\_

ABSTAIN: Commissioner(s) \_\_\_\_\_

ABSENT: Commissioner(s) \_\_\_\_\_

### **CERTIFICATION**

As the City Clerk of the City of Mount Pleasant, Isabella County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Mount Pleasant City Commission at a regular meeting held on \_\_\_\_\_, 2021.

Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
William L. Joseph, Mayor

Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
Heather Bouck, City Clerk

Introduced: \_\_\_\_\_, 2021

Adopted: \_\_\_\_\_, 2021

Published: \_\_\_\_\_, 2021

Effective: \_\_\_\_\_, 2021

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

**ORDINANCE NO. \_\_**

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

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

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

§ 10.05 DEFINITIONS.

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

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

§ 91.08 IMPOUNDMENT OF ANIMALS.

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

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

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

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

§ 91.09 NEGLECTED OR ABANDONED ANIMALS

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

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

§ 91.10 NUMBER OF HOUSEHOLD PETS PERMITTED.

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

Penalty, see § 91.99

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

§ 91.99 PENALTY.

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

91.01 Dogs running at large

91.02 Noisy dogs prohibited

91.04 Premises to be kept clean

91.05 Removal of excrement

91.06 Dog license required

91.07 Rabies control

91.10 Number of household pets permitted

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

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

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

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



**Section 7. Publication and Effective Date.** The City Clerk will cause to be published a notice of adoption of this ordinance within ten (10) days of the date of its adoption. This ordinance will take effect thirty (30) days after its adoption.

YEAS: Commissioner(s) \_\_\_\_\_

NAYS: Commissioner(s) \_\_\_\_\_

ABSTAIN: Commissioner(s) \_\_\_\_\_

ABSENT: Commissioner(s) \_\_\_\_\_

### **CERTIFICATION**

As the City Clerk of the City of Mount Pleasant, Isabella County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Mount Pleasant City Commission at a regular meeting held on \_\_\_\_\_, 2021.

Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
William L. Joseph, Mayor

Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
Heather Bouck, City Clerk

Introduced: \_\_\_\_\_, 2021

Adopted: \_\_\_\_\_, 2021

Published: \_\_\_\_\_, 2021

Effective: \_\_\_\_\_, 2021

## CHAPTER 91: ANIMALS

### Section

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

91.99 Penalty

### § 91.01 DOGS RUNNING AT LARGE.

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

Penalty, see § 91.99

### § 91.02 NOISY DOGS AND CATS PROHIBITED.

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

Penalty, see § 91.99

### § 91.03 FIERCE OR DANGEROUS DOGS PROHIBITED.

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

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

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

Statutory reference:

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

### § 91.04 PREMISES TO BE KEPT CLEAN.

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

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

### § 91.05 REMOVAL OF EXCREMENT.

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

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

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

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

#### § 91.06 DOG LICENSE REQUIRED.

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

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

#### § 91.07 RABIES CONTROL.

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

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

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

#### § 91.08 IMPOUNDMENT OF ANIMALS.

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

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

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

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

#### § 91.09 NEGLECTED OR ABANDONED ANIMALS

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

#### § 91.10 NUMBER OF HOUSEHOLD PETS PERMITTED.

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

Penalty, see § 91.99

#### § 91.99 PENALTY.

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

91.01 Dogs running at large

91.02 Noisy dogs prohibited

91.04 Premises to be kept clean

91.05 Removal of excrement

91.06 Dog license required

91.07 Rabies control

91.10 Number of household pets permitted

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

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

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


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

Cross-reference:

Municipal civil infractions, see Chapter 36

Formatted: Font color: Red

COMMISSION LETTER #107-21  
MEETING DATE: JUNE 14, 2021

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER CONTRACT FOR ASSESSING SERVICES

The attached memo from Finance Director Mary Ann Kornexl provides a detailed explanation of the process for evaluating a assessing services contract to replace the prior contract with Coucke Property Services.

Based on the research and analysis provided, we recommend the City Commission authorize the Mayor and Clerk to sign a three-year agreement with Sunrise Assessing Services to provide assessor of record and field inspection services for the City of Mt. Pleasant.

As was the case with the contact with Coucke Property Services, staff will provide an annual evaluation of the contract and will recommend changes, if any, based on the experience.

Recommended Motion:

*Move to authorize the Mayor and Clerk to execute a three-year assessing contract with Sunrise Assessing Services from July 1, 2021 to March 31, 2024 as presented.*

NJR/ap



# Memorandum



TO: Nancy Ridley, City Manager

FROM: Mary Ann Kornexl, Finance Director

DATE: June 6, 2021

SUBJECT: Assessing Services

In April 2017, Dave Rowley retired as the City Assessor after twenty years of service as an employee of the City of Mt. Pleasant. In June 2017, the City entered into a contract with Coucke Property Services and appointed Chris Coucke as Assessor. The contractual agreement has worked very well for the City. Chris has provided excellent service to the City. As previously reported, he elected not to renew his contract as he will be sitting for the bar exam soon and plans a different career path. After requesting proposals on May 11<sup>th</sup> and receiving none, Heather Bouck was appointed Interim Assessor to allow time to look for additional options to be identified and evaluated.

One proposal was received a few days after the closing date for the request for proposals. We made contact with two other firms that provide assessing services and contacted Isabella County Equalization to seek options for our assessing needs. Through these discussions, an additional proposal was received. Both proposals were thoroughly vetted and interviews conducted via Zoom.

As was mentioned in the memo dated May 13, 2021 regarding appointing Heather as Interim Assessor, the number of MAAO certified assessors in the state is limited and many perform assessing services for multiple jurisdictions and do not have the staffing to take on a unit of our size. Based on Heather's contracts with the Michigan Assessors Association, we were fortunate to obtain the two qualified proposals to evaluate.

Both the proposal from V&V Assessing LLC & Sunrise Assessing Services will provide an Assessor of Record who is a MMAO (higher than required by state law for our valuation) and have a staff person or contractor to provide the required inspections. Both the proposals are very similar in terms and begin at \$7,500 per month effective July 1, 2021. Both proposals also include using Pivotpoint software while performing fieldwork to increase efficiency and reduce possible errors. The cost to the City for Pivotpoint is \$.25 per residential parcel, which is approximately \$1,100.

We are recommending the Sunrise Assessing Services because the majority owner, Ruth Scott, will be performing the majority of the assessing tasks. In the V&V Assessing LLC proposal, the work would be overseen by Ed VanderVries who is an MMAO but will be performed by an employee who is MCAO certified Assessor. V&V proposed the same price for all 3 years. Sunrise is \$92,700 & \$95,480 in year 2 and 3 respectively, which represents a 3% increase.

The contract with Coucke Property Services was \$75,000. We are told the industry standard is currently \$12-\$15 per parcel and these proposals equate to approximately \$14 per parcel for Mt. Pleasant. Based on the supply and demand for assessing services this increase appears reasonable. The increase in costs can be covered by the original budget due to vacancy savings. The proposed 2022 budget will incorporate the additional costs for year 2 of the contract.

We plan to continue to utilize Heather's assessing experience and MAAO license to provide oversight of the assessing services contract, customer service while the contractor is not in the office and training and supervision of the office professional. Therefore, we recommend that she be appointed Deputy Assessor.


# Memorandum

**Requested Action:**

Include the following on the next City Commission Agenda:

- Authorize the Mayor and Clerk to sign the 3-year contract with Sunrise Assessing Services beginning July 1, 2021 to March 31, 2024 at a cost of \$7,500 per month until April 1, 2022 and 3% increases in year 2 and 3.
- Appoint Ruth Scott, MMAO assessor of record in accordance with State law and City Charter
- Appoint Heather Bouck Deputy Assessor

COMMISSION LETTER #108-21  
MEETING DATE: JUNE 14, 2021

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER APPOINTMENT OF ASSESSOR AND DEPUTY ASSESSOR

Article III Section 10 of the Mt. Pleasant City Charter indicates that the City Assessor shall be appointed by a majority vote of the entire City Commission. Based on that requirement, and assuming the prior agenda item is approved, we recommend the City Commission take action to appoint Ruth Scott through Sunrise Assessing Services as the Mt. Pleasant City Assessor and Heather Bouck as the Deputy City Assessor effective July 1, 2021.

Recommended Motion:

*Move to approve Ruth Scott as City Assessor and Heather Bouck as Deputy City Assessor for Mt. Pleasant effective July 1, 2021.*

NJR/ap

COMMISSION LETTER #109-21  
MEETING DATE: JUNE 14, 2021

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER RESOLUTION TO ADJUST UNION TOWNSHIP PAYMENT FOR  
FIRE PROTECTION SERVICES

The attached memo from Finance Director Mary Ann Kornexl recommends a one-time adjustment to the contract with the Charter Township of Union for fire protection services.

As indicated in the memo, the net cost for our Fire Department in 2020 was reduced based on grants received. Because the basis of the contract with the Charter Township of Union is a percentage of the net cost, it seems appropriate to provide a one-time adjustment in the amount paid by the Charter Township of Union as recommended.

It should be noted that there is no specific requirement in the contract to adjust the payment based on the net cost. However, due to the amount of specific funding received for fire department costs, it seems appropriate to do so based on our strong partnership.

Recommended Motion:

*Move to approve the resolution as presented for the one-time reduction in the payment from Charter Township of Union for fire protection costs.*

NJR/ap

# Memorandum



TO: Nancy Ridley, City Manager

FROM: Mary Ann Kornexl, Finance Director

DATE: May 21, 2021

SUBJECT: Township Fire Protection

The City of Mt Pleasant received \$521,645 in Federal CARES ACT funding to cover a portion of April and May Public Safety wages. A portion was received in 2020 and the final payment was received May 17<sup>th</sup>. Approximately \$174,714 was for Fire wages. The Charter Township of Union contracts for approximately 30.96% of the fire costs. We believe it is equitable for the City to share the CARES act funding. Therefore with the assistance of the City Attorney, we have determined the most efficient way to accomplish this is to reduce the amount paid for the 2021 payment required for the Township. The attached resolution will authorize this change of the Fire Protection Agreement between the City and the Charter Township of Union.

## **Requested Action:**

Place the following resolution on the June 14<sup>th</sup> City Commission agenda for their consideration.

Whereas the Fire Department staffing costs for April and May 2020 were reduced by \$174,714;

Whereas the Fire Protection Agreement with the Charter Township of Union dated, November 26, 2018 ("Agreement") provides for the township to pay approximately 30.96% of the Fire Department costs;


Whereas the Agreement requires a quarterly payment of ¼ of \$796,300 for 2021;

Whereas the City believes, it is in the best interest of all parties to share the 2020 reduction proportionately;

Therefore be it Resolved as follows:

1. The payment due from the Township on July 1, 2021 be reduced by \$54,090.
2. Except for the payment, reduction as stated herein and due on July 1, 2021, nothing in this Resolution shall be construed to amend or alter payment amount or schedule of payments for any other payment due to the City under the Agreement.
3. All of the provisions of the Agreement, except for the reduction in the July 1, 2021 payment as stated in this Resolution, shall remain in full force and effect.

COMMISSION LETTER #110-21  
MEETING DATE: JUNE 14, 2021

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER APPROVAL OF THE FOLLOWING FACILITY USE AGREEMENTS:

As former Parks and Public Spaces Director Chris Bundy was wrapping up projects before retirement, a priority project was to document the facility use agreements with various park partners. The attached memo from Director of Recreation Ryan Longoria provides a summary of the five agreements being brought to the City Commission for consideration.

The first three agreements with Central Michigan Area Club Softball and Mt. Pleasant Little League document general principles that were agreed to when the shed and lighting were installed. These agreements provide appropriate documentation of the agreement between the parties.

The agreement with Isabella Bank documents the verbal agreements that had existed regarding the upkeep of the Centennial Gardens at Nelson Park.

The facility agreement with Isabella County Juvenile Court is a new agreement based on the Isabella County Juvenile Court's desire to use the fenced area of land for a community garden. The Juvenile Court will have agreements with local food banks to donate the harvest from the garden.

All of these agreements are important to document our partnerships and have clear expectations for the future to protect both the City and the partner agencies. We recommend the City Commission authorize the Mayor and City Clerk to sign the initial agreements as indicated. Like the current annual agreements we have for utilization of the ball fields, we would recommend the City Commission grant authority to the City Manager to sign agreements in future years provided that no terms or conditions in the agreements have changed.

*Recommended Motion:*

*Move to authorize the Mayor and City Clerk to sign each of the five agreements as presented and further provide authority to the City Manager to sign future annual agreements provided the terms and conditions are the same.*

NJR/ap



# Memorandum



TO: Nancy Ridley, City Manager

FROM: Ryan Longoria, Director of Recreation & Sports

DATE: June 7, 2021

SUBJECT: 2021-2022 Facility and Lighting Agreements

CC: Bill Mrdeza  
Craig Brune

In early 2021, City staff worked with City legal counsel Michael Homier to develop user agreements with the Mt. Pleasant Little League, Central Michigan Area Club Softball, Isabella Bank, and the Isabella County Juvenile Court relating to use of City facilities and amenities. These agreements were developed to maintain consistency and accuracy in regards to City policy and procedures.

## Agreement summaries:

- Facility use and lighting agreements with Mt. Pleasant Little League and Central Michigan Area Club Softball are for the use of the storage facility and the lighting at Pickens – which are new agreements – and protect the interests of both the City and the user groups with whom the City has long-standing and positive relationships. Agreements are for one year, to be renewed on an annual basis.
- Agreement with the Isabella County Juvenile Court for use of an approximately 25' x 25' parcel of fenced land at the Leaton Street entrance of Mill Pond Park. ICJC would have access to the parcel for development and maintenance of a community garden. Agreement is for one year, to be renewed on an annual basis.
- Agreement with Isabella Bank is for the development of a legacy fund for Centennial Gardens at Nelson Park. Isabella Bank would contribute \$2,000 annually for the care and maintenance of Centennial Gardens, with \$750 going towards annual routine maintenance and the remaining \$1,250 to be set aside for pond replacement in 2028.

City Parks and Recreation teams continue to provide staff and resource support, at no cost, to these youth community service organizations. The 2021-2022 agreements are attached for your approval. Once these are signed by the Mayor & City Clerk, we will distribute the documents to the appropriate league and community organizations to be put in effect for the 2021-2022 seasons and, in the case of Isabella Bank, the next seven years.

## RECOMMENDATION

Staff recommends Mayor and Clerk date the front page of each agreement and sign approval of the agreements to take affect for the 2020-2021 seasons and through 2027 for Isabella Bank, and that the City Manager has authority to sign the agreements annually, so long as no terms or conditions have changed.

**FACILITY AGREEMENT**  
**between**  
**THE CITY of MT. PLEASANT and CENTRAL MICHIGAN AREA CLUB SOFTBALL**

**RECITALS**

This agreement made \_\_\_\_\_ between the CITY OF MT. PLEASANT, a Michigan municipal corporation, hereinafter referred to as “CITY” and CENTRAL MICHIGAN AREA CLUB SOFTBALL, a Michigan nonprofit corporation, hereinafter referred to as “CMACS”.

Whereas, the CITY is engaged in providing recreation, leisure and civic minded activities and providing quality facilities for those uses; and

Whereas, the CITY will review all facility requests for and coordinate the use, preparation, scheduling and use of all City owned properties, facilities and sports fields with the appropriate groups responsible to ensure safe quality programs for the Mt. Pleasant Community; and

Whereas, the CITY fosters community partnerships whenever possible to maximize citizen participation and effect positive community cooperation in program and service delivery; and

Whereas, CMACS is organized as a community service organization with one of its main goals to provide civic minded programs and activities to benefit the community such as Youth Sports Leagues and Tournaments; and

Whereas, in 2018 Mt. Pleasant Little League working in cooperation with CMACS constructed a 40’ x 30’ storage building at no charge to the City at Pickens Park, hereinafter known as the Little League Storage Facility (the “Facility”), which is solely owned and maintained by the City; and

Whereas, CMACS desires to have access to the Facility for storage purposes and the City desires to allow CMACS to have access to the Facility in accordance with the terms and conditions in this Agreement.

**TERMS AND CONDITIONS**

**1. License.** The City grants CMACS a non-exclusive license for its use of the Facility for storage, subject to the terms and conditions of this Agreement, and for no other purpose.

**2. Term.** The term of the non-exclusive license granted under the terms and conditions of this Agreement will commence on \_\_\_\_\_, 2021 and terminate on \_\_\_\_\_, 2022 unless terminated earlier under paragraph 5.B of this Agreement.

**3. CMACS Obligations.**

A. CMACS shall provide to the City full access to the Facility at all times and provide any and all keys or key codes to access the Facility.

- B. CMACS shall proportionally contribute to the cost of the maintenance needs of the Facility.
- C. CMACS shall indemnify, protect, defend and hold harmless the City and its agents, officers and employees, from and against any and all claims and/or damages, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the use and/or occupancy of the Facility by CMACS. If any action or proceeding is brought against the City by reason of any of the foregoing matters, CMACS shall defend the City at CMAC's expense by counsel reasonably satisfactory to the City. The City need not have first paid any such claim in order to be defended or indemnified. CMACS shall indemnify the City for any property loss sustained by the City as a result of CMACS use of the Facility.
- D. CMACS shall provide to the City annual Proof of Insurance sufficient to cover the loss for all contents owned by CMACS stored at the Facility.

**4. City's Obligations.**

- A. The City shall provide CMACS with storage space in the Facility for materials and supplies used by CMACS in providing programs to the community.
- B. The City shall provide CMACS with reasonable access to the Facility as needed to use, maintain, inventory, and store equipment and supplies for said programs.
- C. The City will only insure the Facility and any contents owned by the City.

**5. Additional Terms and Conditions:**

- A. This Agreement grants only a license to use and does not grant or convey to CMACS any rights, title, or interest in the Facility. The City retains all property rights to the Facility and retains its right to access the Facility without notice to CMACS.
- B. Either party may terminate this Agreement upon 30 days written notice to the other party. The City may terminate this Agreement immediately upon any breach of this Agreement by the CMACS.
- C. All notices shall be in writing and shall be delivered or mailed by registered mail or e-mail to the other party thereto at the following respective addresses as provided:

**The City of Mt. Pleasant**  
Ryan Longoria  
Director of Recreation & Sports  
320 W. Broadway St.  
Mt. Pleasant, MI 48858  
[rlongoria@mt-pleasant.org](mailto:rlongoria@mt-pleasant.org)

**Central Michigan Area Club Softball**  
Rachel Trost  
President  
222 Lantern Hill Drive  
Mt. Pleasant, MI 48858  
[racheltrost@live.com](mailto:racheltrost@live.com)

- D. In the case of dissolution of CMACS, the last Board of Directors shall cause all of the property and assets of CMACS, of every kind and nature that are stored at the Facility to

be removed from the Facility and to the greatest extent possible, will donate all of the property and assets to another charitable organization which qualifies under Section 501(c)(6) of the Internal Revenue Code and regulations promulgated thereunder as they now exist or as they may hereafter be amended. If the Board of Directors fail, neglect, or refuse to comply with the provisions of this paragraph, all property and assets left at or in the Facility shall pass to and become property of the City.

**This agreement supersedes any and all other agreements regarding this Storage facility, whether written or oral, made between the City of Mt. Pleasant and Central Michigan Area Club Softball.**

CITY OF MT. PLEASANT

CENTRAL MICHIGAN AREA CLUB  
SOFTBALL

---

By: William Joseph  
Its: Mayor

---

By:  
Its: President

---

By: Heather Bouck  
Its: Clerk

**LIGHTING AGREEMENT**  
**between**  
**THE CITY of MT. PLEASANT and MT. PLEASANT LITTLE LEAGUE**

**RECITALS**

This agreement made \_\_\_\_\_ between the CITY OF MT. PLEASANT, a Michigan municipal corporation, hereinafter referred to as “CITY” and the MT. PLEASANT LITTLE LEAGUE, a Michigan nonprofit corporation, hereinafter referred to as “MPLL”.

Whereas, the CITY is engaged in providing recreation, leisure and civic minded activities and providing quality facilities for those uses; and

Whereas, the CITY will review all facility requests for and coordinate the preparation, scheduling and use of all City owned properties, facilities and sports fields with the appropriate groups responsible to ensure safe quality programs for the Mt. Pleasant Community; and

Whereas, the CITY fosters community partnerships whenever possible to maximize citizen participation and effect positive community cooperation in program and service delivery; and

Whereas, the MPLL is organized as a community service organization with one of its main goals to provide civic minded programs and activities to benefit the community such as Youth Baseball Leagues and Tournaments; and

Whereas, in 2018 MPLL updated the electrical system adding additional electrical components, additional meter and installation of commercial field lighting on field #2 at no charge to the City at Pickens Park, hereinafter known as Field #2 Lighting, which is solely owned and maintained by the City; and

Whereas, the MPLL desires to have access to Field #2 Lighting to illuminate the fields during game play, and the City desires to allow the MPLL to have access to Field #2 Lighting in accordance with the terms and conditions in this Agreement.

**TERMS AND CONDITIONS**

1. **License.** The City grants the MPLL a non-exclusive license for its use of Field #2 Lighting, subject to the terms and conditions of this Agreement, and for no other purpose.

2. **Term.** The term of the non-exclusive license granted under the terms and conditions of this Agreement will commence on \_\_\_\_\_, 2021 and terminate on \_\_\_\_\_, 2022 unless terminated earlier under paragraph 5.B of this Agreement.

3. **MPLL Obligations.**

A. The MPLL shall provide to the City full access to Field #2 Lighting at all times and provide any and all keys or key codes to access Field #2 Lighting.

- B. The MPLL shall proportionally contribute to the cost of the maintenance needs of Field #2 Lighting.
- C. The MPLL shall indemnify, protect, defend and hold harmless the City and its agents, officers and employees, from and against any and all claims and/or damages, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the use and/or occupancy of the Field #2 Lighting by the MPLL. If any action or proceeding is brought against the City by reason of any of the foregoing matters, the MPLL shall defend the City at the MPLL's expense by counsel reasonably satisfactory to the City. The City need not have first paid any such claim in order to be defended or indemnified. The MPLL shall indemnify the City for any property loss sustained by the City as a result of the MPLL's use of the Field #2 Lighting.
- D. The MPLL will pay monthly for the full electrical costs to operate Field #2 Lighting.

#### **4. City's Obligations.**

- A. The City shall provide the MPLL access to Field #2 Lighting to be used by the MPLL in providing programs to the community.
- B. The City shall provide the MPLL with reimbursement at the current carrier rate for KWH of electrical use when the City utilizes Field #2 Lighting for city sponsored programs or events.

#### **5. Additional Terms and Conditions:**

- A. This Agreement grants only a license to use and does not grant or convey to the MPLL any rights, title, or interest in Field #2 Lighting. The City retains all property rights to Field #2 Lighting and retains its right to access the Facility without notice to the MPLL.
- B. Either party may terminate this Agreement upon 30 days written notice to the other party. The City may terminate this Agreement immediately upon any breach of this Agreement by the MPLL.
- C. All notices shall be in writing and shall be delivered or mailed by registered mail or e-mail to the other party thereto at the following respective addresses as provided:

**The City of Mount Pleasant**  
Ryan Longoria  
Director of Recreation & Sports  
320 W. Broadway St.  
Mt. Pleasant, MI 48858  
[rlongoria@mt-pleasant.org](mailto:rlongoria@mt-pleasant.org)

**Mt. Pleasant Little League**  
Chris Prewo  
President  
8420 Chippewa Trail  
Mt. Pleasant, MI 48858  
[chrisprewo@gmail.com](mailto:chrisprewo@gmail.com)



**This agreement supersedes any and all other agreements regarding Field #2 Lighting, whether written or oral, made between the City of Mt. Pleasant and the Mt. Pleasant Little League.**

CITY OF MT. PLEASANT

MT. PLEASANT LITTLE LEAGUE

---

By: William Joseph  
Its: Mayor

---

By:  
Its: President

---

By: Heather Bouck  
Its: Clerk

**FACILITY AGREEMENT**  
**between**  
**THE CITY of MT. PLEASANT and MT. PLEASANT LITTLE LEAGUE**

**RECITALS**

This agreement made \_\_\_\_\_ between the CITY OF MT. PLEASANT, a Michigan municipal corporation, hereinafter referred to as “CITY” and the MT. PLEASANT LITTLE LEAGUE, a Michigan nonprofit corporation, hereinafter referred to as “MPLL”.

Whereas, the CITY is engaged in providing recreation, leisure and civic minded activities and providing quality facilities for those uses; and

Whereas, the CITY will review all facility requests for and coordinate the use, preparation, scheduling and use of all City owned properties, facilities and sports fields with the appropriate groups responsible to ensure safe quality programs for the Mt. Pleasant Community; and

Whereas, the CITY fosters community partnerships whenever possible to maximize citizen participation and effect positive community cooperation in program and service delivery; and

Whereas, the MPLL is organized as a community service organization with one of its main goals to provide civic minded programs and activities to benefit the community such as Youth Sports Leagues and Tournaments; and

Whereas, in 2018 MPLL constructed a 40’ x 30’ storage building at no charge to the City at Pickens Park, hereinafter known as the Little League Storage Facility (the “Facility”), which is solely owned and maintained by the City; and

Whereas, the MPLL desires to have access to the Facility for storage purposes and the City desires to allow the MPLL to have access to the Facility in accordance with the terms and conditions in this Agreement.

**TERMS AND CONDITIONS**

**1. License.** The City grants the MPLL a non-exclusive license for its use of the Facility for storage, subject to the terms and conditions of this Agreement, and for no other purpose.

**2. Term.** The term of the non-exclusive license granted under the terms and conditions of this Agreement will commence on \_\_\_\_\_, 2021 and terminate on \_\_\_\_\_, 2022 unless terminated earlier under paragraph 5.B of this Agreement.

**3. MPLL Obligations.**

- A. The MPLL shall provide to the City full access to the Facility at all times and provide any and all keys or key codes to access the Facility.

- B. The MPLL shall proportionally contribute to the cost of the maintenance needs of the Facility.
- C. The MPLL shall indemnify, protect, defend and hold harmless the City and its agents, officers and employees, from and against any and all claims and/or damages, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the use and/or occupancy of the Facility by the MPLL. If any action or proceeding is brought against the City by reason of any of the foregoing matters, The MPLL shall defend the City at the MPLL's expense by counsel reasonably satisfactory to the City. The City need not have first paid any such claim in order to be defended or indemnified. The MPLL shall indemnify the City for any property loss sustained by the City as a result of the MPLL's use of the Facility.
- D. The MPLL shall provide to the City annual Proof of Insurance sufficient to cover the loss for all contents owned by MPLL stored at the Facility.

#### **4. City's Obligations.**

- A. The City shall provide the MPLL with storage space in the Facility for materials and supplies used by the MPLL in providing programs to the community.
- B. The City shall provide the MPLL with reasonable access to the Facility as needed to use, maintain, inventory, and store equipment and supplies for said programs.
- C. The City will only insure the Facility and any contents owned by the City.

#### **5. Additional Terms and Conditions:**

- A. This Agreement grants only a license to use and does not grant or convey to the MPLL any rights, title, or interest in the Facility. The City retains all property rights to the Facility and retains its right to access the Facility without notice to the MPLL.
- B. Either party may terminate this Agreement upon 30 days written notice to the other party. The City may terminate this Agreement immediately upon any breach of this Agreement by the MPLL.
- C. All notice shall be in writing and shall be delivered or mailed by registered mail or e-mail to the other party thereto at the following respective addresses as provided:

**The City of Mount Pleasant**  
Ryan Longoria  
Director of Recreation & Sports  
320 W. Broadway St.  
Mt. Pleasant, MI 48858  
[rlongoria@mt-pleasant.org](mailto:rlongoria@mt-pleasant.org)

**Mt. Pleasant Little League**  
Chris Prewo  
President  
8420 Chippewa Trail  
Mt. Pleasant, MI 48858  
[chrisprewo@gmail.com](mailto:chrisprewo@gmail.com)

D. In the case of dissolution of MPLL, the last Board of Directors shall cause all of the property and assets of the MPLL, of every kind and nature that are stored at the Facility to be removed from the Facility and to the greatest extent possible, will donate all of the property and assets to another charitable organization which qualifies under Section 501(c)(6) of the Internal Revenue Code and regulations promulgated thereunder as they now exist or as they may hereafter be amended. If the Board of Directors fail, neglect, or refuse to comply with the provisions of this paragraph, all property and assets left at or in the Facility shall pass to and become property of the City.

**This agreement supersedes any and all other agreements regarding this Storage facility, whether written or oral, made between The City of Mt. Pleasant and the Mt. Pleasant Little League.**

CITY OF MT. PLEASANT

MT. PLEASANT LITTLE LEAGUE

\_\_\_\_\_  
By: William Joseph  
Its: Mayor

\_\_\_\_\_  
By:  
Its: President

\_\_\_\_\_  
By: Heather Bouck  
Its: Clerk

**FACILITY AGREEMENT**  
**between**  
**THE CITY of MT. PLEASANT and ISABELLA BANK**

**RECITALS**

This agreement made \_\_\_\_\_ between the CITY OF MT. PLEASANT, a Michigan municipal corporation, hereinafter referred to as “CITY” and ISABELLA BANK, a Michigan corporation, hereinafter referred to as “IB”.

Whereas, the CITY is engaged in providing recreation, leisure and civic minded activities and providing quality facilities for those uses; and

Whereas, the CITY will review all facility requests for and coordinate the use, preparation, scheduling and use of all City owned properties, facilities and sports fields with the appropriate groups responsible to ensure safe quality programs for the Mt. Pleasant Community; and

Whereas, the CITY fosters community partnerships whenever possible to maximize citizen participation and effect positive community cooperation in program and service delivery; and

Whereas, IB is organized to provide banking and lending services as a community service organization with one of its main goals to provide civic-minded amenities to benefit the community such as Centennial Gardens at Nelson Park; and

Whereas, IB will contribute \$2,000 annually for the care and maintenance of Centennial Gardens, with \$750 going towards annual routine maintenance and the remaining \$1,250 to be set aside for pond replacement in 2028 at Centennial Gardens, hereinafter known as the Isabella Bank Centennial Gardens (the “Facility”), which is solely owned and maintained by the City in accordance with the terms and conditions in this Agreement

**TERMS AND CONDITIONS**

**1. IB Obligations.**

A. IB shall provide to the City \$2,000 annually due by January 31<sup>st</sup> of each calendar year to be used in the manner detailed above.

B. IB shall indemnify, protect, defend and hold harmless the City and its agents, officers and employees, from and against any and all claims and/or damages, liens, judgments, penalties, attorneys’ and consultants’ fees, expenses and/or liabilities arising out of, involving, or in connection with, the use and/or occupancy of the Facility by IB. If any action or proceeding is brought against the City by reason of any of the foregoing matters, IB shall defend the City at IB’s expense by counsel reasonably satisfactory to the City. The City need not have first paid any such claim in order to be defended or indemnified. IB shall indemnify the City for any property loss sustained by the City as a result of IB’s use of the Facility.

## **2. City's Obligations.**

- A. The City shall provide annual care and maintenance of the Facility and agree to use IB's monetary contribution according to the terms listed above.

## **3. Additional Terms and Conditions:**

- A. This Agreement is only for routine care and maintenance and a fund account for future replacement and does not grant IB any rights, title, or interest in the Facility. The City retains all property rights to the Facility and retains its right to access the Facility without notice to IB.
- B. This Agreement will commence on \_\_\_\_\_, 2021\_\_ and terminate on \_\_\_\_\_, 2027\_\_. Notwithstanding, The City may terminate this Agreement immediately upon any breach of this Agreement by IB. .
- C. All notices shall be in writing and shall be delivered or mailed by registered mail or e-mail to the other party thereto at the following respective addresses as provided:

**The City of Mount Pleasant**  
Ryan Longoria  
Director of Recreation & Sports  
320 W. Broadway St.  
Mt. Pleasant, MI 48858  
[rlongoria@mt-pleasant.org](mailto:rlongoria@mt-pleasant.org)

**Isabella Bank**  
Amber Zaske  
Community Relations Specialist  
401 N. Main Street  
Mt. Pleasant, MI 48858  
[aezaske@isabellabank.com](mailto:aezaske@isabellabank.com)

- D. This Agreement shall be binding upon and obligate any successor or assign of IB.

**This agreement supersedes any and all other agreements regarding this facility, whether written or oral, made between the City of Mt. Pleasant and Isabella Bank.**

CITY OF MT. PLEASANT

ISABELLA BANK

\_\_\_\_\_  
By: William Joseph  
Its: Mayor

\_\_\_\_\_  
By:  
Its: President

\_\_\_\_\_  
By: Heather Bouck  
Its: Clerk



**FACILITY AGREEMENT**  
**between**  
**THE CITY of MT. PLEASANT and ISABELLA COUNTY JUVENILE COURT**

**RECITALS**

This agreement made \_\_\_\_\_ between the CITY OF MT. PLEASANT, a Michigan municipal corporation, hereinafter referred to as “CITY” and the ISABELLA COUNTY JUVENILE COURT, a Michigan Court of Law, hereinafter referred to as “ICJC”.

Whereas, the CITY is engaged in providing recreation, leisure and civic minded activities and providing quality facilities for those uses; and

Whereas, the CITY will review all facility requests for and coordinate the use, preparation, scheduling and use of all City owned properties, facilities and sports fields with the appropriate groups responsible to ensure safe quality programs for the Mt. Pleasant Community; and

Whereas, the CITY fosters community partnerships whenever possible to maximize citizen participation and effect positive community cooperation in program and service delivery; and

Whereas, ICJC is organized to assist with juvenile court issues as a community service organization with one of its main goals to provide civic minded programs and activities to benefit the community; and

Whereas, in 2021 the ICJC will maintain a community garden at no charge to the City at Leaton Street Mill Pond fenced area, hereinafter known as the ICJC Facility (the “Facility”) which is solely owned by the City; and

Whereas, ICJC desires to have access to the Facility for community garden purposes and the City desires to allow ICJC to have access to the Facility in accordance with the terms and conditions in this Agreement.

**TERMS AND CONDITIONS**

1. **License.** The City grants ICJC a non-exclusive license for its use of the Facility for maintaining and operating a community garden, subject to the terms and conditions of this Agreement, and for no other purpose.

2. **Term.** The term of the non-exclusive license granted under the terms and conditions of this Agreement will commence on \_\_\_\_\_, 2021 and terminate on \_\_\_\_\_, 2022 unless terminated earlier under paragraph 5.B of this Agreement.

3. **ICJC Obligations.**

A. ICJC shall provide to the City full access to the Facility at all times and provide any and all keys or key codes to access the Facility.

- B. ICJC shall proportionally contribute to the cost of the maintenance needs of the Facility.
- C. ICJC shall indemnify, protect, defend and hold harmless the City and its agents, officers and employees, from and against any and all claims and/or damages, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the use and/or occupancy of the Facility by the ICJC. If any action or proceeding is brought against the City by reason of any of the foregoing matters, ICJC shall defend the City at the ICJC 's expense by counsel reasonably satisfactory to the City. The City need not have first paid any such claim in order to be defended or indemnified. ICJC shall indemnify the City for any property loss sustained by the City as a result of the ICJC 's use of the Facility.
- D. ICJC shall provide to the City annual Proof of Insurance sufficient to cover the loss for all contents owned by ICJC stored at the Facility.

**4. City's Obligations.**

- A. The City shall provide ICJC with reasonable access to the Facility as needed to use and maintain the Facility.
- B. The City will only insure the Facility to the extent it is property of the City .

**5. Additional Terms and Conditions:**

- A. This Agreement grants only a license to use and does not grant or convey to ICJC any rights, title, or interest in the Facility. The City retains all property rights to the Facility and retains its right to access the Facility without notice to ICJC.
- B. Either party may terminate this Agreement upon 30 days written notice to the other party. The City may terminate this Agreement immediately upon any breach of this Agreement by the ICJC.
- C. All notice shall be in writing and shall be delivered or mailed by registered mail or e-mail to the other party thereto at the following respective addresses as provided:

**The City of Mount Pleasant**  
Ryan Longoria  
Director of Recreation & Sports  
320 W. Broadway St.  
Mt. Pleasant, MI 48858  
[rlongoria@mt-pleasant.org](mailto:rlongoria@mt-pleasant.org)

**Isabella County Juvenile Court**  
Nicole Foster  
Juvenile Probation Officer  
200 N. Main Street  
Mt. Pleasant, MI 48858  
[nfoster@isabellacounty.org](mailto:nfoster@isabellacounty.org)

**This agreement supersedes any and all other agreements regarding this facility, whether written or oral, made between the City of Mt. Pleasant and Isabella County Juvenile Court.**

CITY OF MT. PLEASANT


ISABELLA COUNTY JUVENILE  
COURT

\_\_\_\_\_  
By: William Joseph  
Its: Mayor

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
By: Heather Bouck  
Its: Clerk

COMMISSION LETTER #111-21  
MEETING DATE: JUNE 14, 2021

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER POLICY ON SPECIAL ASSESSMENTS

During the work session discussions on the proposed 2022-2027 Capital Improvement Plan, much discussion centered around special assessment allocations. General agreement was reached regarding the preferred allocation of costs for commercial alley reconstructions and installation of pedestrian lighting.

Attached is a proposed policy for City Commission consideration that documents those discussions. The residential alley section and repayment terms of the attached policy were approved in April 2018. The sidewalk section was previously approved by the City Commission in concept, but was never incorporated into an official policy. The new sections based on this year's discussion, are the commercial alley and the pedestrian lighting.

It is recommended the City Commission approve the policy as presented and rescind the 2018 Residential Alley Policy.

Recommended Motion:

*Move to rescind the Residential Alley Paving, Reconstruction and Resurfacing Financing Policy of April 9, 2018 and approve the Capital Projects Special Assessment Policy as presented.*

NJR/ap

## **City of Mt. Pleasant**

### **Capital Project Special Assessment Policy**

#### **Residential Alley**

**Background:** There are approximately 13.8 miles of residential alleys within the City. Approximately - 3.9 miles are paved and 9.9 miles are gravel. Act 51 funding cannot be used to maintain or improve alleys. Since a paved alley benefits mainly those property owners located on the alley, 90% of the cost to pave, reconstruct and resurface alleys was borne by the property owners.

#### **Cost Sharing:**

- Initial Paving: 90% property owners & 10% Capital Improvement Millage
- Resurfacing: 90% property owners & 10% Capital Improvement Millage
- Reconstruction: 70% property owners & 30% Capital Improvement Millage
  - up to \$50,000 available annually from Capital Improvement Millage
  - alleys will be approved on a first come basis until the Capital Improvement funds for that year are all allocated

**Petition Timing:** Improvements must be petitioned for by the property owners by September 1 of each year to be included in the next calendar year construction bids. Petitions received after September 1 will be considered in the subsequent year.

#### **Commercial Alley**

**Background:** There are approximately 1.26 miles of commercial alleys within the Mission Street DDA and Central Business District TIFA. Act 51 funding cannot be used to maintain or improve alleys. Paved alleys benefit the property owners but also equally benefit the City at large by allowing for deliveries to the rear of the property thus making it safer for patrons and people driving in the districts. Paved alleys in the commercial district are more expensive to maintain and construct than residential alleys. Mission Street DDA has dedicated captured funds for alley maintenance. The Central Business District TIFA no longer captures funding and capital projects are paid by the citywide capital improvement millage. Priorities for appropriate maintenance are based on PASER assessments completed by the Department of Public Works.

#### **Cost Sharing for alleys not funded by capture:**

- Resurfacing: 50% property owners & 50% Capital Improvement Millage
- Reconstruction: 50% property owners & 50% Capital Improvement Millage

## **Pedestrian Lighting**

**Background:** At a goal setting retreat in 2013, the City Commission prioritized the installation of pedestrian lighting. This project is in both commercial and residential neighborhoods. Pedestrian lighting provides benefits to all persons that traverse the sidewalks after dark. In addition, in commercial areas the pedestrian lighting creates a sense of safety, which assists the businesses as they conduct business and/or provide residential rentals to tenants. Priorities for installation are based on coordination with street projects and input from the Neighborhood Resource Unit. A reevaluation of the community benefit in 2021 resulting in a change in the percentage assessed to property owners in CD-4 & CD-5 districts effective 2022.

### **Cost sharing effective 2022:**

- Residential (CD-3 & CD-3L) – 100% Capital Improvement Millage
- Commercial (CD-4 & 5) – 40% property owner and 60% Capital Improvement Millage

## **Sidewalks**

**Background:** New sidewalks have been identified as a priority in the Master Plan for decades. . The City currently has 89 miles of sidewalk and an additional 39 miles would have to be installed in order to have sidewalk on both sides of the street citywide. Priorities for installation are based on the prioritization guidelines developed in 2015. Based on the community wide benefit of encouraging pedestrian travel and safety, new construction has been funded 100% by the City since 2014.

### **Cost Sharing:**

- New Development Sidewalk – 100% Developer
- New Sidewalk – 100% Act 51 road funding
- Sidewalk Replacement & Repair – 100% Act 51 road funding

## **Repayment Terms for Special Assessments:**

- Property owners will have 90 days from the date of completion of the project to pay the assessment in full without interest
- Interest will accrue at 3%
- The assessment will be spread over a period of years to make the average annual payment approximately \$500
- The annual installment will be billed with the next summer tax billing



CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 5/20/2021 THRU 6/3/2021

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
05/25/2021	CITY TREASURER-PAYROLL FUND	REG PAY #514, 5/28/21	\$257,927.56
06/01/2021	ALWOOD LANDSCAPING NURSERY, INC	CONTRACT SVCS	2,750.00
06/01/2021	ASTRO WOOD STAKE, INC	SUPPLIES	791.00
06/01/2021	AVFUEL CORPORATION	RENTAL	20.00
06/01/2021	DARRIN BEEBE	REIMBURSEMENT	95.00
06/01/2021	BOUND TREE MEDICAL, LLC	SUPPLIES	662.61
06/01/2021	BUSINESS CONNECTIONS, INC.	CONTRACT SVCS	95.00
06/01/2021	CARMEUSE AMERICAS	CHEMICALS	3,519.10
06/01/2021	CDW GOVERNMENT, INC	SUPPLIES	3,326.18
06/01/2021	CENTRAL ASPHALT, INC	SUPPLIES	310.20
06/01/2021	CENTRAL CONCRETE INC	SUPPLIES/CONTRACT SVCS	1,582.50
06/01/2021	CGS, INC.	TRAINING	2,044.10
06/01/2021	CITY TREASURER-CONTR RETAINAGE	CONTRACT SVCS	1,491.70
06/01/2021	CLIMATE CONTROL HVAC, LLC	CONTRACT SVCS	275.00
06/01/2021	CMS INTERNET LLC	CONTRACT SVCS	121.40
06/01/2021	CONSUMERS ENERGY	UTILITIES	15,357.59
06/01/2021	COYNE OIL CORPORATION	FUEL	937.28
06/01/2021	DIESEL TRUCK SALES	CONTRACT SVCS	10,592.81
06/01/2021	DINGES FIRE COMPANY	SUPPLIES	743.47
06/01/2021	BRAD DOEPKER	REIMBURSEMENT	127.00
06/01/2021	RENEE EARLE	FARMERS MKT	116.90
06/01/2021	F & K TREE SERVICE & STUMP REMOVAL	CONTRACT SVCS	5,350.00
06/01/2021	FERGUSON WATERWORKS #3386	METER REPLACEMENT	2,151.38
06/01/2021	FLEIS & VANDENBRINK	CONTRACT SVCS	1,001.25
06/01/2021	FOSTER, SWIFT, COLLINS & SMITH, P.C	CONTRACT SVCS	13,631.70
06/01/2021	FREDRICKSON SUPPLY, LLC	SUPPLIES	640.70
06/01/2021	GALLS, LLC	SUPPLIES	47.39
06/01/2021	GOVERNMENTAL PRODUCTS INC	SUPPLIES	936.88
06/01/2021	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	233.58
06/01/2021	DAVID GROTHAUSE	FARMERS MKT	156.40
06/01/2021	HACH COMPANY	SUPPLIES	394.32
06/01/2021	THE ISABELLA CORPORATION	CONTRACT SVCS	49,464.45
06/01/2021	ISABELLA COUNTY	RECYCLING REV/EXP	14,393.96
06/01/2021	JCI JONES CHEMICALS, INC.	CHEMICALS	3,573.60
06/01/2021	KENNEDY INDUSTRIES, INC	CONTRACT SVCS	1,038.00
06/01/2021	KRAPOHL FORD LINCOLN MERC	SUPPLIES/VEHICLE MAINT	14.72
06/01/2021	MARKSMANSHIP TRAINING CENTER	TRAINING	3,000.00
06/01/2021	MEDLER ELECTRIC COMPANY	SUPPLIES	1,117.55
06/01/2021	STATE OF MICHIGAN	CONTRACT SVCS	6,085.19
06/01/2021	MID MICHIGAN AREA CABLE	FRANCHISE FEE	18,063.34
06/01/2021	MIDLAND CHEMICAL CO, INC	SUPPLIES	165.62
06/01/2021	MICHIGAN PIPE & VALVE	SUPPLIES	714.00
06/01/2021	ALMA TIRE SERVICE INC	SUPPLIES/VEHICLE MAINT	455.61

CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 5/20/2021 THRU 6/3/2021

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
06/01/2021	R & T MURPHY TRUCKING, LLC	CONTRACT SVCS	2,250.00
06/01/2021	NCL OF WISCONSIN	CHEMICALS WATER	1,380.99
06/01/2021	NYE UNIFORM COMPANY	UNIFORMS	282.50
06/01/2021	OFFICE DEPOT	SUPPLIES	412.20
06/01/2021	DARCY ORLIK	REIMBURSEMENT	145.00
06/01/2021	OTIS ELEVATOR COMPANY	CONTRACT SVCS	124.83
06/01/2021	POLYDYNE INC.	CHEMICALS	1,397.25
06/01/2021	JASON POWELL	REIMBURSEMENT	670.00
06/01/2021	PREIN & NEWHOF	CONTRACT SVCS	5,010.40
06/01/2021	THOMAS CURTISS	CONTRACT SVCS	4,765.50
06/01/2021	JOSH POWIS	REFUND	94.00
06/01/2021	TIM NEMCHEK	REFUND	75.00
06/01/2021	ANDREA PETRO	REFUND	500.00
06/01/2021	STACI BIGELOW	REFUND	150.00
06/01/2021	BRYAN DOLE	REFUND	675.00
06/01/2021	SCHICHEL'S NURSERY, INC	SUPPLIES	7,540.00
06/01/2021	KAYLYN KING	UMPIRE	26.00
06/01/2021	JACKSON PELESS	UMPIRE	52.00
06/01/2021	CAIDEN ROBINSON	UMPIRE	52.00
06/01/2021	COLLIN ROBINSON	UMPIRE	26.00
06/01/2021	KEAGEN PAISLEY	UMPIRE	26.00
06/01/2021	KALE REID	UMPIRE	39.00
06/01/2021	THOMAS PACKARD	UMPIRE	62.00
06/01/2021	ELI SCHLICHT	UMPIRE	78.00
06/01/2021	JOSH WILSON	UMPIRE	52.00
06/01/2021	SUMMIT FIRE PROTECTION	CONTRACT SVCS	200.75
06/01/2021	SUPERIOR GROUND COVER INC.	SUPPLIES	6,982.50
06/01/2021	STEVIE SWAREY	FARMERS MKT	13.80
06/01/2021	THIELEN TURF IRRIGATION, INC	CONTRACT SVCS	364.50
06/01/2021	TRACE ANALYTICAL LABORATORIES, INC.	CONTRACT SVCS	962.00
06/01/2021	NORTHPOINTE DEVELOPMENT	REFUND	348.00
06/01/2021	UNIFIRST CORPORATION	CONTRACT SVCS	81.32
06/01/2021	CHARTER TOWNSHIP OF UNION	UTILITIES	178.65
06/01/2021	VANGUARD FIRE & SECURITY SYSTEMS	CONTRACT SVCS	740.00
06/01/2021	VICTOR STANLEY, INC.	SUPPLIES	1,753.00
06/01/2021	YEO & YEO CONSULTING, LLC	CONTRACT SVCS	3,876.00
06/03/2021	WRIGHT EXPRESS FINANCIAL SERVICES	N/A	118,511.61

COMM TOTALS:

Total of 80 Checks:	\$585,413.84
Less 0 Void Checks:	0.00
Total of 80 Disbursements:	\$585,413.84

Wright Express6/3/2021

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
7-ELEVEN 29775	CONTRACT SVCS	\$21.20	1
ADOBE SYSTEMS, INC	SUPPLIES	20.99	1
ADOBE SYSTEMS, INC	SUPPLIES	52.99	1
ADOBE SYSTEMS, INC	CONTRACT SVCS	69.98	2
ADVANCE AUTO PARTS	SUPPLIES	294.38	7
AGILE SAFETY LLC	SUPPLIES	183.88	1
AMAZON.COM	UNIFORMS	49.98	1
AMAZON.COM	SUPPLIES	4,910.10	34
AMERICAN LEGAL	CONTRACT SVCS	540.00	1
BADER & SONS CO.	SUPPLIES	335.47	2
BATTERIES PLUS #120	SUPPLIES	5.99	1
BELL EQUIPMENT COMPANY	SUPPLIES	454.59	1
BLACK DIAMOND BROADCAST GROUP	CONTRACT SVCS	1,400.00	1
BURNIPS EQUIPMENT CO	SUPPLIES	191.59	1
BUSHEY AUTOMOTOVE	SUPPLIES	526.10	1
C & C ENTERPRISES, INC	SUPPLIES	152.72	3
C & C ENTERPRISES, INC	UNIFORM	176.00	1
CENTRAL MICHIGAN LIFE	CONTRACT SVCS	25.00	1
CERTIFIED TRAINING INSTITUTE	TRAINING	58.65	1
CHARTER COMMUNICATIONS	CONTRACT SVCS	313.83	2
CHIEF ARCHITECT	TRAINING	11.96	1
COUNTRY STITCH-N	SUPPLIES	571.00	1
DEWITT LUMBER	SUPPLIES	277.81	4
DICKS SPORTING GOODS	SUPPLIES	39.99	1
DOUG'S SMALL ENGINE REPAIR	SUPPLIES	743.86	4
DREAMSTIME.COM	SUPPLIES	39.00	1
DTE ENERGY	UTILITIES	1,627.94	9
ELLENS EQUIPMENT	SUPPLIES	129.52	2
ENVIRONMENTAL RESOURCE ASSOCIATES	SUPPLIES	1,178.69	1
ETNA SUPPLY	SUPPLIES	197.90	4
ETNA SUPPLY	CONTRACT SVCS	312.89	2
FACTORY OUTLET STORE	SUPPLIES	251.40	2
FBI NATIONAL ACADEMY ASSOC INC	TRAINING	500.00	1
FERGUSON ENTERPRISES	SUPPLIES	16.64	2
FLEETPRIDE	SUPPLIES	50.07	1
FREDDIE'S TAVERN	SUPPLIES	63.06	1
FRONTIER COMMUNICATONS	COMMUNICATIONS	65.98	1
G&S SAFETY PRODUCTS, INC	SUPPLIES	28.31	1
GILL-ROY'S HARDWARE	SUPPLIES	855.86	27
GORDON FOOD SERVICE	SUPPLIES	217.61	2
GOTOMYPC.COM	CONTRACT SVCS	44.00	1
GRAINGER	SUPPLIES	536.64	4
GREAT LAKES BAY ECONOMICS CLUB	TRAINING	125.00	1
GT RUBBER SUPPLY	SUPPLIES	38.46	2

Wright Express6/3/2021

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
HAMPTON INN -CREDIT CARD	TRAINING	403.20	1
HOME DEPOT	SUPPLIES	961.55	18
HOME DEPOT	SUPPLIES	18.97	1
HOME DEPOT/GECF	SUPPLIES	1,278.97	3
HOMEFRONT PROTECTIVE GROUP	TRAINING	95.00	1
HOOTSUITE INC	CONTRACT SVCS	348.00	1
INTAPOL INDUSTRIES INC	UNIFORMS	917.95	1
ISABELLA CO REGISTER OF DEEDS-CC	FILING	7.20	4
JAMIE MEYERS	SUPPLIES	560.00	1
JAY'S SPORTING GOODS	SUPPLIES	259.98	1
JOHNSTON ELEVATOR	CHEMICALS	375.00	1
JONES & BARTLETT LEARNING, LLC	TRAINING	395.21	1
JX TRUCK CENTER - MT PLEASANT	CONTRACT SVCS	793.76	1
KFC	SUPPLIES	45.74	1
KNOX COMPANY	SUPPLIES	459.00	1
KOHLS - MT PLEASANT	SUPPLIES	76.41	1
KRAPOHL FORD LINCOLN MERC	SUPPLIES	471.11	3
LITTLE CAESARS	SUPPLIES	24.50	1
LYNN PEAVEY COMPANY	SUPPLIES	241.15	1
MAX & EMILY'S EATERY	SUPPLIES	90.00	1
MAX & EMILY'S EATERY	SUPPLIES	149.50	2
MCGUIRK SAND & GRAVEL	SUPPLIES	322.50	3
MCLAREN CENTRAL MICHIGAN	CONTRACT SVCS	15.00	1
MEDLER ELECTRIC COMPANY	SUPPLIES	6,494.50	3
MEIJER INC	SUPPLIES	41.00	2
MEIJER INC	SUPPLIES	10.99	3
MENARDS - MT. PLEASANT	SUPPLIES	485.86	4
MI ASSN OF CHIEFS OF POLICE	CONTRACT SVCS	100.00	1
MICHIGAN ASSOC. OF PLANNING	TRAINING	170.00	2
MICHIGAN ASSOCIATION OF CPAS	TRAINING	130.00	1
MICHIGAN REC & PARK ASSN	CONTRACT SVCS	100.00	1
MIDWEST POLICE MOTORCYCLE TRAINING	TRAINING	1,595.00	1
MILAN SUPPLY COMPANY	SUPPLIES	288.97	3
MOTORLESS MOTION	SUPPLIES	100.00	1
MT PLEASANT AUTOMOTIVE SUPPLY	SUPPLIES	151.54	4
MWEA	TRAINING	140.00	1
NAPA AUTO PARTS	SUPPLIES	1,398.42	9
NATIONAL DIVERSITY COUNCIL-CC	TRAINING	28.00	1
NATIONAL RECREATION & PARK ASSOC	CONTRACT SVCS	299.00	1
NATIONAL RECREATION & PARK ASSOC	TRAINING	670.00	3
NATIONAL SOCIETY OF PROFESSIONAL	TRAINING	40.00	1
OFFICE DEPOT	SUPPLIES	502.53	6
OLSON TIRE SERVICE	CONTRACT SVCS	18.00	1
OLSON TIRE SERVICE	SUPPLIES	126.98	1

Wright Express6/3/2021

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
PELICAN-CASE.COM	TRAINING/SUPPLIES	132.23	2
PENTEL	SUPPLIES	32.34	1
PISANELLO'S PIZZA	SUPPLIES	27.94	1
PLATINUM EDUCATIONAL GROUP	TRAINING	79.00	1
PLEASANT GRAPHICS, INC	SUPPLIES	48.00	1
PLEASANT THYME HERB FARM	SUPPLIES	481.56	1
PONDER COFFEE COMPANY	SUPPLIES	98.30	1
PRINTING SYSTEMS, INC	SUPPLIES	41.34	1
PURITY CYLINDER GASES	SUPPLIES	12.20	1
REPUBLIC SERVICES #239	CONTRACT SVCS	26,971.34	3
REVZILLA	UNIFORMS	-884.98	3
REVZILLA	SUPPLIES	0.00	2
RIC'S FOOD CENTER	SUPPLIES	201.74	5
SAM'S CLUB #4982	SUPPLIES	25.96	1
SCIENTIFIC BRAKE & EQUIPMENT CO	SUPPLIES	59.12	2
SHARE CORPORATION - CC	SUPPLIES	263.78	1
SHERWIN WILLIAMS	SUPPLIES	870.62	6
SHUTTERSTOCK, INC	SUPPLIES	98.00	2
SIMPLY ENGRAVING	SUPPLIES	175.00	2
SINGLESOURCE	SUPPLIES	125.00	1
SMART HOMES, INC	CONTRACT SVCS	37,244.15	1
STANDARD ELECTRIC COMPANY	SUPPLIES	1,328.43	5
STAPLES - MP	SUPPLIES	385.78	4
STAPLES BUSINESS ADVANTAGE	SUPPLIES	116.47	1
STAPLES CREDIT PLAN	SUPPLIES	289.97	2
STAPLES DIRECT	SUPPLIES	175.85	2
STATE OF MI DEPT OF LIC AND REG AFFAIRS	CONTRACT SVCS	150.00	1
STATE OF MICHIGAN EGLE	TRAINING	95.00	1
STATE OF MICHIGAN ICHAT LOOK UP	CONTRACT SVCS	60.00	1
STREICHER'S - MINNEAPOLIS	SUPPLIES	140.97	1
SUNCOAST LEARNING SYSTEMS, INC	TRAINING	370.00	2
TARGET	SUPPLIES	48.34	3
TERRY'S CYCLE & SPORTS	SUPPLIES/VEHICLE MAINT	454.28	1
THE UPS STORE	CONTRACT SVCS	23.35	2
THE WALL STREET JOURNAL	SUBSCRIPTION	19.49	1
TLO ONLINE	CONTRACT SVCS	75.00	1
TOWN CENTER INC	CONTRACT SVCS	190.00	1
TOWNEPLACE SUITES	TRAINING	549.95	1
TRACTOR SUPPLY - MP	SUPPLIES	190.95	3
TRACTOR SUPPLY PLAN	SUPPLIES	8.99	1
TRILLIUM	SUPPLIES	100.00	1
U S POSTMASTER	CONTRACT SVCS	12.55	1
U S POSTMASTER	PO BOX RENTAL	284.00	1
ULINE SHIP SUPPLIES	SUPPLIES	117.67	1

Wright Express6/3/2021

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
US PLASTIC CORPORATION	SUPPLIES	136.80	1
VERIZON WIRELESS	CONTRACT SVCS	17.41	1
VERIZON WIRELESS	SUPPLIES	38.01	1
VERIZON WIRELESS	COMMUNICATIONS	4,748.18	43
VOLGISTICS, INC	CONTRACT SVCS	98.00	1
VSHRM/MMHRA SEMINAR	DUES	35.00	1
WAL-MART	SUPPLIES	50.02	1
WASD KEYBOARDS	SUPPLIES	468.60	1
WIELAND TRUCK CENTER - CLARE	SUPPLIES	105.08	1
WINN TELECOM	CONTRACT SVCS	324.52	3
WINN TELECOM	COMMUNICATIONS	776.56	2
WINN TELECOM	TELEPHONE	1,457.62	5
ZOOM, INC.	CONTRACT SVCS	12.74	1
ZOOM, INC.	CONTRACT SVCS	45.87	3
	TOTALS	\$118,511.61	382