

Regular Meeting of the City Commission
Monday, December 10, 2018
7:00 p.m.

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Presentation of Collins Drive street sign to Doug Collins as representative of the Collins family.

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

2. City Manager report on pending items.
3. Receipt of Certificate of Achievement for Excellence in Financial Reporting.
4. Minutes of the Parks and Recreation Commission (October).
5. Minutes of the Zoning Board of Appeals (October).
6. Redevelopment Ready Community certification.
7. Correspondence received regarding Citizens' Advisory Board.
8. Mt. Pleasant Amphitheater project update.

CONSENT CALENDAR: DESIGNATED (*) ITEMS

CITY COMMISSION MINUTES:

- * 9. Approval of the minutes of the regular meeting held November 26, 2018.
- * 10. Approval of the minutes of the closed session held November 26, 2018.

PUBLIC HEARINGS:

STAFF RECOMMENDATIONS AND REPORTS:

- * 11. Bids and Quotations
 - a. Water Meters
- 12. Consider resolution approving the final 2019 Operating Budget and set the millage rate for 2019.
- * 13. Consider resolution approving the final amended 2018 Operating Budget.

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

14. Consider authorization for Mayor to sign agreement with Environmental Protection Agency (EPA).
- * 15. Consider sole source contract with SPACE Inc. for reconfiguration of city offices.
16. Report on City Manager evaluation and consider wage adjustment.
17. Consider appointments to the various City boards and commissions as recommended by the Appointments Committee and correction for Board of Review appointment.
- * 18. Consider setting the first meeting of 2019 for Monday, January 7, 2019.
19. Consider motion to cancel City Commission meeting scheduled for December 17, 2018.
20. Consider motion to authorize Finance Director Mary Ann Kornexl to approve the issuances of payrolls and warrants from December 11, 2018 through January 4, 2019.
21. Approval of payrolls and warrants.

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

RECESS:

WORK SESSION: (none scheduled)

RECESS:

CLOSED SESSION: (none scheduled)

ADJOURNMENT:

COMMISSION LETTER #197-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018

FROM: NANCY RIDLEY, CITY MANAGER *Nes*

SUBJECT: CITY MANAGER REPORT ON PENDING ITEMS

This report on pending items reflects the current status.

1. Task Related Issues:

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 12.05.18
Purchasing Policy Outline options for changes to bid approval limits and local preference language.	March 26	None	
Property Maintenance/Blight Ordinance Work with attorney to draft ordinance and obtain feedback on draft from neighborhood associations	February 26	None	
Potential Challenges/Barriers to Infill Development Review list created and recommend potential solutions to some the City can impact.	May 29	None	
Recreation Authority Manager/Mayor/Vice Mayor to discuss with County and Township at next intergovernmental meeting.	July 9	None	
Self Defense Research what type of courses are currently being offered to the community and what it might cost for the City police officers to offer such training	August 27	None	
Sidewalk Snow Removal Staff to provide information as outlined in motion to postpone on November 12	November 12	Spring 2019	
Citizen Advisory Board Work with City Attorney to address items outlined in November 26 motion.	November 26		

2. Scheduled Tentatively Work Session Topics

3. To come back to City Commission

- Airport potential partners and potential agreement

4. Items not likely to be addressed in 2018

- Rental Housing-additional inspections (mechanical, electrical and plumbing) for converted units
- Building inspection – coordination of inspections with County
- Dumpsters located in paved alleys
- Indian Pines south entrance
- Non-motorized plan-priority policies to focus on in 2018
- Potential ordinance change for single day trash pickup by neighborhood
- Effectiveness of storm water ordinance-(Note: Still working with partners county-wide on stormwater matters)
- Police statistics –desired outcomes and uses
- Rental Housing Inspections: frequency based on good inspections
- Sustainability goals
- Incentives/strategy for owner-occupied conversions
- Homeowner loan and emergency program-needs to be coordinated with above topic
- Mt. Pleasant Center preferred development
- Community Pool-Waiting to discuss at Intergovernmental Liaison meeting

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

11/13/2018

For more information contact:

Michele Mark Levine, Director/TSC

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Mount Pleasant** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.

APPROVED MINUTES

Mt. Pleasant Parks and Recreation Commission

Regular Meeting

Tuesday, October 23, 2018

7:00 p.m., City Hall Conf. Room E

CALL TO ORDER – 7:04 p.m.

PLEDGE OF ALLEGIANCE

ATTENDANCE AND DECLARATION OF QUORUM

- A. Commission Members: Barber, Busch, Irwin, Stressman
- B. Comm. Members Absent: Alsager, Batcheller, Little
- C. Parks and Recreation Staff: Bundy, Longoria, Way

APPROVAL OF AGENDA/MINUTES & COMMISSION BUSINESS

- A. Changes/Approval of Agenda – Add to Old and New Business Item C. PEAK Fees & Charges. Motion by Irwin, second by Barber to approve the agenda with changes. Motion unanimously carried.
- B. Approval of Minutes – Motion by Barber, second by Stressman to approve the meeting minutes for Tuesday, September 25, 2018. Motion unanimously carried.

PUBLIC COMMENTS - None

PUBLIC HEARING

- A. Adopt-a-Bench Donation – David & Kathleen Ling
Public Hearing opened by Vice-Chair Busch; no public comments were made and hearing was closed. After discussion, a motion was made by Busch, second by Irwin approving the bench application petitioned by the Ling family directing staff to complete the Lifecycle Agreement for the purchase, installation and maintenance of a bench per the City's Adopt-A-Bench program. Motion unanimously carried.

OLD AND NEW BUSINESS

- A. Storm Drain Painting in the Parks – Ms. Taylor Brook, Watershed Outreach Coordinator for the SCIT was in attendance to discuss this pilot project. The Chippewa Watershed Alliance, represented by members from the City, Tribe, Chippewa Watershed Conservancy and Art Reach developed the storm drain painting project with the goal of educating the public about storm drain runoff and how it goes directly into the river and the impact this has on our water quality. Local artists would design a stencil that will be used on storm drains in two city parks as part of a pilot program. The two parks chosen are Island and Chippewa-Waters Parks. Projected timeline is spring 2019. A motion was made Busch, second by Barber to recommend support of the storm drain project in the City parks as part of a trial program and have Director Bundy prepare a memo to City Commission requesting approval. Motion unanimously carried.

- B. Downtown Events & Programming – Recreation was approached by Senior Management in regards to potentially taking over downtown events. This would include transfer of one permanent part-time employee and supplies budget to Recreation. Some of these events include:

Thrilling Thursdays
Pumpkin Promenade
Christmas Event
Facilitation of various outside events

Because Recreation already programs events, it seems logical for this transfer, allowing for additional opportunities to share resources.

Comm. Irwin: Do you feel you have enough staff to take this on? Director Longoria responded yes, with the addition of the employee and budget that will accompany the responsibilities of the new programs we are confident and can handle it.

If approved by the City Comm., this move will become effective 1/1/2019.

- C. PEAK Fees & Charges – after discussion and presentation by Director Longoria regarding the long-term feasibility of the Middle School program, the following recommendation for the adoption of Middle School PEAK program fees and charges to take effect Sept. 1, 2019 was offered by Busch, second by Irwin. Motion unanimously carried.

	Current Approved Fees	Proposed 2019
Mt. Pleasant Middle School PEAK		
MPMS Weekly Rate	\$15	\$45
MPMS Weekly Rate - Scholarship	n/a	\$30
MPMS Daily Rate	n/a	\$11
MPMS Daily Rate - Scholarship	n/a	\$7

DEPARTMENT REPORTS

- A. Parks – Director Bundy reported on the following:
- Mission Creek restroom project almost completed. Staff has made the recommendation to include security cameras on the outside of the restroom building because of its remote location. Consumers Energy is scheduled to set the Electrical Meter the First week in December. Once that is done the restroom can be open to the public.
 - DEQ permit received for amphitheater project; bid package prepared and to be released this year with a projected completion date of June 2019, weather dependent.
 - Staff working on restroom closings, winterization of irrigation and mulching of leaves.
- B. Recreation – Director Longoria reported on the following:
- PEAK afterschool numbers holding steady. Staffing is in place and working with new licensing consultant.
 - Currently marketing for Man vs. Mountain to be held on 2/2/19.

OTHER BUSINESS/COMMISSIONER COMMENTS

Master Plan – Director Bundy to provide a timeline when available; representing company McKenna to attend a future commission meeting.

ADJOURNMENT – 7:40 p.m.

Mt. Pleasant Zoning Board of Appeals
Minutes of Regular Meeting
October 24, 2018

Chairman Berkshire called the meeting to order at 7:01 p.m.

I. Roll Call: Staff called roll.

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

Absent: Assmann

Staff: Kench, Murphy.

City Counsel: Rock Wood, Dickenson Wright PLLC

II. Approval of Agenda:

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

Motion approved unanimously.

III. Approval of Minutes: September 26 Meeting

Motion by Raisanen, support by Friedrich, to approve the minutes from the September 26, 2018 meeting.

Motion approved unanimously.

IV. Communications:

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

V. Public Comments:

Chairman Berkshire opened the floor for public comments.

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

VI. Public Hearings:

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

A. ZBA-03-2018 – 205 S Main

Rock Wood, Dickenson Wright PLLC, representing the City, addressed the Board, providing some background on the request. Mr. Wood explained that both requests before the Zoning Board of Appeals involve the property located at 205 S. Main Street where the applicant currently operates his law office. Mr. Wood explained that the applicant sought to place a

business sign (band sign) on the roof structure attached to the face/façade of the building and was denied because the Building Official determined that the request did not comply with the zoning ordinance.

Mr. Wood reported that the applicant is appealing the Building Official's determination in his interpretation of the ordinance, noting that the applicant has raised three issues in his appeal:

- 1) What constitutes a roof structure. The applicant refers to this as a sidewalk protector, and refers to the structure as fascia, not a roof. The appellant is asking the Board to interpret this structure to be part of the façade rather than the roof.
- 2) Can the sign be attached to the columns and not be required to continuously touch or be affixed to the façade of the building. Mr. Wood noted that the Building Official addressed this in his response dated October 4, 2018 and this issue does not appear to be in dispute.
- 3) The applicant is asking that subsection 154.414(A)(1)(e) be interpreted to mean that new signs can be installed if they are consistent with non-conforming signs in the area.

Mr. Wood concluded his report stating that if the Board affirms the Building Officials interpretation of the ordinance then the applicant has also filed a variance request to allow the band sign to be placed on the structure.

David Kerr, 205 S. Main Street, addressed the Board and introduced Attorney Matthew Zimmerman from Varnum Law Firm in Grand Rapids, who will be representing him.

Mr. Zimmerman noted that both the appeal and the variance request were submitted with the same goal. He commented that the zoning ordinance does not deal expressly with this type of structure and quoted from the letter from the Building Official denying the sign permit, which stated: *"I am not able to approve a "band sign" on the roof structure attached to the façade of your business"*.

Mr. Zimmerman stated that they would debate whether the cedar shake area in question is a "roof". He noted that it covers the public sidewalk, not any part of the building. Mr. Zimmerman referred to the photo that was provided by Mr. Kerr showing what the building would look like with the proposed band sign.

Mr. Zimmerman commented that this type of structure may not be covered by our ordinance, which may have just been an oversight. Mr. Zimmerman commented that there are many different ways this structure could be defined, not all being a roof. He noted that the structure could be considered an awning, however acknowledged by definition of our ordinance, awnings do not allow sides. He also noted that it could possibly be considered a porch or a marquee and commented that bay windows also stick out from the vertical face of the building and would be considered part of the façade.

Mr. Zimmerman referred to the Standard in Section 154.607(C) which states that if the ZBA determines that the decision is not authorized by law and is not supported by competent material and substantial evidence, then they may reverse that decision. He added that he feels they have provided substantial evidence that this is not a roof and regarding the law, under Michigan law all ordinances have to have a rational basis, statutory authority and

regulations must have a rational basis to meet the purpose that the state statute authorizes and cited various case laws supporting his argument. He commented that to not allow Mr. Kerr to have a sign that can be seen by other than pedestrians does not meet that standard, noting that Mr. Kerr, as a business owner, has people looking for him and he has a reasonable expectation as a business person to show a sign that can be read from a reasonable distance.

Chairman Berkshire asked Mr. Zimmerman if he was presenting information for the appeal or for the variance. Mr. Zimmerman stated he was speaking to both as they cross over, and stated that they feel the primary fault in the building official's decision was calling it a roof.

Vice-Chair Raisanen commented that she feels the Board should deal with the appeal before they entertain conversation on a variance. Commissioner Orlik agreed.

Mr. Zimmerman also agreed and noted that the other issue is whether the interpretation made by the Building Official is authorized by law. He has interpreted the façade as not including this particular structure and yet there are other extrusions from the vertical wall that would be considered part of the façade, so he does not feel there is a rational basis to include one and not the other. Mr. Zimmerman also commented that there is no rational reason to define awnings as having no side panels.

Mr. Zimmerman asked that the Board reverse the Building Official's decision and rule that the structure is not a roof, but part of the façade.

Vice-Chair Raisanen asked for clarification on where the property line was located. Kench noted it was at the face of the building.

Mr. Kerr concurred that his property stops at the sidewalk but noted that he owns the overhang.

Chairman Berkshire referred to the appellant's comment that a bay window would be allowed, noting a bay window would have a roof over it and they were contending that the structure in question would be similar to that. Mr. Zimmerman answered that it would have a "top" on it and they would consider it part of a decorative façade and commented that our ordinance is not specific enough to definitively say.

Kench commented the ordinance is actually very specific in the way that it defines façade and talks about frontage lines. He noted that a lot of attention was given to facades, frontages and what types of encroachments were allowed in each zoning district. By its omission as an allowed encroachment, this type of structure would be considered non-conforming.

Chairman Berkshire asked Counsel if a decision to reverse the Building Officials decision would affect future construction. Mr. Wood stated that if the Board makes an interpretation that you can put that type of sign on that particular type of structure, then yes, it would mean that is how you interpreted the ordinance, and it would apply to others with the same situation.

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

Board Discussion:

Commissioner Orlik referred to a couple of issues that were brought up in the request to overturn the Building Official's decision. The appellant made an analogy to a bay window as part of the decorative façade; however, Commissioner Orlik stated he feels this is far more than that and is a functional addition to the building. He also referred to the issue raised by Counsel on the appropriateness of the ordinance definition of an awning, stating that this isn't something for this board to deal with. This board has to live with the definition that is in the ordinance. Commissioner Orlik further commented that he feels that the Building Official has appropriately defined what we are looking at.

Vice-Chair Raisanen agreed with Commissioner Orlik and further noted that the ZBA also tries to reduce nonconformities.

Motion by Raisanen, support by Orlik, to uphold the decision made by the Building Official.

Motion approved unanimously.

ZBA-04-2018 – 205 S. Main.

Rock Wood, City Counsel, addressed the Board, noting that the background is similar to the last case, however, because this is a variance request, the Board will need to look at the criteria listed in section 154.608 for granting a non-use variance.

Mr. Wood noted that there is some redundancy in section A, which overlaps some of the criteria in subsection B; however, the Board will need to determine that the request meets all of the criteria in order to grant the variance.

Matt Zimmerman addressed the Board, noting that the goal is the same with this request as the last.

Mr. Zimmerman reviewed the criteria and their response to such:

- A. Mr. Zimmerman stated that this request would not be detrimental to the neighboring properties; they would likely not even see it. He also referred to the photos submitted of other businesses in the area, noting they would not be impacted by the request.
- B. (1) Mr. Zimmerman noted that although there are several photos that they submitted, only two of those have similar frontages to his client's and feels this makes this case extraordinary.
(2) Mr. Zimmerman noted that everyone in the C-5 zoning district has signs large enough to be seen by non-pedestrians, whereas the sign that would be allowed on Mr. Kerr's business would not provide the same visibility, and therefore is a property right that is enjoyed by others, but denied his client.

(3) Mr. Zimmerman again stated there are only two other properties with similar structures and they already have signage

(4) Mr. Zimmerman noted this criterion was addressed under Section A.

(5) Mr. Zimmerman commented on all the other types of signage that would be allowed in this district, i.e., porch, marque, large projecting signs, and noted that they do not believe the purpose of the ordinance would be defeated and again noted that he feels this type of frontage may have been simply overlooked with the new ordinance.

(6) Mr. Zimmerman commented that this need was not created by his client as the building is old and likely there was no sign ordinance when it was constructed.

Mr. Zimmerman noted that there are several ways the Board could grant a variance: They could grant a variance for a band sign which is limited to the 1st story for facades; they could grant a variance in regards to how an awning is defined; they could grant a variance for a marquee sign or a variance for the definition of a porch to allow as a porch sign.

Mr. Zimmerman concluded by stating he feels that this is a unique enough structure that the ordinance did not cover and feels his client would be harmed if not allowed to have this sign. He noted that although other types of signs would be permitted, they go against the conservative nature of his client and his business.

Chairman Berkshire asked Mr. Wood to address the applicant's suggestion that there were four ways to grant a variance. Mr. Wood responded that what the Board needs to do in order to grant any variance is to find that not only were the conditions set forth in Section 154.608 met, but state on the record the reasons for the finding. He further commented that if the Board were to grant a variance, they need to be specific in what they were granting it for (type/size, etc.). Mr. Wood also noted that if the request is denied, the Board should state for the record why they were denying the request and what criteria they did not feel was met.

Mr. Zimmerman clarified for the Board that they were requesting a variance for the band sign on the face of the overhang and shared a rendering. He noted that he felt that they could accomplish it in the four ways he noted, but it is the same sign.

Chairman Berkshire asked Mr. Kerr how he currently advertises his business. Mr. Kerr stated he had a plaque next to his door; however, it isn't real visible.

Chairman Berkshire asked if denied, if he would tear off the overhang. Mr. Kerr stated it was an option, but it is not likely he would do this, as it is a functional part of the building, especially in inclement weather. Instead, he would likely settle for a different type of sign that he would not like as well.

Vice-Chair Raisanen asked Mr. Kerr why he waited until after the new ordinance was in place to request the sign as it would've been allowed under the old ordinance. Mr. Kerr stated he wasn't paying attention.

Vice-Chair Raisanen asked Mr. Kench about the time span from March to September. Kench replied that an application was submitted and denied. A new application was submitted in September which was also denied and that is when the applicant filed his appeal.

Vice-Chair Raisanen questioned whether it was the intent to eliminate this type of frontage from the ordinance or if it was an omission.

Mr. Wood commented that it was likely the intent. The form based code would not write a specific non-conformity into the ordinance.

Commissioner Orlik asked Mr. Zimmerman to address again how he feels this is an extraordinary circumstance.

Mr. Zimmerman noted that there are only two others in the district, which makes it extraordinary.

Commissioner Orlik asked staff if this type of frontage would be permitted on a new building. Kench stated it would not and referred to the sections of the ordinance that talk about what types of frontages and encroachments are allowed in each district.

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

Board Discussion:

Motion by Orlik, support by Raisanen to approve the variance for a band sign.

Commissioner Orlik commented that non-conforming uses can't be considered as something to be measured against and therefore doesn't feel that there are extraordinary circumstances.

Chairman Berkshire disagreed, noting the age of the structure and the need to advertise the business.

Vice-Chair Raisanen asked if this projection was part of the original structure or if it was added at a later time. Kench stated it was likely added. Mr. Kerr concurred, stating although it has been there over 50 years, it is not part of the original structure.

Chairman Berkshire reviewed the criteria, noting he feels that the applicant meets the standards; that it would not affect the adjacent property and would not set precedent; it is not a detriment to the adjoining properties; and it is not their fault.

Kench reminded the Board that there are several other types of signage that would be allowed on this property.

Commissioner Friedrich commented that he feels the applicant would still be able to enjoy his property if denied and therefore would not meet criteria #2 under 154.608(B).

The Board discussed other signage options that would be allowed at this site.

Chairman Berkshire proposed an amendment to the motion that if approved, the proposed sign does not extend higher than the face of the structure, noting that he feels the criteria has been met. Both Commissioner Orlik and Vice-Chair Raisanen supported the amendment to the motion.

Commissioner Orlik commented that given the alternatives available, he doesn't feel that criteria #1 is met as there are other ways to get consumer identifiable signage on the building.

Vice-Chair Raisanen spoke about the Historic District Commission and their desire to maintain the historic feel of the downtown, noting that this is an unobtrusive sign, keeping in line with that; however, acknowledged that the applicant does have other options available. Commissioner Orlik commented that he wishes the ordinance had tracked more with the historic district commission objectives; however, the ZBA is bound to the ordinance.

Mr. Zimmerman asked City Counsel for clarification on whether all three of the subcategories in 154.608(B)(1) would need to be met. It was stated that at least one of those subcategories would need to be met.

Commissioner White commented in regards to 154.608(B)(1), given the age of the structure, along with the height and angle and the area of the building it covers, you could see where that would be a tough spot.

Commissioner Friedrich commented that one of the objectives of the form based code was to try and create a pedestrian friendly look; therefore, he noted that we need to weigh heavily on appearance and if the form based code didn't specifically name that type of structure he would have trouble granting a variance to put a sign on something that wouldn't be allowed to be built in the district.

Vice-Chair Raisanen acknowledged Commissioner Frierich's concern and suggested that as cross over member to the Planning Commission, that he could ask that the Planning Commission look at some of the discussions the ZBA is having. She further commented that she doesn't see how we can grant the variance but on the other hand, if it isn't granted, the applicant could end up with a sign that goes against what the community is trying to achieve.

Kench referred the Board to page 116 of the ordinance which encourages applicants in the CBD-TIFA to use the Downtown Mt. Pleasant Signage Design Guidelines, which the Historic District Commission was involved in creating.

Commissioner Orlik commented that he doesn't see the structure as an extraordinary building, but more as a non-conforming building.

The motion was restated to grant a variance for the band sign as submitted by the applicant's request provided the size of the sign is limited to not extend above the face of the structure.

Roll Call Vote:

Ayes: White, Berkshire

Nays: Friedrich, Orlik

Abstain: Raisanen.

Motion to grant the variance failed. Variance was denied.

Vice-Chair Raisanen asked for clarification that four positive votes would be required to grant the variance. Kench responded that yes, they would need four positive votes.

X. Old Business:

Kench reported there was no old business.

Chairman Berkshire commented that the sorority that went before the board last month is removing the patio from the property.

XI. New Business

A. 2019 Proposed Meeting Schedule

Kench presented the proposed 2019 meeting schedule.

Motion by Orlik, support by Friedrich, to set the 2019 meeting schedule as presented.

Motion approved unanimously.

B. November ZBA Cases

Kench noted that we have not received any new applications to date. Deadline for submittals is November 5, 2018.

XI. Adjournment

Motion by Friedrich, support by Orlik, to adjourn.

Motion approved unanimously.

Meeting adjourned at 8:37 p.m.

bam



MEMORANDUM

TO: Nancy Ridley
City Manager

CC: William Mrdeza
Community Services and Economic Development Director

FROM: Jacob Kain
City Planner

DATE: December 5, 2018

SUBJECT: Redevelopment Ready Communities update

At their June 27, 2016 meeting, the City Commission passed a resolution authorizing the implementation of recommendations made by the Michigan Economic Development Corporation (MEDC) necessary to receive Redevelopment Ready Communities (RRC) Certification.

The attached email from RRC planner Christopher Germain indicates that the City is now eligible for certification. This eligibility is the result of several years of work to align City practices, plans, policies, and regulations with the best practices of the RRC program.

The formal Redevelopment Ready Communities Certification presentation will likely occur in early 2019.

Attachment

1. Mount Pleasant RRC Certification – Approved

Kain, Jacob

From: Christopher Germain (MEDC) <germainc2@michigan.org>
Sent: Wednesday, December 05, 2018 7:47 AM
To: Kain, Jacob
Cc: Chelsea Rowley (MEDC); Mrdeza, William; jmcbyrde@mmdc.org; Brenda Flory (MEDC); Elizabeth King (MEDC)
Subject: Mount Pleasant RRC Certification - Approved

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Jacob,

I am please confirm that with the RRC Team's acceptance of the city's new marketing matrix/strategy, the city has fully aligned with the best practices of the Redevelopment Ready Communities (RRC) Program and is eligible for **Certification**. Congratulations on reaching this milestone!

Our next step is to schedule a certification event in Mount Pleasant. This allows us to formally present certification to the city and also gives the city an opportunity to share the good news by attracting media. Some communities opt to hold a community event with speeches, networking, and food/drinks (those are my personal favorite) while others simply desire a brief presentation at a City Commission meeting. The choice is up to you. We ask that dates be scheduled at least 6 weeks out so we can solicit attendance by senior MEDC leadership. I will be sending a more detailed email with logistics considerations once I know which way the city is leaning on event style. I'll also include additional information on the certification benefits you'll be gaining access to, including access to our [Redevelopment Services Team](#).

If you or anyone from the city has questions on RRC certification or next steps, please reach out. I am traveling most of this week visiting RRC communities in the UP but will respond as quickly as possible. And again, congratulations!

Best,
-Christopher

Christopher Germain, AICP
Senior RRC Planner, Redevelopment Ready Communities®
Community Development
Michigan Economic Development Corporation
300 N. Washington Square | Lansing, MI 48913
Mobile: [517.599.5450](tel:517.599.5450)
germainc2@michigan.org
www.miplace.org

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Subject:

FW: Citizens Advisory Board

From: Bruce Kilmer [<mailto:bkilmer101@aol.com>]**Sent:** Wednesday, November 28, 2018 2:25 PM**To:** Lents, Allison <alents@mt-pleasant.org>; Joseph, William <wjoseph@mt-pleasant.org>; Lalonde, Kristin <klalonde@mt-pleasant.org>; Gillis, Lori <lgillis@mt-pleasant.org>; Madaj, Nicholas <nmadaj@mt-pleasant.org>; Ridley, Nancy <NRIDLEY@mt-pleasant.org>; Kulick, Tony <tkulick@mt-pleasant.org>**Subject:** Citizens Advisory Board

Commissioners,

Even if you knew you eventually wanted a Citizens Advisory Board, to create one two weeks after it was proposed was not a decision that gives your citizens confidence in your leadership. It would have been prudent to take the advice of the professionals you have hired, who run the day-to-day business of the City. Your rush to cater to the demands of a small group of people was not wise.

When the anti-discrimination ordinance was proposed, we maybe could have passed it sooner with a 4-3 vote, which would have resulted in commissioners and citizens feeling left out. As it happened we took time and eventually passed the ordinance with a 7-0 vote, and we have had little to no backlash about the ordinance since.

Slow down, take your time, listen to those you have entrusted to be our City Manager, police, and others. There was no need to rush.

Sincerely,
Bruce Kilmer



Island Park Arts Pavilion Updates

Grand Opening In June 2019



Fundraising Goal Achieved!

This project would not be possible
without generous donations from:

The Morey Foundation, \$20,000

MPACF Martin Fund \$20,000

Mercantile Bank, \$10,000

Rotary Club of Mt. Pleasant, \$6,000

Isabella Bank, \$5,000

Isabella Community Credit Union, \$5,000

United Way, \$5,000

City of Mt. Pleasant, \$5,000

Labelle Foundation, \$5,000

Jaycees, \$2,500

Mt. Pleasant Agency, \$250

and grants from:

*The Michigan Department of Natural
Resources Passport Matching Grant,
\$75,000*

*The Saginaw Chippewa Indian Tribe
2% Grant, \$45,000*

for a grand total of:

\$203,750

Thank you for your support!

Important Milestones

February 27, 2016

Idea for Amphitheater pitched at
United Way's community develop-
ment pitch competition for high
school students in Isabella County;
idea for amphitheater wins 1st place



June 7, 2016



Idema presents proposal for
amphitheater in Island Park to the Mt.
Pleasant Parks and Recreation
Commission -- approved

July 25, 2016

Presentation by Taylor Idema on
proposed community amphitheater
project to the Mt. Pleasant City
Commission -- approved



March 27, 2017



Public Hearing on the Michigan
Department of Natural Resources
Recreation Passport Grant
Application and approval of
resolution on the same

Spring 2017

Rowe Engineering hired to draft
blueprints and site development plan
for amphitheater



Summer 2017



Letters of Support secured from 21
community organizations,
departments, and offices

Fall 2017

Funding goal met and exceeded
\$203,750 raised by 11 donors
(\$83,750) and 2 grants (\$120,000)



Spring 2018



Idema secures permission from City
Commission for additional
enhancements to amphitheater
project including lighting, benches,
scroll work, stone work, and
landscaping

Summer 2018

DEQ Permit in progress, site prep
begins, electricity installed at site



Fall 2018



Amphitheater project being bid out,
design finalized. DEQ permit
received.

Spring 2019

Amphitheater Grand Opening



The arts pavilion
will be located on
the west side of
Island Park in
downtown Mt.
Pleasant, directly
south of the sand
volleyball courts
and directly west of
the Timber Town
playground.

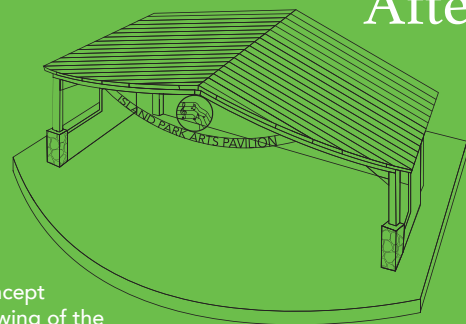


My name is Taylor Idema and I am a **senior** at **Mt. Pleasant High School**. During my freshman year, I participated in United Way's "Pitch-Er This" competition which challenged high school students in Isabella County to develop a proposal for a project that would benefit our community. My proposal to build a community amphitheater in Island Park won first place. I have worked on this project since 2015, raising money, helping write grants, getting community endorsements, and working with my project mentor Chris Bundy, Director of Parks and Public Spaces, on finalizing the design and planning for construction. Upon completion, this project will also count as my **Girl Scout Gold Award**, the highest award a Girl Scout can earn. I am excited about this project and what it will mean to the community. I am especially grateful to the generous community contributors that are making this idea a reality. Thank You!



Before

To the left, Taylor Idema and her project mentor, Chris Bundy standing at the future amphitheater site. The area was recently staked out and had electricity installed. Visitors are welcome to venture to the site to see the latest progress.



Concept drawing of the finished pavilion

After

Arts Pavilion Endorsed by:

Rotary Club of Mt. Pleasant
 Mt. Pleasant Jaycees
 Mt. Pleasant Lions Club
 United Way of Gratiot and Isabella Counties
 City of Mt. Pleasant
 Mt. Pleasant Parks and Recreation
 City of Mt. Pleasant Director of Recreation and Sports
 Isabella County Parks and Recreation
 Central Michigan University- Office of the President
 Mid Michigan College- Office of the President
 Girls on the Run of Central Michigan
 Mt. Pleasant Discovery Museum
 Chippewa River District Library
 Mt. Pleasant High School Drama Department
 Off-Broadway Performing Arts Studio
 Central Michigan University Chippewa Marching Band
 Art Reach of Mid Michigan
 Gratiot-Isabella Technical Education Center
 Mary Ellen Brandell Volunteer Center
 Mt. Pleasant Community Church
 Thrive Church

Possible Arts Pavilion Events Include:

- Outdoor Music Performances
- Outdoor Theatre
- Outdoor Dance Performances
- Ceremonies
- Art Displays
- Public Speeches
- Holiday Events & Gatherings
- Family Reunions
- Historical Reenactments
- Religious Services
- Children's Programming
- Outdoor Movies
- Auctions
- Farmers Market
- Starting point for 5ks
- Weddings
- Public Nature Talks



Minutes of the regular meeting of the City Commission held Monday, November 26, 2018, at 7:00 p.m., in the City Commission Room.

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

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

Commissioners Absent: None

Others Present: City Manager Ridley and City Clerk Howard

Proclamations and Presentations

Records Supervisor Christy Dush introduced new Records Professional Carie Bryant and Fire Chief Rick Beltinck introduced Assistant Fire Chief Doug Lobsinger who was promoted from within the Fire Department.

Public Input on Agenda Items

Joyce Baugh, 711 Hopkins St.; Jim Moreno, 316 S. Arnold St.; Laura Gonzales, 1206 E. High St.; Alexandra Ulana Klymyshyn, 420 S. Pine St.; Matt Mertz, 1540 S. Bamber St.; April Burke, 1018 Sweeney St.; Brett Houle, Saxe Hall, CMU; and Andy Blom, 1304 E. Lincoln St., spoke in favor of the establishment of a Citizen Advisory Board. Joyce Hendricks, 1005 Glenn Ave.; Gabrielle Mason, SGA Diversity Club Chair, and Norma Bailey, 22 E. Andre, letters read in favor of the establishment of a Citizen Advisory Board.

Receipt of Petitions and Communications

Received the following petitions and communications:

1. City Manager report on pending items.
2. Airport Advisory Board Minutes. (October)
3. Correspondence received from Anne Heidemann, 621 E. Andre, regarding proposed Citizen Advisory Board.

Items 7b, 8, 10, 14j and 14k were removed from the Consent Calendar.

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

1. Minutes of the regular meeting of the City Commission held November 12, 2018.
2. Minutes of the two closed sessions of the City Commission held November 12, 2018.
3. Authorize a contract with F&K's Tree Service of Mt. Pleasant, Michigan for 2019 Tree Trimming and Removal in an amount not-to-exceed \$41,000.
4. Authorize staff to purchase 2019 supply of liquid carbon dioxide (LCO2) at market price from USA Airgas of River Grove, IL.
5. Five year agreement with the Charter Township of Union for fire protection services, as presented.

6. Resolutions supporting amended rates, fees and charges as follows:

a. Building Permits:

WHEREAS, the ordinance provision, Section 150.16 (A) requires the building permit fees be set by resolution of the City Commission,

WHEREAS, the ordinance provision, Section 150.16 (A) requires the determination of value or valuation shall be made by the Building Official and shall be used in computing the permit,

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

NOW, THEREFORE, BE IT RESOLVED that the following fees are consistent with the policy guidelines and are to be set to begin January 1, 2019

Building Fees	
----------------------	--

Valuation/ Cost (based on State of Michigan cost table)	Fee
\$0 – 500	\$30
\$501 - 1,000	\$50
\$1,001 - 10,000	\$50 + \$10/1000
\$10,001 - 20,000	\$150 + \$9/1000
\$20,001 - 40,000	\$240 + \$8/1000
\$40,000 - 100,000	\$400 + \$7/1000
\$100,001 - 300,000	\$820 + \$5/1000
\$300,001 - 500,000	\$1,820 + \$4/1,000
\$500,001 - 750,000	\$2,620 + \$3/1,000
\$750,001 & Up	\$3,370 + \$2/1,000

Special Permits	
------------------------	--

Swimming Pool (above-ground)	\$75
Swimming Pool (in-ground)	\$150
Mobile Home Installation	\$100
Demolition & Moving Structure	\$150
Flammable Liquid Tanks	\$150
Temporary Structure (tent, storage container)	\$100
Temporary Certificate of Occupancy	\$150

Temporary Business \$150
(Halloween stores,
temporary sales, etc. within
existing building for more
than 30 days)

BE IT FURTHER RESOLVED, that the current fee for Transfer of Permits, Reinstatement of Permits and Energy Code Plan Check be eliminated due to no longer applicable,

BE IT FURTHER RESOLVED, that the valuation cost shall be determined by the Building Official in accordance with the State of Michigan cost table.

b. Sign Permits:

WHEREAS, the ordinance provision, Section 154.605J requires the sign permit fees be set by resolution of the City Commission,

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

NOW, THEREFORE, BE IT RESOLVED that the following fees are consistent with the policy guidelines and are to be set to begin January 1, 2019

Sign Permits	
Valuation/ Cost	Fee
\$0 - \$10,000	\$75
\$10,000 and Up	\$150

BE IT FURTHER RESOLVED, that the fee for Portable or Temporary Signs be eliminated as it is no longer applicable.

c. Appeals Board Filing Fees:

WHEREAS, the ordinance provision, Section 154.606(D) requires appeals board filing fees be set by resolution of the City Commission,

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

NOW, THEREFORE, BE IT RESOLVED that the following fees are consistent with the policy guidelines and are to be set to begin January 1, 2019

Appeals Boards Filing Fees	
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Building, Fire and Sanitary Sewer	\$500
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Zoning Board	\$500
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BE IT FURTHER RESOLVED that appeals for interpretation shall be \$200.

d. Zoning & Planning Fees:

WHEREAS, the ordinance provision, Section 154 requires the Zoning & Planning fees be set by resolution of the City Commission,

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

NOW, THEREFORE, BE IT RESOLVED that the following fees are consistent with the policy guidelines and are to be set to begin January 1, 2019

Zoning & Planning Fees	
------------------------	--

Site Plan (Planning Commission review)	\$730
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Site Plan (staff review)	\$430
Rezoning	\$990
Special Use Permit (with site plan)	\$320
Special Use Permit (without site plan)	\$620
Planning Commission Special Meeting	\$230
Development Parcel Plan	\$450

e. DPW Permits:

WHEREAS, state statute requires right of way permit fees be set by resolution of the City Commission,

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

NOW, THEREFORE, BE IT RESOLVED that the following fees are consistent with the policy guidelines and are to be set to begin January 1, 2019

Department of Public Works Permits

Right of Way Permits	\$25
Re-inspection of Right of Way Permits	\$25/trip

f. Downtown Parking Permits:

WHEREAS, the City owns parking lots in the downtown,

WHEREAS, part of the parking management program for some of the downtown lots is parking by permit only,

WHEREAS, the fee set for parking permits is set to cover costs and regulate parking,

NOW, THEREFORE, BE IT RESOLVED that the following fees be set to begin January 1, 2019

Downtown Parking Permits

Annual Parking Permit (daytime business)	\$75
Semi- Annual Parking Permit - (overnight)	\$25

g. PEAK Fees:

WHEREAS, the ordinance provision, Section 97.04 requires Parks & Recreation fees be set by resolution of the City Commission,

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

WHEREAS, the Mt. Pleasant Parks and Recreation Commission recommends the following fees,

NOW, THEREFORE, BE IT RESOLVED that the following fees are consistent with the policy guidelines and are to be set to begin September 1, 2019

PEAK Middle School - After School	
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Weekly	\$45
Daily	\$11
Scholarship - Weekly	\$30
Scholarship - Daily	\$7

h. Water Service Fees:

WHEREAS, the ordinance provision, Section 52.25 requires the water service fees be set by resolution of the City Commission,

WHEREAS, in order to defray the costs of owning, operating, and maintaining the Municipal Water System, the City needs to charge users of the systems, rates, fees and charges for connection to and use of that systems,

WHEREAS, such rates, fees and charges should be periodically reviewed to assure they are adequate to fully cover the system's cost,

NOW, THEREFORE, BE IT RESOLVED that the following fees be set to begin January 1, 2019

Water Service Fees

5/8" Meter	\$175
1" Meter	\$275
Key Lock Valve - 5/8"	\$95
Key Lock Valve - 1"	\$145
Start & Final Meter Read (if done by city staff)	\$15
Service Turn Off (at owner's request - after hours)	\$125
Service Turn On (at owner's request - after hours)	\$125
Service Turn Off (at owner's request - business hours)	\$15
Service Turn On (at owner's request - business hours)	\$15
Damaged Meter Replacement (installation)	\$25
Calibration Check of Meter (at owner's request - waived if found defective)	\$75

Meter Removal & Storage (at owner's request)	\$60
Meter Reinstallation (at owner's request)	\$25
Hydrant Meter cost (if not returned)	\$1,000
Hydrant Meter Set-up	\$50
Hydrant Meter Tear-down	\$50
Contractor Water Usage - Annual	\$100

BE IT FURTHER RESOLVED, that the rate for afterhours service turn on/off shall be discounted 50% for emergency situations.

i. Water Demand:

WHEREAS, the ordinance provision, Section 52.25 (B)(1)(a) requires that Municipal Water System rates, fees and charges are to be set by resolution of the City Commission,

WHEREAS, in order to defray the costs of owning, operating, and maintaining the Municipal Water System, the City needs to charge users of the systems, rates, fees and charges for connection to and use of that systems,

WHEREAS, such rates, fees and charges should be periodically reviewed to assure they are adequate to fully cover the system's cost,

NOW, THEREFORE, BE IT RESOLVED that the following fees be set to begin January 1, 2019

Water Demand	
Meter Size	Monthly Fee
5/8"	\$11.09
1"	\$27.73
1.5"	\$55.46
2"	\$88.74
4"	\$177.48
3"	\$277.31
6"	\$554.62
10"	\$3,032.24

Note: Irrigation Meters are charged demand for six months

7. Warrants dated November 9, 13, 20 and 21, 2018 and Payrolls dated November 16, 2018 all totaling \$889,875.83.

Motion unanimously adopted.

Vice Mayor Madaj recused himself from discussion and vote on Municipal Legal Services due to a conflict of interest.

Moved by Commissioner Kulick and supported by Commissioner Ling to appoint Martineau, Hackett, O'Neil and Klaus of Mt. Pleasant, Michigan as the prosecutorial firm and Foster Swift Collins & Smith of Lansing, Michigan as the general counsel firm as presented.

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

NAYS: None

ABSENT: None

RECUSED: Commissioner Madaj

Motion carried.

Moved by Commissioner Kulick and supported by Commissioner Joseph to approve the resolution regarding pursuit of an intergovernmental agreement with Nottawa Township as follows:

WHEREAS, the Nottawa Township Board of Trustees hired Lorenz Surveying and Engineering to identify options for collection and treatment of sewage; and

WHEREAS, in the October 29, 2018 revised preliminary engineering report that was submitted to the Department of Environmental Quality (DEQ), three options for the collection of sewage and three options for the treatment were outlined; and

WHEREAS, the Nottawa Township Board at its meeting on November 5, 2018, selected their preferred options and the preferred option for treatment of the sewage was to construct a force main to the City of Mt. Pleasant Treatment Plant and pay the City for treatment; and

WHEREAS, the City's Wastewater Treatment Plant has sufficient capacity for the treatment of Nottawa Township's sewage.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Mt. Pleasant City Commission is committed to exploring a cooperative intergovernmental agreement with Nottawa Township to treat the sewage at the City of Mt. Pleasant Wastewater Treatment Plant;
2. The City of Mt. Pleasant is interested in this cooperative agreement for the following reasons;
 - * Having a sewer collection system for populated areas along the Chippewa River, upstream of the City helps protect the Chippewa River, which is an important asset to the City.
 - * Adequate capacity exists at the City's Wastewater Treatment Plant. Having more flow helps spread some of the fixed costs of treatment.
 - * It makes sense to share existing infrastructure instead of spending tax payer dollars to build new redundant infrastructure.
 - * It makes sense to be a good neighbor with our surrounding townships.
3. It is understood that the term of the intergovernmental agreement would likely be at least forty years and the contract cost to Nottawa Township would be set to ensure that the amount billed covers the full costs of treatment including maintenance and depreciation/replacement of the plant; and
4. The City Commission directs staff to work cooperatively with Nottawa Township and the attorneys to draft an agreement to be considered by the City Commission.

Motion unanimously adopted.

Moved by Commissioner Kulick and supported by Commissioner Joseph to approve a two year contract with Middle Michigan Development Corporation (MMDC) as presented.

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

NAYS: Commissioner Gillis

ABSENT: None

Motion carried.

Moved by Commissioner Ling and supported by Commissioner Joseph to approve the revised request for the creation of a Citizens' Advisory Board as presented by the Mt. Pleasant Area Diversity Group with the exception of the proposed section describing membership and that that section be replaced with the following wording:

The membership of the CAB will consist of 3 persons approved by the City Commission for a one year term. The members of the board will be recommended by the appointments committee. The appointments committee will choose one nominee from applications submitted directly to the city as well as one nominee recommended by the SGA and one nominee recommended by the MPADG. The appointments committee will make the final decision on the 3 nominees to be submitted to the City Commission for approval.

I further move that before the first meeting of the CAB, the city attorney be asked to meet with the appointed members of the CAB, the Mayor, the City Manager, the Director of Public Safety, and a representative from the police officers association to develop proposed rules of procedure that cover issues related to confidentiality, the Open Meetings law and Freedom of Information Act, the timing of information provided to the CAB concerning complaints filed involving law enforcement and any other issues that the attorney believes are relevant. The attorney should recommend how the rules of procedure will be adopted.

Moved by Commissioner Kulick and supported by Commissioner Gillis to postpone action on the establishment of a Citizens' Advisory Board for 3 months in order to allow for further review.

Moved by Commissioner Ling and supported by Commissioner Gillis to amend the motion to postpone to postpone until new attorney can look at the proposal and review further and make a recommendation.

AYES: Commissioners Gillis and Ling

NAYS: Commissioners Joseph, Kulick, LaLonde, Lents and Madaj

ABSENT: None

Motion failed.

Considered original motion to postpone.

AYES: Commissioners Gillis and Kulick

NAYS: Commissioners Joseph, LaLonde, Lents, Ling and Madaj

ABSENT: None

Motion failed.

Moved by Commissioner Kulick and supported by Commissioner Gillis to postpone until after a worksession can be held on the topic and attorney opinion can be sought.

AYES: Commissioners Gillis and Kulick
NAYS: Commissioners Joseph, LaLonde, Lents, Ling and Madaj
ABSENT: None
Motion failed.

The Commission considered the original motion.

AYES: Commissioners Gillis, Joseph, LaLonde, Lents, Ling and Madaj
NAYS: Commissioner Kulick
ABSENT: None
Motion carried.

Moved by Commissioner Ling and supported by Commissioner Kulick to approve the resolution in support of downtown board restructuring. (Option B)

Moved by Commissioner Gillis and supported by Commissioner Joseph to amend the original motion to change paragraph 1.C. to give preference to property owners.

AYES: Commissioners Gillis and Joseph
NAYS: Commissioners Kulick, LaLonde, Lents, Ling and Madaj
ABSENT: None
Motion failed.

The Commission considered its original motion to approve the resolution in support of downtown board restructuring. (Option B).

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

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

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

NOW THEREFORE BE IT RESOLVED THAT:

1. The TIFA Board shall be a 7 member board. The members shall be appointed through the Mayor's recommendation to the Appointments Committee, subject to the City Commission's approval, and the members shall meet the following criteria:

- A. One member shall be a City Commissioner;
- B. One member shall represent Isabella County;

C. Not less than a majority of the members of the board shall be persons having an interest in property located in the TIFA District or be members, trustees, principals or employees of a legal entity having an interest in property located in the TIFA District. To the extent reasonably practical, one of the members shall represent property located in the TIFA's Industrial Park North development area.

2. The PSD Board shall be a 5 member board. The members shall be appointed through the Mayor's recommendation to the Appointments Committee, subject to the City Commission's approval, and the members shall meet the following criteria:

A. One member shall be a representative of local government

B. One member of the PSD Board shall be from the adjacent residential area; and

C. Not less than 3 members of the PSD Board shall be nominees of individual businesses located within the principal shopping district.

3. The minutes of each the TIFA Board and the PSD Board will be shared with the other board. The two boards will be scheduled for joint meetings as needed.

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

A. One member shall be the City Manager;

B. One member shall represent Isabella County;

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

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

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

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

Motion unanimously adopted.

Moved by Commissioner Ling and supported by Commissioner Kulick to approve the resolution in support of funding and responsibilities restructuring as presented.

Moved by Commissioner Gillis and supported by Commissioner Joseph to amend the original motion to remove \$80,000 allocation from Economic Initiative Fund.

AYES: Commissioner Gillis

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

ABSENT: None

Motion failed.

The Commission considered its original motion to approve the resolution in support of funding and responsibilities restructuring as presented.

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT:

1. The City Commission views downtown as both a social hub for the community and an economic center and desires a successful downtown.

2. The parking lots and other more permanent infrastructure such as lights, bricks and benches will be treated as an overall City asset from this point forward.

3. Some activities that were previously accounted for in the Principal Shopping District Downtown Fund (231) and the Tax Increment Finance Authority Fund (495) should be accounted for in the general activities of the City. This will minimize confusion as to funding approvals and ensure the City Commission can more easily make city-wide decisions on priorities.

4. Staff is directed to revise the proposed 2019 Operating Budget to incorporate the changes in responsibilities and funding as recommended in the Restructuring of Funding Sources for Downtown Proposal dated November 5, 2018.

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

NAYS: Commissioner Gillis

ABSENT: None

Motion carried.

Moved by Commissioner Joseph and supported by Commissioner Kulick to authorize the Mayor and Clerk to sign the MIIBS/MPC Property Agreement as presented. Motion unanimously adopted.

Moved by Commissioner Kulick and supported by Vice Mayor Madaj to approve the following resolution supporting amended rates, fees and charges for refuse bags and tags.

WHEREAS, the ordinance provision, Section 50.07 (D) requires that city refuse bags and tags shall be sold at a price determined by the City Commission,

WHEREAS, the City contracts for solid waste collection,

WHEREAS, in order to cover the costs of solid waste collection, the City needs to charge users of the solid waste collection contractor rates, fees and charges,

WHEREAS, such rates, fees and charges should be periodically reviewed to assure they are adequate to cover the solid waste collection,

NOW, THEREFORE, BE IT RESOLVED that the following fees be set to begin January 1, 2019

Bag & Tag Wholesale	
Bag	\$2.55
Tag	\$3.15

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

NAYS: Commissioners Gillis and Ling

ABSENT: None

Motion carried.

Moved by Commissioner Kulick and supported by Commissioner Joseph to approve the following resolution supporting amended rates, fees and charges for residential curbside recycling pick up.

WHEREAS, the ordinance provision, Section 50.11 (c) requires fees be assessed for the service of curbside collection of recyclables shall be set by resolution of the Commission,

WHEREAS, the city contracts for curbside recycling pickup for residential units,

WHEREAS, in order to cover the costs of curbside recycling pickup, the City needs to charge residential users of the curbside recycling pickup contractor rates, fees and charges,

WHEREAS, such rates, fees and charges should be periodically reviewed to assure they are adequate to cover the residential curbside recycling pickup,

NOW, THEREFORE, BE IT RESOLVED that the following fees be set to begin January 1, 2019

Residential Curbside Recycling	
	Monthly Fee
	\$2.50

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

NAYS: Commissioner Gillis

ABSENT: None

Motion carried.

Moved by Commissioner Ling and supported by Commissioner Kulick to make the following appointments to various City Boards and Commissions as recommended by the Appointments Committee:

	<u>Term Expires</u>
<u>Airport Advisory Board</u>	
Sam Staples	December 31, 2021
Catherine Tilmann	December 31, 2021
<u>Board of Review</u>	
Chris Cantrell	December 31, 2020
James Kridler	December 31, 2020
Catherine Tilmann	December 31, 2020
<u>Building, Fire & Sanitary Sewer</u>	
<u>Board of Appeals</u>	
Joe Fleming	December 31, 2021
Larry Sommer	December 31, 2021
<u>City/CMU Student Liaison Committee</u>	
Rick Rautanen	December 31, 2021
<u>Cultural and Recreational Commission</u>	
Tim Coscarelly	December 31, 2020
<u>Dog Park Advisory Board</u>	
Anne Heideman	December 31, 2021

Downtown Development Authority

Tim Driessnack

December 31, 2022

Tom Krapohl

December 31, 2022

Economic Development Corporation/
Brownfield Redevelopment Authority
(EDC/BRDA)

Josh Agardy

December 31, 2024

Historic District Commission

Gary Mark

December 31, 2021

Julie Taylor

December 31, 2021

Isabella County Transportation Commission

Rick Fockler

December 31, 2021

Local Officers Compensation Commission

Jon Joslin

December 31, 2025

Parks and Recreation Commission

Mary Alsager

December 31, 2021

Planning Commission

Bill Dailey

December 31, 2021

Lesley Hoenig

December 31, 2021

Michael Kostrzewa

December 31, 2021

Zoning Board of Appeals

Lara Raisanen

December 31, 2021

Motion unanimously adopted.

Moved by Commissioner Kulick and supported by Vice Mayor Madaj to enter into closed session pursuant to subsection 8(a) of the Open Meetings Act, to consider a periodic personnel evaluation of a City employee as requested by that employee.

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

NAYS: None

ABSENT: None

Motion unanimously adopted.

Announcements on City-Related Issues and New Business

Commissioner Kulick would like to see an additional leaf pick up in the spring due to recent snow if leaves can't be picked up. He reminded residents that the overnight parking restriction begins December 1 and runs through April 1.

Commissioner Joseph reminded residents that the Christmas parade and fireworks will be held Saturday, December 1. He also announced that leaves can be taken to the MRF if you miss leaf pick up.

Commissioner Ling announced that there are several boards that still have vacancies and encouraged public to apply. Information can be found at www.mt-pleasant.org/boards_and_commissions.

Vice Mayor Madaj apologized for omitting O’Niel from his recusal statement.

Commissioner Gillis asked what citizens should do if they encounter leaves in the street after pickup – call code enforcement at 989-779-5123.

Mayor Lents announced that there are a lot of downtown events happening this weekend and encouraged the public to come check them out. She thanked community partners for their participation with the new community branding “meet here”.

The Commission recessed at 9:34 p.m. and went into a work session at 9:42 p.m.

WORK SESSION – 2019 Operating Budget

Mayor Lents and City Manager Ridley led a discussion on the 2019 Operating Budget.

Discussion ensued.

Recommendation for the 2019 budget approval will be on the agenda for December 10, 2018.

The Commission recessed at 10:27 p.m. and went into a closed session at 10:29 p.m. A separate set of minutes was taken for the closed session.

Mayor Lents adjourned the meeting at 11:07 p.m. without objection.

Allison Lents, Mayor

Jeremy Howard, City Clerk

COMMISSION LETTER #198-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: BIDS AND QUOTATIONS

a. Water Meters

Based on the number of meters that are purchased throughout the year, bids were recently released for the purchase of water meters for 2019. The attached memo from DPW Director John Zang outlines the bids received for the various sized meters ranging from 5/8" up to 6". We are recommending a contract with Ferguson Enterprises as their bid was the only bid to meet all specifications and requirements.

Recommended Motion:

Move to award a contract with Ferguson Enterprises for the purchase of 2019 water meters as listed on the attached memo for the prices stated.

NJR/ap



THE CITY OF MT. PLEASANT, MICHIGAN

CITY HALL

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(989) 779-5300
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PUBLIC SAFETY

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(989) 773-4020 fax

PUBLIC WORKS

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

To: Nancy Ridley, City Manager

November 29, 2018

From: John Zang, DPW Director

Subject: 2019 Water Meters Bid for 5/8" to 6" Meters

Purchase\Contract Recommendation Summary

Request:

The City Commission is requested to award the contract for the 2019 Water Meters Bid for 5/8" to 6" meters to Ferguson Enterprises Inc., DBA Ferguson Waterworks, for the bid prices stated.

Reason for Purchase:

The Water Department purchases Neptune and Sensus brand large meters in multiple sizes, from 5/8" to 6", for various applications on an as-needed basis. Two bids were received; one bid met the City's bid specifications. The specifications stated only lead-free bronze water meters are accepted. In addition, we prefer meter registers without batteries, compound meters that have dual measuring elements, and meters made in the USA. Ferguson's bid was the only bid that met all of these requirements and preferences. Their pricing is valid for one year. Furthermore, Ferguson has provided outstanding customer service in the past.

On November 27, 2018, the following bids were received.

Meter Size	Ferguson Enterprises Madison Heights, MI (Neptune brand)	Etna Supply Grand Rapids, MI (Sensus brand)
5/8"	\$ 113.00	\$ 110.00
1"	\$ 216.00	\$ 185.00
1-1/2"	\$ 457.00	\$ 385.00*
2"	\$1,433.00	\$1,125.00*
3"	\$2,148.00	\$1,625.00*
4"	\$2,980.00	\$2,800.00*
6"	\$5,032.00	\$4,840.00*

*Bid did not meet specification for material.

Reason for Selection:

Sole Bidder

Method of Purchase:

Contract

Recommendation:

I recommend the City Commission award the 2019 Water Meters Bid to Ferguson Enterprises at the bid prices stated. Funds are available in the 2019 Water Department Operating Budget.

COMMISSION LETTER #199-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER RESOLUTION APPROVING THE FINAL 2019 OPERATING BUDGET AND SET THE MILLAGE RATE FOR 2019

The proposed 2019 Operating Budget was provided to the City Commission on September 10, 2018 as required by the City Charter. The public presentation occurred on September 24 and the public hearing was held on November 12. Various work session discussions took place throughout meetings of the City Commission. Based on those discussions and approvals that occurred at the November 26 City Commission meeting, attached is the proposed resolution for the approval of the budget, as well as tentatively setting the millage rate. The attached memo from Finance Director Mary Ann Kornexl outlines the changes that have been incorporated into the budget since it was proposed at the September 10 meeting.

An item that was briefly discussed earlier in the year is the funding from the Local Development Finance Authority (LDFA) for contracts with Middle Michigan Development Corporation (MMDC) and Central Michigan University Research Corporation (CMURC) to support entrepreneurial activity and to market the Smartzone land for building development and jobs. The recommended budget as outlined in the attached resolution is based on the recommendation from the LDFA Board earlier this summer, which allows the same amount of funding to renew the contracts with MMDC and CMURC in 2019.

Earlier in 2018, an additional budget allocation was approved to use LDFA funds for a conceptual development plan for the Smartzone area and Gibbs Planning Group was hired by the LDFA. It was originally anticipated the conceptual plan would be complete by October 2018 to allow time for the LDFA and CMURC to consider endorsement of the plan and provide recommendations for implementation in 2019.

The recommended plan was presented by the Gibbs Planning Group on November 12. CMURC President Erin Strang has indicated that CMU is supportive of the conceptual plan as presented. The LDFA Board was scheduled to meet to discuss and consider endorsement of the plan but did not have a quorum present to be able to do so. Therefore, additional time is needed to consider the recommended conceptual plan and to develop implementation priorities.

The City Commission has at least two options available regarding this portion of the Operating Budget.

Option 1

Accept the LDFA Board recommendation which was made in the summer of 2018 to allow for renewal of the existing contracts with both MMDC and CMURC.

Option 2

Approve an LDFA Budget for one half of the expenditures recommended for 2019 which would allow additional time early in of 2019 to have the LDFA Board consider the recommended conceptual plan, meet with the City Commission and recommend an implementation strategy. This option would provide six months of funding for the renewal of current activities covered by the contracts and allow the City Commission to consider the second half of funding later in 2019 after more discussion is held on the conceptual plan and the implementation strategy.

Recommended motion:

Move to approve the 2019 Operating Budget resolution as presented.

OR

Move to approve the 2019 Operating Budget resolution as presented except for the LDFA Budget which will instead be approved at one-half of the LDFA recommended amount for an expenditure level of \$61,570 (if this motion is approved, staff will amend the budget resolution when it is placed in the minutes for approval).

NJR/ap

MEMO

DATE: 12/3/2018
TO: NANCY RIDLEY
FROM: MARY ANN KORNEXL
RE: 2019 OPERATING BUDGET

Attached please find the resolution to be considered at the December 10th City Commission meeting to adopt the 2019 budget. The resolution tentatively sets the millage rate for 2019 at 16.25 mills, but gives the City Commission an opportunity to reconsider the millage level in the spring of 2019 based on any changed projections.

Also enclosed are replacement pages to reflect the changes since the proposed budget was presented in September. The following is a summary of the changes:

General Fund

- City Commission compensation – Additional expenditure as recommended by the Local Officers Compensation Committee \$4,050.
- Downtown funding restructuring – Additional revenue and expenditures for administration and capital project \$238,080. Transfer from Economic Initiatives fund to CBD TIFA for program to be developed by TIFA and approved by the City Commission to help grow the economic activity in the downtown \$80,000.
- DPW Administration move – Additional expenditures and transfer from Motor Pool Fund for renovations at City Hall to accommodate DPW Admin staff move to City Hall \$89,000.

Downtown Improvement and Parking Fund

Downtown funding restructuring - Transfer remaining balance from General Fund contributions for events to Recreation Fund \$20,957. Decrease revenue (\$127,530) and expenditures (\$129,010) to move all activities not paid from the Special Assessment to the General Fund or Recreation Fund.

Recreation Fund

Downtown funding restructuring – Receive transfer of remaining General Fund contributions for events in PSD fund \$20,960. Additional revenue \$81,830 and expenditures \$74,820 for events held in downtown.

Capital Improvement Fund

Downtown funding restructuring - Additional revenue from TIF capture elimination \$16,700 and expenditures for transfer to General Fund for downtown parking lots and planter removal \$81,000.

Solid Waste Fund

Additional revenue for bag/tag and curbside recycling fees to cover full cost of contracts \$198,760. Increase in expenses for contracts for refuse collection \$130,000 and curbside recycling \$7,560. Fee increases were higher than the current year contract increases due to the length of time since the last increase. The current fee increase should cover the next few years unless projection assumptions change.

Motor Pool Fund

DPW Administration move – Additional expenses to transfer to general fund for City Hall renovations \$89,000 and DPW building renovations \$21,000 to accommodate the DPW move to City Hall and upgrade to DPW building restrooms.

Tax Increment Financing Fund

Downtown funding restructuring - Transfer Unassigned Fund Balance to Assigned for Capital Projects \$58,557. Decrease in revenue from TIF capture elimination (\$238,670) and expenditures (\$202,680) for downtown administration and capital projects to the General Fund. Increase in revenue for transfer from General Fund Economic Initiatives fund for program to be developed by TIFA and approved by the City Commission to help grow the economic activity in the downtown \$80,000.

Recommended Action

Please include the attached resolution for consideration on the December 10th City Commission agenda.

WHEREAS, Article VII, Section 9, authorizes the City Commission to adopt by resolution the annual operating budget for the next fiscal year, and

WHEREAS, Article VII, Section 9, provides that the necessary tax upon real and personal property shall be provided for in the same resolution, and

WHEREAS, the following funds are created and amounts appropriated for each fund for the purpose of carrying out the various activities of the City of Mt. Pleasant during the year beginning January 1, 2019 and ending December 31, 2019;

NOW THEREFORE, BE IT RESOLVED, that the following revenue and expenditure appropriations be approved and the 2019 operating budget be approved:

	ESTIMATED (A)			
	Fund Balance <u>January 1</u>	2019 Revenue	2019 Expenditures	Fund Balance <u>December 31</u>
<u>GOVERNMENTAL FUNDS</u>				
GENERAL FUND				
Unassigned	\$2,661,154	\$12,849,730		
Legislative Division			1,136,060	
Finance Division			1,509,130	
Public Safety Division			6,769,430	
Community Services Division			2,669,770	
Public Works Division			921,700	
Amount from Fund Balance			(148,310)	
Total Unassigned	2,661,154	\$12,849,730	\$12,857,780	\$2,653,104
Assigned for Next Year's Budget	148,310	0	148,310	0
Assigned for Economic Initiatives	481,572	80,000	80,000	481,572
Assigned for Projects/Programs	985,568	276,330	127,870	1,134,028
Restricted	445,318	8,500	198,540	255,278
Non-spendable	461,576	0	0	461,576
Total General Fund	\$5,183,498	\$13,214,560	\$13,412,500	\$4,985,558
<u>SPECIAL REVENUE FUNDS</u>				
MAJOR STREET FUND				
Restricted	1,925,253	\$1,747,260	\$2,787,660	\$884,853
Restricted for Donation	15,399	0	0	15,399
Total Major Street Fund	1,940,652	1,747,260	2,787,660	900,252
LOCAL STREET FUND				
Restricted	525,108	1,155,600	1,036,120	644,588
Restricted for Donation	40,000	0	40,000	0
Total Local Street Fund	565,108	1,155,600	1,076,120	644,588
SPECIAL ASSESSMENT COMMITTED	328,989	17,780	70,260	276,509
DOWNTOWN IMPROVEMENT & PARKING FUND				
Restricted from Special Assessment	19,566	115,830	130,550	4,846
Assigned from General Fund/Parking	28,687	8,540	8,540	28,687
Total Downtown Fund	48,253	124,370	139,090	33,533
RECREATION FUND				
Restricted for PEAK	0	141,000	141,000	0
Assigned for PEAK	331,152	422,150	502,410	250,892

Assigned for Recreation	56,012	624,620	613,570	67,062
Total Recreation Fund	387,164	1,187,770	1,256,980	317,954
BLOCK GRANT FUND				
Assigned for Owner Occupied - Hsg.	28,491	0	0	28,491
Assigned	316,224	800	5,000	312,024
Total Block Grant Fund	344,715	800	5,000	340,515
Cemetery Fund Committed	204,781	8,700	0	213,481
Total Governmental Funds				
Appropriated Budget	\$9,003,160	\$17,456,840	\$18,747,610	\$7,712,390

FURTHER, BE IT RESOLVED, that the following informational summaries be approved for the Capital Project, Debt Service, Component Units, and Proprietary Funds for the year beginning January 1, 2019 and ending December 31, 2019

	<u>Fund Balance December 31</u>	<u>2019 Revenue</u>	<u>2019 Expenditures</u>	<u>Fund Balance December 31</u>
<u>CAPITAL PROJECT FUNDS</u>				
CAPITAL IMPROVEMENT FUND				
Committed for Projects	412,100	50,000	17,100	445,000
Committed	1,386,739	639,600	528,640	1,497,699
Total Capital Improvement Fund	1,798,839	689,600	545,740	1,942,699
<u>DEBT SERVICE FUNDS</u>				
Borden Building Debt Restricted	119,888	277,700	363,950	33,638
Capital Project and Debt Service Funds				
Informational Summaries	\$1,918,727	\$967,300	\$909,690	\$1,976,337

	<u>Working Capital December 31</u>	<u>Sources of Working Capital</u>	<u>Uses of Working Capital</u>	<u>Working Capital December 31</u>
<u>Component Units</u>				
MISSION STREET DDA FUND				
Assigned	\$267,500	\$214,040	\$291,540	\$190,000
Unassigned	54,820	68,060	67,180	55,700
Total Mission Street DDA Fund	322,320	282,100	358,720	245,700
TAX INCREMENT FIN AUTH FUND				
Central Business District Restricted	42,437	0	0	42,437
Central Business District Assigned	663,573	203,890	57,840	809,623
Ind Park North Assigned	90,000	0	2,000	88,000
Ind Park North Unassigned	5,115	400	420	5,095
Total TIFA	801,125	204,290	60,260	945,155

LOCAL DEVELOPMENT FIN AUTHORITY

Assigned	209,503	112,400	123,140	198,763
Unassigned	14,550	0	0	14,550
Total LDFA	224,053	112,400	123,140	213,313

BROWNFIELD REDEVELOPMENT FUND

Assigned	9,379	156,100	151,570	13,909
Unassigned	111	0	0	111
Total Brownfield	9,490	156,100	151,570	14,020

ECONOMIC DEVELOPMENT CORPORATION

Assigned Parking Lot	15,000	1,500	0	16,500
Assigned for General Fund Loan	0	108,440	0	108,440
Unassigned	23,231	7,400	7,800	22,831
Total EDC	38,231	117,340	7,800	147,771

Total Component Unit Funds

Informational Summaries

\$1,395,219	\$872,230	\$701,490	\$1,565,959
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Working Capital <u>December 31</u>	Sources of Working Capital <u>Capital</u>	Uses of Working Capital <u>Capital</u>	Working Capital <u>December 31</u>
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PROPRIETARY FUNDS

Enterprise Funds

LAND DEVELOPMENT FUND

Restricted	\$170	0	0	\$170
Unassigned	(23,229)	176,380	175,250	(22,099)
Total Land Development	(23,059)	176,380	175,250	(21,929)

AIRPORT FUND

Restricted	31,062	40,000	71,062	0
Assigned	82,519	0	0	82,519
Unassigned	5,265	585,130	588,828	1,567
Total Airport	118,846	625,130	659,890	84,086

SEWER FUND

Assigned	231,728	340,000	150,000	421,728
Restricted	401,184	700,000	452,500	648,684
Unassigned	1,421,744	1,537,160	1,623,560	1,335,344
Total Sewer	2,054,656	2,577,160	2,226,060	2,405,756

WATER FUND

Restricted	352,800	0	0	352,800
Assigned	1,224,090	440,000	487,000	1,177,090
Unassigned	895,159	2,844,900	2,498,300	1,241,759
Total Water	2,472,049	3,284,900	2,985,300	2,771,649

SOLID WASTE FUND

Restricted	200,000	0	0	200,000
Unassigned	808,370	644,120	815,100	637,390
Total Solid Waste	1,008,370	644,120	815,100	837,390

Internal Service Funds**MOTOR POOL FUND**

Unassigned	741,434	1,111,300	1,513,090	339,644
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SELF INSURANCE FUND

1,607,748	2,372,100	2,466,600	1,513,248
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Total Proprietary Funds**Informational Summaries**

\$7,980,044	\$10,791,090	\$10,841,290	\$7,929,844
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WHEREAS, it is expected that the appropriations and working capital uses require that the City of Mt. Pleasant raise amounts totaling \$31,200,080 to finance all municipal operations during the fiscal year, and

WHEREAS, all funds, except the General Fund, Major Street Fund, Special Assessment Fund, Downtown Improvement Fund, Recreation Fund and Borden Debt, will generate moneys sufficient for the appropriations

NOW, THEREFORE, BE IT RESOLVED, that the following tax millages and levies be approved, but the Commission reserves the right to review the rates in Spring, 2019 and consider adjustments based on changed conditions.

	Property Tax Levy	Other Sources	Millage
General Fund			
Operating	\$ 5,708,900	\$6,744,760	12.570
Fire and Police Pension	760,900	-	1.680
Total General Fund	<u>\$ 6,469,800</u>	<u>\$ 6,744,760</u>	<u>14.250</u>
Capital Improvements	\$ 654,000	35,600	1.500
Borden Building Bonds	233,000	44,700	0.500
Total Other funds	<u>\$ 887,000</u>	<u>\$ 80,300</u>	<u>2.000</u>
Total Millage			<u>16.250</u>

(A) Projections as of August, 2018.

GENERAL FUND REVENUE
UPDATED 11-30-2018

2019 PROPOSED BUDGET

	1/1/2019 ESTIMATED BEGINNING <u>BALANCE</u>	2019 PROPOSED <u>REVENUES</u>	2019 PROPOSED <u>EXPENDITURES</u>	12/31/2019 ENDING <u>BALANCE</u>
UNASSIGNED	\$2,661,154	\$12,849,730	\$12,857,780	\$2,653,104
ASSIGNED:				
NEXT YEAR'S BUDGET	148,310	0	148,310	0
ECONOMIC INITIATIVES	481,572	80,000	80,000	481,572
PROJECTS/PROGRAMS	985,568	276,330	127,870	1,134,028
RESTRICTED	445,318	8,500	198,540	255,278
NON-SPENDABLE	461,576	0	0	461,576
TOTAL GENERAL FUND REVENUE	\$5,183,498	\$13,214,560	\$13,412,500	\$4,985,558

GENERAL FUND REVENUE

	2016 <u>ACTUAL</u>	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	2019 PROPOSED <u>BUDGET</u>
<u>PROPERTY TAXES</u>				
Real Property Taxes	\$5,197,136	\$5,519,372	\$5,850,600	\$6,058,740
Personal Property Taxes	376,844	348,941	366,000	366,000
Abated Industrial Property	43,805	42,271	23,440	20,000
Payment In Lieu Of Taxes	52,227	51,921	53,000	53,000
Interest & Penalty On Taxes	31,444	30,047	36,700	36,700
PROPERTY TAXES TOTAL	\$5,701,456	\$5,992,552	\$6,329,740	\$6,534,440
<u>LICENSES AND PERMITS</u>				
Business Licenses & Permits	\$9,107	\$7,071	\$11,000	\$11,000
Cable Franchise Fees	137,284	133,098	133,000	133,000
Housing Rental Inspection	162,208	186,137	215,550	215,550
Building Permits	128,066	98,169	100,000	132,710
Parking Permits	0	0	0	13,800
LICENSES & PERMITS TOTAL	\$436,665	\$424,475	\$459,550	\$506,060
<u>INTERGOVERNMENTAL</u>				
Federal Grant	\$64,608	\$38,769	\$0	\$0
State Grant	95,767	17,119	165,020	158,400
State Revenue Sharing	2,692,076	2,861,447	2,862,450	2,898,070
State Reimb. PPT Loss	53,435	158,325	68,000	68,000
State Share - Liquor	21,628	23,977	20,000	20,000
INTERGOVERNMENTAL TOTAL	\$2,927,514	\$3,099,637	\$3,115,470	\$3,144,470

GENERAL FUND REVENUE
UPDATED 11-30-2018

	2016	2017	2018	2019
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>PROPOSED BUDGET</u>
<u>CHARGES FOR SERVICES</u>				
Charges For Services	\$49,138	\$47,699	\$48,950	\$66,530
Charges For Svc-Cell Towers	77,646	74,339	59,000	118,000
Charges For Dog Park	8,705	10,220	8,170	8,170
Tax Collections (Admin Fee)	170,733	175,885	173,000	174,000
Fire Protection - Twp/State	1,029,504	966,508	944,700	944,700
Cemetery Lot Services	26,984	20,402	25,000	25,000
Cemetery Lot Sales	7,800	8,200	6,000	6,000
Sidewalk Construction	865	775	500	500
Park Facility Rental	13,060	16,990	16,000	16,000
Parking Meter	11,663	11,905	10,000	10,000
CHARGES FOR SERVICES TOTAL	\$1,396,098	\$1,332,923	\$1,291,320	\$1,368,900
<u>FINES</u>				
Parking Fines	\$77,070	\$27,644	\$30,000	\$60,000
Ordinance Fines	95,913	81,224	75,000	75,000
Diversion Fines	81,000	32,250	25,000	25,000
FINES TOTAL	\$253,983	\$141,118	\$130,000	\$160,000
<u>MISCELLANEOUS</u>				
Miscellaneous Revenue	\$7,474	\$1,819	\$1,500	\$1,500
<u>INTEREST</u>				
Interest - Checking	(\$262)	\$5,480	\$5,500	\$5,500
Interest - Investments	14,817	16,850	16,500	16,500
INTEREST TOTAL	\$14,555	\$22,330	\$22,000	\$22,000
<u>SALE OF FIXED ASSETS</u>				
Sale Of Fixed Assets	\$13,339	\$964	\$36,400	\$38,000
<u>DONATIONS</u>				
Donations - Private Sources	\$247,441	\$90,226	\$136,850	\$12,500
2% Tribal Allocation	543,015	664,970	101,000	0
DONATIONS TOTAL	\$790,456	\$755,196	\$237,850	\$12,500

GENERAL FUND REVENUE**UPDATED 11-30-2018**

	2016	2017	2018	2019
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>PROPOSED BUDGET</u>
<u>CONTRIBUTION FROM OTHER FUNDS</u>				
Contrib - Major Street Fund	\$36,990	\$71,890	\$283,150	\$154,300
Contrib - Local Street Fund	45,598	88,860	86,230	78,600
Contrib - Parks and Recreation Fund	181,628	64,860	65,490	84,930
Contrib - Capital Improvement Fund	434,840	517,730	385,470	448,640
Contrib - Airport Fund	15,026	26,760	28,430	27,190
Contrib - Sewer Fund	64,970	146,060	161,690	192,740
Contrib - Water Fund	84,486	154,020	190,070	181,860
Contrib - Motor Pool Fund	32,064	25,940	39,800	118,860
Contrib - Other Funds	272,844	70,832	49,770	88,360
Contrib - Component Units	429,596	48,700	49,830	49,770
CONTRIBUTION FROM OTHER FUNDS TOTAL	<u>\$1,598,042</u>	<u>\$1,215,652</u>	<u>\$1,339,930</u>	<u>\$1,425,250</u>
<u>REIMBURSEMENTS</u>				
Reimbursements	\$229	\$138,119	\$161,720	\$0
Reimbursements-Hsng Commission	1,442	1,460	1,440	1,440
Refunds	125,111	105,916	0	0
REIMBURSEMENTS TOTAL	<u>\$126,782</u>	<u>\$245,495</u>	<u>\$163,160</u>	<u>\$1,440</u>
GENERAL FUND TOTAL REVENUE	<u>\$13,266,364</u>	<u>\$13,232,161</u>	<u>\$13,126,920</u>	<u>\$13,214,560</u>

LEGISLATIVE
UPDATED 11-30-2018

	2016	2017	2018	2019
	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
<u>LEGISLATIVE ACTIVITY</u>				
<u>CITY COMMISSION</u>				
Compensation (N/A FTE)	\$7,813	\$7,815	\$7,800	\$11,850
Supplies	1,905	1,947	6,340	2,040
Professional Services	10,200	9,740	11,000	11,000
Training	11,215	4,640	7,100	12,300
Other Expenditures	272	570	770	660
CITY COMMISSION TOTAL	\$31,405	\$24,712	\$33,010	\$37,850
<u>MICHIGAN MUNICIPAL LEAGUE</u>				
Other Expenditures	\$7,923	\$7,995	\$8,150	\$8,250
LEGISLATIVE ACTIVITY TOTAL	\$39,328	\$32,707	\$41,160	\$46,100
<u>CITY MANAGER ACTIVITY</u>				
Compensation (2 FTE)	\$257,065	\$273,586	\$277,090	\$276,590
Supplies	9,717	14,010	2,800	2,800
Utilities	1,996	1,059	1,500	1,200
Professional Services	0	0	7,350	7,700
Training	4,947	3,414	3,650	5,800
Other Expenditures	2,222	2,705	2,910	113,380
CITY MANAGER ACTIVITY TOTAL	\$275,947	\$294,774	\$295,300	\$407,470
<u>CITY ATTORNEY ACTIVITY</u>				
Professional Services	\$167,974	\$181,589	\$188,450	\$190,160
<u>CITY CLERK ACTIVITY*</u>				
Compensation	\$185,680	\$194,577	\$0	\$0
Supplies	3,441	1,997	0	0
Professional Services	3,282	3,346	0	0
Training	1,837	1,825	0	0
Other Expenditures	1,936	2,738	0	0
CITY CLERK ACTIVITY TOTAL	\$196,176	\$204,483	\$0	\$0
<u>ELECTIONS ACTIVITY*</u>				
Compensation (N/A FTE)	\$35,759	\$7,549	\$0	\$0
Supplies	7,685	4,454	0	0
Professional Services	9,117	4,425	0	0
Other Expenditures	(10,966)	1,037	0	0
ELECTIONS ACTIVITY TOTAL	\$41,595	\$17,465	\$0	\$0

LEGISLATIVE
UPDATED 11-30-2018

	2016	2017	2018	2019
	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
<u>HUMAN RESOURCES ACTIVITY</u>				
<u>ADMINISTRATION</u>				
Compensation (3.00 FTE)	\$299,670	\$306,117	\$309,810	\$316,840
Supplies	6,592	5,024	11,300	9,900
Professional Services	34,581	36,145	44,080	40,250
Training	2,758	7,242	11,180	10,850
Other Expenditures	2,977	5,179	4,600	3,600
ADMINISTRATION TOTAL	\$346,578	\$359,707	\$380,970	\$381,440
<u>EMPLOYEE RECOGNITION</u>				
Supplies	\$6,376	\$7,049	\$8,100	\$7,600
<u>POLICY DEVELOPMENT/EDUCATION</u>				
Professional Services	\$9,398	\$10,349	\$23,250	\$18,250
<u>PAYROLL</u>				
Compensation (1.00 FTE)	\$71,654	\$72,254	\$78,060	\$78,060
Supplies	2,550	3,929	1,600	1,600
Professional Services	15,779	12,422	3,820	3,820
Training	330	898	1,560	1,260
PAYROLL PROCESSING TOTAL	\$90,313	\$89,503	\$85,040	\$84,740
HUMAN RESOURCES ACTIVITY TOTAL	\$452,665	\$466,608	\$497,360	\$492,030
<u>PUBLIC INFORMATION ACTIVITY*</u>				
Compensation	\$94,068	\$98,313	\$0	\$0
Supplies	1,071	414	0	0
Professional Services	25,430	23,311	0	0
Other Expenditures	2,488	4,151	0	0
PUBLIC INFORMATION ACTIVITY TOTAL	\$123,057	\$126,189	\$0	\$0
<u>INTERNATIONAL RELATIONS</u>				
Other Expenditures	\$0	\$0	\$500	\$300
LEGISLATIVE DIVISION TOTAL	\$1,296,742	\$1,323,815	\$1,022,770	\$1,136,060

*moved to Finance in 2018

COMMUNITY SERVICES DIVISION**UPDATED 12-3-2018**

	2016	2017	2018	2019
	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
<u>ECONOMIC DEVELOPMENT/ COMMUNITY SERVICES ACTIVITY</u>				
Compensation (1.00 FTE)	\$135,494	\$145,844	\$149,760	\$152,190
Supplies	1,031	465	1,200	1,200
Professional Services	379,194	21,526	0	3,000
Utilities	620	627	780	780
Training	3,144	3,745	4,600	4,600
Other Expenditures	2,280,496	2,443	83,260	84,060
<u>ECONOMIC DEVELOPMENT/ COMMUNITY SERVICES ACTIVITY TOTAL</u>	<u>\$2,799,979</u>	<u>\$174,650</u>	<u>\$239,600</u>	<u>\$245,830</u>
<u>COMMUNITY PROMOTION ACTIVITY</u>				
<u>BUSINESS DEVELOPMENT</u>				
Professional Services	\$1,565	\$1,165	\$1,200	\$1,200
<u>ECONOMIC DEVELOPMENT</u>				
Professional Services	\$24,275	\$22,775	\$22,780	\$22,780
<u>COMMUNITY PROMOTION</u>				
Professional Services	\$3,786	\$4,173	\$5,250	\$5,250
<u>COMMUNITY PROMOTION ACTIVITY TOTAL</u>	<u>\$29,626</u>	<u>\$28,113</u>	<u>\$29,230</u>	<u>\$29,230</u>
<u>CITY HALL BUILDINGS & GROUNDS ACTIVITY</u>				
Compensation (N/A FTE)	\$1,207	\$1,368	\$2,730	\$2,730
Supplies	6,214	13,306	8,600	7,000
Professional Services	75,446	91,767	100,300	171,020
Utilities	95,190	95,506	105,000	105,000
Other Expenditures	1,287	508	750	750
<u>CITY HALL BUILD & GRNDS ACT TOTAL</u>	<u>\$179,344</u>	<u>\$202,455</u>	<u>\$217,380</u>	<u>\$286,500</u>
<u>CEMETERY ACTIVITY</u>				
Compensation (.20 FTE plus Temporaries)	\$26,526	\$27,495	\$30,510	\$29,580
Supplies	13,337	7,005	11,740	11,740
Professional Services	740	1,926	3,120	2,620
Utilities	7,142	8,595	8,500	8,500
Other Expenditures	15,817	16,294	13,300	12,600
<u>CEMETERY ACTIVITY TOTAL</u>	<u>\$63,562</u>	<u>\$61,315</u>	<u>\$67,170</u>	<u>\$65,040</u>

COMMUNITY SERVICES DIVISION**UPDATED 12-3-2018**

	2016	2017	2018	2019
	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
<u>BUILDING SAFETY ACTIVITY</u>				
Compensation (1.50 FTE)	\$145,765	\$156,156	\$153,780	\$156,840
Supplies	3,995	3,759	6,370	2,610
Professional Services	7,017	4,690	12,680	12,680
Utilities	731	602	800	800
Training	982	3,114	1,750	1,750
Other Expenditures	6,808	7,163	6,550	6,550
BUILDING SAFETY ACTIVITY TOTAL	\$165,298	\$175,484	\$181,930	\$181,230
<u>PARKS ACTIVITY</u>				
<u>PARKS & GROUNDS ADMINISTRATION</u>				
Compensation (1.35 FTE)	\$139,486	\$152,492	\$149,960	\$152,500
Supplies	6,334	3,140	3,600	3,600
Professional Services	350	2,877	6,310	12,890
Training	9,116	2,417	5,730	5,730
Other Expenditures	954	1,109	1,000	1,000
PARKS & GROUNDS ADMIN TOTAL	\$156,240	\$162,035	\$166,600	\$175,720
<u>PARK OPERATIONS</u>				
Compensation (*2.50 FTE plus Temporaries)	\$321,931	\$344,973	\$356,630	\$352,220
Supplies	63,971	84,864	97,590	72,290
Professional Services	22,408	113,508	80,040	22,740
Utilities	41,364	35,673	46,460	46,460
Other Expenditures	37,784	48,039	37,700	38,200
PARK OPERATIONS TOTAL	\$487,458	\$627,057	\$618,420	\$531,910
*additional .30 FTE allocated to other funds				
<u>LAND IMPROVEMENT</u>				
Compensation (N/A FTE)	\$4,090	\$1,238	\$0	\$0
Supplies	8,429	9,894	0	0
Professional Services	584,481	280,048	688,340	420,000
Other Expenditures	348	356	0	0
LAND IMPROVEMENT TOTAL	\$597,348	\$291,536	\$688,340	\$420,000
<u>GKB RIVERWALK TRAIL</u>				
Professional Services	\$75,648	\$0	\$0	\$0
PARKS ACTIVITY TOTAL	\$1,316,694	\$1,080,628	\$1,473,360	\$1,127,630
<u>RECREATION ADMINISTRATION</u>				
Contrib - Recreation Fund	\$231,430	\$251,430	\$276,430	\$352,160

COMMUNITY SERVICES DIVISION**UPDATED 12-3-2018**

	2016	2017	2018	2019
	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
<u>PLANNING/COMMUNITY DEVELOP ACTIVITY</u>				
Compensation (1.50 FTE)	\$144,919	\$151,876	\$154,300	\$157,410
Supplies	2,144	1,880	2,740	6,940
Professional Services	74,854	46,531	27,600	77,600
Utilities	921	603	800	800
Training	2,539	9,108	4,600	7,550
Other Expenditures	1,935	1,432	2,180	2,230
PLAN/COMM DEVELOP ACTIVITY TOTAL	\$227,312	\$211,430	\$192,220	\$252,530
<u>CENTRAL BUSINESS DISTRICT-DOWNTOWN ACTIVITY</u>				
<u>CENTRAL BUSINESS DISTRICT*</u>				
Compensation (1.0 FTE)	\$0	\$0	\$0	\$89,670
Supplies	0	0	0	9,050
Training	0	0	0	2,840
Capital Acquisitions	0	0	0	81,000
Other Expenditures	0	0	0	870
Contribution to TIFA	0	0	0	80,000
Contribution to Downtown Improvement Fund	111,200	84,270	84,270	8,540
CENTRAL BUSINESS DIST ACTIVITY TOTAL	\$111,200	\$84,270	\$84,270	\$271,970
<u>MARKETING/PROMOTION*</u>				
Compensation (N/A FTE)	\$0	\$0	\$0	\$500
Supplies	0	0	0	100
Professional Services	0	0	0	16,170
MARKETING/PROMOTION ACTIVITY TOTAL	\$0	\$0	\$0	\$16,770
<u>BANNER FESTIVAL*</u>				
Compensation (N/A FTE)	\$0	\$0	\$0	\$5,000
Other Expenditures	0	0	0	1,460
BANNER FESTIVAL ACTIVITY TOTAL	\$0	\$0	\$0	\$6,460
<u>SEASONAL DECORATION*</u>				
Compensation (N/A FTE)	\$0	\$0	\$0	\$2,200
Other Expenditures	0	0	0	2,600
SEASONAL DECORATION ACTIVITY TOTAL	\$0	\$0	\$0	\$4,800
<u>LADIES NIGHT OUT</u>				
Supplies	\$0	\$0	\$0	\$2,710
Professional Services	0	0	0	3,900
LADIES NIGHT OUT ACTIVITY TOTAL	\$0	\$0	\$0	\$6,610

COMMUNITY SERVICES DIVISION**UPDATED 12-3-2018**

	2016	2017	2018	2019
	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
<u>PARKING ENFORCEMENT</u>				
Compensation (N/A FTE)	\$0	\$0	\$0	\$15,340
Supplies	0	0	0	2,970
Other Expenditures	0	0	0	1,700
PARKING ENFORCEMENT ACTIVITY TOTAL	\$0	\$0	\$0	\$20,010
CENTRAL BUSINESS DISTRICT- DOWNTOWN ACTIVITY TOTAL	\$111,200	\$84,270	\$84,270	\$326,620
COMMUNITY SERVICES DIVISION TOTAL	\$5,124,445	\$2,269,775	\$2,761,590	\$2,866,770

*After the presentation of the proposed 2019 operating budget, several activities and events that were previously in the Downtown Principal Shopping District and TIFA budgets were moved to the General Fund to provide a more stable funding source.

2019 PROPOSED BUDGET**RECREATION FUND****UPDATED 11-12-18****STATEMENT OF FUND BALANCE**

	ESTIMATED 01/01/19 BEGINNING <u>BALANCE</u>	2019 PROPOSED <u>REVENUES</u>	2019 PROPOSED <u>EXPENDITURES</u>	12/31/19 ENDING <u>BALANCE</u>
RESTRICTED	\$0	\$141,000	\$141,000	\$0
ASSIGNED	387,164	1,046,770	1,115,980	317,954
TOTAL	\$387,164	\$1,187,770	\$1,256,980	\$317,954

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>REVENUES</u>				
PEAK Fees	\$403,841	\$386,049	\$406,400	\$422,150
PEAK Grant Reimbursement	14,450	15,555	16,000	16,000
Donations	37,914	34,047	35,000	35,000
2% Tribal Allocation	100,000	91,635	100,000	100,000
Scholarships	0	0	1,000	1,000
Youth Athletics	68,697	70,916	103,120	107,750
Start Smart Program	8,250	6,932	6,860	6,450
Adult Athletics	20,558	17,744	17,900	17,900
Pilot Programs	7,284	5,767	7,000	7,000
Tournaments	101,800	3,982	50,000	50,000
Special Events	22,460	31,510	29,920	37,210
Community Outreach	42,415	34,922	11,500	11,500
Reimbursements	0	25,311	57,500	0
Contrib - Capital Improvement Fund	5,000	0	0	0
Contrib - General Fund	231,430	251,430	276,430	352,160
Interest/Charges/Credit Cards	875	9,782	23,650	23,650
RECREATION TOTAL REVENUES	\$1,064,974	\$985,582	\$1,142,280	\$1,187,770

RECREATION FUND
UPDATED 11-12-18

EXPENDITURES

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>RECREATION ADMINISTRATION</u>				
Compensation (3.15 FTE plus Temporaries)	\$171,240	\$209,405	\$251,530	\$260,650
Supplies	24,542	38,060	73,160	15,660
Professional Services	4,923	10,158	9,050	5,800
Utilities	2,362	1,686	2,200	1,800
Training	6,218	4,212	5,000	5,000
Other Expenditures	4,143	16,290	17,690	27,380
RECREATION ADMINISTRATION TOTAL	\$213,428	\$279,811	\$358,630	\$316,290
<u>PARKS PARTNERSHIP</u> (Moved to General Fund in 2017)				
Other Expenditures	\$139,384	\$0	\$0	\$0
<u>PEAK</u>				
Compensation (1.50 FTE plus Temporaries)	\$428,342	\$448,620	\$512,990	\$499,730
Supplies	38,812	38,293	58,700	58,700
Professional Services	21,224	24,761	32,300	32,100
Training	2,291	1,315	3,000	3,000
Other Expenditures	22,134	42,107	36,130	49,880
PEAK TOTAL	\$512,803	\$555,096	\$643,120	\$643,410
<u>YOUTH ATHLETICS</u>				
Compensation (Temporaries)	\$19,062	\$16,559	\$12,760	\$12,760
Supplies	23,175	18,878	25,900	26,100
Professional Services	19,921	21,291	33,170	33,170
Other Expenditures	2,389	3,470	3,810	4,380
YOUTH ATHLETICS TOTAL	\$64,547	\$60,198	\$75,640	\$76,410
<u>START SMART PROGRAM</u>				
Compensation (Temporaries)	\$2,844	\$2,903	\$2,830	\$2,820
Supplies	1,885	1,596	1,290	1,700
Professional Services	300	300	300	600
Other Expenditures	214	460	320	430
START SMART PROGRAM TOTAL	\$5,243	\$5,259	\$4,740	\$5,550
<u>ADULT ATHLETICS</u>				
Compensation (Temporaries)	\$5,643	\$2,796	\$4,400	\$4,400
Supplies	6,102	2,459	5,000	5,000
Professional Services	10,460	4,629	7,500	7,500
Other Expenditures	944	520	460	1,200

RECREATION FUND
UPDATED 11-12-18

EXPENDITURES

	2016	2017	2018	2019
	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
ADULT ATHLETICS TOTAL	\$23,149	\$10,404	\$17,360	\$18,100
<u>TOURNAMENTS</u>				
Compensation (Temporaries)	\$12,857	\$1,338	\$1,870	\$1,870
Supplies	13,792	2,611	5,000	5,000
Professional Services	75,712	0	26,600	26,600
Other Expenditures	18,527	2,000	16,520	9,020
TOURNAMENTS TOTAL	\$120,888	\$5,949	\$49,990	\$42,490
<u>SPECIAL EVENTS</u>				
Compensation (Temporaries)	\$11,370	\$9,588	\$4,570	\$24,680
Supplies	14,519	9,316	7,700	19,890
Professional Services	8,901	12,206	12,420	49,100
Other Expenditures	1,125	2,289	1,620	8,960
SPECIAL EVENTS TOTAL	\$35,915	\$33,399	\$26,310	\$102,630
<u>COMMUNITY OUTREACH</u>				
Compensation (Temporaries)	\$44,352	\$43,765	\$8,800	\$8,800
Supplies	11,704	8,640	7,600	7,100
Professional Services	34,390	36,355	25,800	25,800
Other Expenditures	3,374	5,785	8,500	10,400
COMMUNITY OUTREACH TOTAL	\$93,820	\$94,545	\$50,700	\$52,100
RECREATION FUND TOTAL	\$1,209,177	\$1,044,661	\$1,226,490	\$1,256,980

2019 PROPOSED BUDGET
UPDATED 12-3-18

DOWNTOWN IMPROVEMENT AND PARKING FUND

STATEMENT OF FUND BALANCE

	ESTIMATED 01/01/19 BEGINNING <u>BALANCE</u>	2019 PROPOSED <u>REVENUES</u>	2019 PROPOSED <u>EXPENDITURES</u>	12/31/19 ENDING <u>BALANCE</u>
RESTRICTED	\$19,566	\$115,830	\$130,550	\$4,846
ASSIGNED	28,687	8,540	8,540	28,687
TOTAL	\$48,253	\$124,370	\$139,090	\$33,533

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>REVENUES</u>				
Parking Permit Fees	\$5,250	\$5,363	\$5,300	\$0
Parking Fines	26,103	30,212	30,000	0
Interest - Investments	466	348	350	350
Special Assessment	115,490	115,500	115,480	115,480
Contrib - General Fund	111,200	84,270	84,270	8,540
Other	11,113	8,631	10,750	0
DOWNTOWN IMPROVEMENT AND PARKING TOTAL REVENUES	\$269,622	\$244,324	\$246,150	\$124,370

DOWNTOWN IMPROVEMENT & PARKING FUND**UPDATED 12-3-18****EXPENDITURES**

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>BEAUTIFICATION</u>				
Compensation (**FTE plus Temporaries)	\$39,372	\$31,566	\$39,970	\$32,770
Supplies	16,235	9,912	17,510	9,710
Professional Services	15,349	22,962	35,700	35,700
Utilities	16,673	18,342	21,730	21,730
Other Expenditures	4,026	14,870	7,850	9,340
BEAUTIFICATION TOTAL	\$91,655	\$97,652	\$122,760	\$109,250
<u>MARKETING AND PROMOTION*</u>				
Compensation	\$854	\$454	\$500	\$0
Supplies	510	62	100	0
Professional Services	7,725	5,297	6,170	0
Other Expenditures	371	779	580	0
MARKETING AND PROMOTION TOTAL	\$9,460	\$6,592	\$7,350	\$0
<u>DOWNTOWN EVENTS*</u>				
Compensation	\$18,340	\$20,155	\$16,650	\$0
Supplies	12,484	15,497	16,680	0
Professional Services	36,923	32,367	38,900	0
Other Expenditures	42,398	8,850	10,830	0
DOWNTOWN EVENTS TOTAL	\$110,145	\$76,869	\$83,060	\$0
<u>PARKING ENFORCEMENT*</u>				
Compensation	\$13,017	\$13,203	\$16,770	\$0
Supplies	751	615	2,970	0
Other Expenditures	2,169	3,076	2,680	0
PARKING LOT ENFORCEMENT TOTAL	\$15,937	\$16,894	\$22,420	\$0
<u>PARKING LOT MAINTENANCE</u>				
Compensation (**FTE)	\$7,008	\$4,456	\$6,880	\$6,880
Supplies	7,865	1,727	3,400	3,400
Professional Services	18,282	10,563	9,800	9,800
Utilities	365	0	0	0
Other Expenditures	12,061	6,149	10,690	9,760
PARKING LOT MAINTENANCE TOTAL	\$45,581	\$22,895	\$30,770	\$29,840
DOWNTOWN IMPROVEMENT & PARKING FUND TOTAL EXPENDITURES	\$272,778	\$220,902	\$266,360	\$139,090

*After the presentation of the proposed 2019 operating budget, several activities and events that were previously in the Downtown budget were moved to Recreation. The General Fund contribution that supported these community wide events also moved to the Recreation Fund.

**Allocated from 11 person DPW and Parks crews

2019 PROPOSED BUDGET
UPDATED 11-12-18

CAPITAL IMPROVEMENT FUND

STATEMENT OF FUND BALANCE

	ESTIMATED 01/01/19 BEGINNING <u>BALANCE</u>	2019 PROPOSED <u>REVENUES</u>	2019 PROPOSED <u>EXPENDITURES</u>	12/31/19 ENDING <u>BALANCE</u>
COMMITTED	\$1,798,839	\$689,600	\$545,740	\$1,942,699

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>REVENUES</u>				
Real Property Taxes	\$777,207	\$804,375	\$605,710	\$631,980
Personal Property Taxes	\$63,751	\$75,058	\$44,620	\$44,620
Interest - Investments	5,774	13,111	13,000	13,000
CAPITAL IMPROVEMENT FUND TOTAL REVENUES	\$846,732	\$892,544	\$663,330	\$689,600
<u>EXPENDITURES</u>				
Contrib - General Fund	\$434,840	\$517,730	\$385,470	\$448,640
Contrib - Major Street Fund	0	0	0	0
Contrib - Local Street Fund	100,000	75,000	0	17,100
Contrib - Parks & Rec Fund	5,000	0	0	0
Contrib - Land Development Fund	0	0	0	80,000
CAPITAL IMPROVEMENT FUND TOTAL EXPENDITURES	\$539,840	\$592,730	\$385,470	\$545,740

2019 PROPOSED BUDGET
UPDATED 12-3-18

TAX INCREMENT FINANCE AUTHORITY FUND

STATEMENT OF WORKING CAPITAL

	ESTIMATED 01/01/19 BEGINNING <u>BALANCE</u>	2019 PROPOSED <u>SOURCES</u>	2019 PROPOSED <u>USES</u>	12/31/19 ENDING <u>BALANCE</u>
CBD RESTRICTED	\$42,437	\$0	\$0	\$42,437
CBD ASSIGNED	663,573	203,890	57,840	809,623
IND PARK NORTH ASSIGNED	90,000	0	2,000	88,000
IND PARK NORTH UNASSIGNED	5,115	400	420	5,095
TOTAL	\$801,125	\$204,290	\$60,260	\$945,155

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>REVENUES</u>				
Tax Capture - CBD	\$235,354	\$238,403	\$239,910	\$0
Interest - Investments	3,101	6,171	6,100	6,100
Contract Interest	1,240	1,102	1,150	1,100
Donations	4,303	1,577	2,500	0
Contrib - Other Funds	46,730	0	0	80,000
<u>OTHER SOURCES/ADJUSTMENTS</u>				
Land Contract/Loan Payments	\$3,510	\$4,400	\$8,650	\$8,650
Change in Current Portion - Land Contract	1,141	445	1,260	108,440
TAX INCREMENT AUTHORITY FUND TOTAL REVENUE	\$295,379	\$252,098	\$259,570	\$204,290

TAX INCREMENT FINANCE AUTHORITY FUND
UPDATED 12-3-18

WORKING CAPITAL USES

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>CENTRAL BUSINESS DISTRICT</u>				
ADMINISTRATION				
Compensation	\$95,751	\$107,516	\$107,320	\$0
Supplies	10,566	5,567	5,500	0
Depreciation	56,002	56,002	56,000	56,000
Other Expenditures	7,572	26,718	8,100	3,000
ADMINISTRATION TOTAL	\$169,891	\$195,803	\$176,920	\$59,000
CENTRAL BUSINESS DISTRICT TOTAL EXPENDITURES	\$169,891	\$195,803	\$176,920	\$59,000
<u>OTHER USES/ADJUSTMENTS</u>				
Contrib - General Fund	\$3,510	\$4,400	\$4,840	\$4,840
Capital Improvements	15,453	47,736	143,400	50,000
Depreciation - Non-working Capital	(56,002)	(56,002)	(56,000)	(56,000)
OTHER USES/ADJUSTMENTS TOTAL	(\$37,039)	(\$3,866)	\$92,240	(\$1,160)
CBD TOTAL WORKING CAPITAL USES	\$132,852	\$191,937	\$269,160	\$57,840
<u>INDUSTRIAL PARK-NORTH</u>				
ADMINISTRATION				
Professional Services	\$7,500	\$7,500	\$1,610	\$0
MAINTENANCE				
Professional Services	\$1,700	\$1,314	\$2,420	\$2,420
INDUSTRIAL PARK NORTH TOTAL WORKING CAPITAL USES	\$9,200	\$8,814	\$4,030	\$2,420
TAX INCREMENT FINANCE AUTHORITY TOTAL WORKING CAPITAL USES	\$142,052	\$200,751	\$273,190	\$60,260

2019 PROPOSED BUDGET
UPDATED 11-30-2018

SOLID WASTE FUND

STATEMENT OF WORKING CAPITAL

	ESTIMATED 01/01/19 BEGINNING <u>BALANCE</u>	2019 PROPOSED <u>SOURCES</u>	2019 PROPOSED <u>USES</u>	12/31/19 ENDING <u>BALANCE</u>
RESTRICTED	\$200,000	\$0	\$0	\$200,000
UNASSIGNED	808,370	644,120	815,100	637,390
TOTAL	\$1,008,370	\$644,120	\$815,100	\$837,390

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>REVENUES</u>				
Real Property Taxes	\$110,837	\$0	\$0	\$0
Personal Property Taxes	9,256	469	0	0
Refuse Bag/Tag Sales	293,655	280,815	292,800	435,360
Recycling Bin Sales	1,482	1,500	1,500	1,500
Recycling User Fee	86,854	86,989	87,100	143,300
Recycling Charges	4,710	4,995	5,000	5,000
Penalties	1,077	1,075	1,100	1,100
2% Tribal Allocation	0	30,000	0	0
Interest - Investments	5,692	9,453	9,450	9,450
Contrib - Other Funds	28,220	15,390	27,460	27,910
Brush Chipping	4,760	4,076	4,200	4,200
Sales	0	88,914	16,300	16,300
SOLID WASTE FUND SOURCES TOTAL	\$546,543	\$523,676	\$444,910	\$644,120

SOLID WASTE FUND
UPDATED 11-30-2018

WORKING CAPITAL USES

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>EXPENSES</u>				
RESIDENTIAL/COMMERCIAL SOLID WASTE PICKUP				
Compensation (*FTE)	\$29,378	\$31,978	\$38,100	\$38,100
Supplies	13,629	16,157	18,500	18,500
Professional Services	163,949	214,731	180,000	310,000
Other Expenditures	12,340	16,850	13,430	22,750
RESIDENTIAL/COMMERCIAL SOLID WASTE PICKUP TOTAL	\$219,296	\$279,716	\$250,030	\$389,350
LEAF PICKUP				
Compensation (*FTE)	\$34,290	\$20,557	\$25,230	\$25,230
Supplies	22,796	3,356	1,100	1,100
Professional Services	19,459	14,250	19,000	19,000
Other Expenditures	45,840	29,440	34,190	35,700
LEAF PICKUP TOTAL	\$122,385	\$67,603	\$79,520	\$81,030
RECYCLING				
<u>CHRISTMAS TREE DISPOSAL</u>				
Compensation (*FTE)	\$4,303	\$3,401	\$5,090	\$5,090
Other Expenditures	3,090	1,942	3,010	3,010
CHRISTMAS TREE DISPOSAL TOTAL	\$7,393	\$5,343	\$8,100	\$8,100
<u>BRUSH CHIPPING</u>				
Compensation (*FTE)	\$6,571	\$17,448	\$20,050	\$20,050
Other Expenditures	5,914	15,313	21,460	5,660
BRUSH CHIPPING TOTAL	\$12,485	\$32,761	\$41,510	\$25,710
<u>MATERIAL RECYCLING FACILITY</u>				
Compensation	\$8,190	\$9,141	\$9,580	\$9,580
Professional Services	56,198	0	153,000	153,000
Other Expenditures	462	2,343	4,580	4,580
MATERIAL RECYCLING FACILITY TOTAL	\$64,850	\$11,484	\$167,160	\$167,160
<u>CURBSIDE RECYCLING</u>				
Professional Services	\$74,055	\$75,360	\$75,360	\$82,920
Supplies	8,307	5,599	6,500	6,500
Other Expenditures	32,720	37,528	47,340	54,330
CURBSIDE RECYCLING TOTAL	\$115,082	\$118,487	\$129,200	\$143,750

SOLID WASTE FUND
UPDATED 11-30-2018

WORKING CAPITAL USES

	2016	2017	2018	2019
	ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
RECYCLING TOTAL	\$199,810	\$168,075	\$345,970	\$344,720
SOLID WASTE FUND TOTAL WORKING CAPITAL USES	\$541,491	\$515,394	\$675,520	\$815,100

*Allocated from 11 Person DPW Crew

2019 PROPOSED BUDGET
UPDATED 11-30-2018

MOTOR POOL FUND

STATEMENT OF WORKING CAPITAL				
	ESTIMATED 01/01/19 BEGINNING BALANCE	2019 PROPOSED REVENUES	2019 PROPOSED EXPENDITURES	12/31/19 ENDING BALANCE
UNASSIGNED	\$741,434	\$1,111,300	\$1,513,090	\$339,644

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>REVENUES</u>				
Charges For Equipment Repair	\$0	\$0	\$1,500	\$1,500
Gas & Oil Sales	46,651	49,710	55,000	55,000
Miscellaneous Revenue	22,049	15,217	2,400	2,400
Sale Of Fixed Assets	48,453	37,233	419,500	442,000
Rents	548,706	504,719	514,200	551,600
Building Rent	53,250	56,000	58,800	58,800
MOTOR POOL REVENUE TOTAL	\$719,109	\$662,879	\$1,051,400	\$1,111,300


MOTOR POOL FUND
UPDATED 11-30-2018

WORKING CAPITAL USES

	2016 ACTUAL	2017 ACTUAL	2018 AMENDED BUDGET	2019 PROPOSED BUDGET
<u>EXPENSES</u>				
PUBLIC WORKS BUILDING				
Compensation (*FTE)	\$19,583	\$19,200	\$21,020	\$21,020
Supplies	5,127	4,186	13,750	8,250
Professional Services	18,541	6,935	17,170	38,170
Utilities	25,065	26,424	28,050	28,050
Depreciation	8,136	8,104	32,570	32,570
Other Expenditures	44,190	28,689	17,110	105,330
PUBLIC WORKS BUILDING TOTAL	\$120,642	\$93,538	\$129,670	\$233,390
MOTOR POOL OPERATIONS				
Compensation (*FTE)	\$88,895	\$89,497	\$98,000	\$98,000
Supplies	111,966	115,705	144,650	134,650
Professional Services	32,855	34,238	35,610	35,610
Depreciation	240,480	241,783	251,290	251,290
Other Expenditures	51,924	42,369	60,800	51,510
MOTOR POOL OPERATIONS TOTAL	\$526,120	\$523,592	\$590,350	\$571,060
TOTAL EXPENSES	\$646,762	\$617,130	\$720,020	\$804,450
<u>OTHER USES/ADJUSTMENTS</u>				
Depreciation-Non-Working Capital	(\$248,616)	(\$249,887)	(\$283,860)	(\$283,860)
Capital Improvements	532,761	457,634	791,380	992,500
OTHER USES/ADJUSTMENTS TOTAL	\$284,145	\$207,747	\$507,520	\$708,640
MOTOR POOL FUND WORKING CAPITAL USES TOTAL	\$930,907	\$824,877	\$1,227,540	\$1,513,090

*Allocated from 11 Person DPW Crew

COMMISSION LETTER #200-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER RESOLUTION APPROVING THE FINAL AMENDED 2018
OPERATING BUDGET

The City of Mt. Pleasant has a practice of amending its operating budget at least two times throughout the fiscal year. Attached is the recommended resolution for the City Commission's consideration for the final amendment for the 2018 fiscal year. The attached memo from Finance Director Mary Ann Kornexl outlines the significant changes to the current year since the last amendment in September. As is common, these numbers will change when the books are actually closed on 2018 and the audited financial statements will reflect the final numbers. It is recommended the City Commission approve the resolution as drafted.

Recommended motion:

Move to approve the amended 2018 Operating Budget resolution as presented.

NJR/ap

MEMO

DATE: 12/03/2018
TO: NANCY RIDLEY
FROM: MARY ANN KORNEXL
RE: 2018 AMENDED BUDGET

Attached is the resolution for the City Commission to consider amending the 2018 Operating Budget. The budget was adopted on December 11, 2017 and amended on September 10, 2018. As has been the past practice we amend the budget at the end of the fiscal year to reflect changes that have occurred since the budget was amended earlier this year. The amended budget does not reflect the Tribal 2% allocation that was received on November 29th as it was after the final budget was prepared and will be used for 2019 projects. Also attached is a comparison of the September amended budget to the final amended budget.

The individually significant changes from the prior amended budget are as follows:

General Fund

Revenue:

- Net decrease in Property Tax Revenue due to Tax Tribunal losses settled or possibly settled by year end (\$55,580)
- Decrease in State Grants mainly due to Amphitheater project postponed until 2019 (\$77,230)
- Increase in State Reimbursement for Personal Property Tax Loss as there isn't a way to estimate the reimbursement and need to wait until actual receipt to amend the budget \$55,160
- Increase in Liquor Licenses fees to anticipated actual receipts \$14,280
- Increase in Interest on Investments due to higher interest rates \$18,000
- Decrease in Contribution from Major Street Fund due to tribal 2% received for sidewalks and decrease in cost \$38,880
- Decrease in Contribution from the Capital Improvement Fund due to Chipp-A-Waters lift station project postponed until 2019 (\$35,000)

Expenses:

- Decrease in City Attorney (\$8,000)
- Decrease in Parks projects for postponement of Chipp-A-Waters lift station (\$37,000) & Amphitheater (\$185,800)
- Decrease in Parks flood due to less costly ballfield repairs than anticipated (\$22,630)
- Decrease in Parks operations due to staff vacancy (\$23,980)
- Decrease in Planning Contacted Services due to actual bid of Master Plan and the amount expected in 2018 vs. 2019 (\$13,170)
- Increase in Police YSU to cover vehicle purchase from 2% Tribal Allocation \$45,000
- Decrease in Police wages/benefits and training to actual (\$40,630)
- Decrease in DPW Administration to actual wages/benefits based on where DPW admin worked (\$12,330)
- Decrease in Sidewalk Replacement due to less work than anticipated (\$31,000)

- Decrease in Sidewalk Construction due to less engineering time (\$6,040)
- Decrease in Street Lighting due to reduction in cost to install pedestrian lighting (\$27,370)

Fund Balance:

- Unassigned Fund Balance is projected to be \$2,792,664 at the end of 2018 instead of the \$2,661,154 projected in September for an increase in \$131,510. Unassigned Fund Balance is projected to be 23.0% of unassigned expenditures.
- Restricted Fund Balance is projected to be \$573,708 at the end of 2018 instead of \$445,318 projected in September for an increase of \$128,390 mainly due to the funding received in 2018 for the Amphitheater project that has been postponed until 2019.

Other Funds

- Major Street – Increase in revenue for additional road funding from Public Act 207 of 2018 \$148,410 and interest earnings \$15,800. Expenditure overall decrease \$110,870 less costs than anticipated in all activities.
- Local Street – Increase in revenue for interest earnings \$6,800. Expenditure overall decrease \$125,060 less costs than anticipated in all activities.
- Downtown – Board did not meet in November to make a recommendation for amended budget, therefore budget is as amended in September plus the \$8,760 approved previously for Special Assessment refunds.
- Recreation – Decrease in expenditures for administration \$(18,420); PEAK program \$(42,970); and increase in recreation programs \$29,410.
- Capital Improvements – Decrease in expenditures due to postponement of Chipp-A-Waters Lift Station (\$35,000)
- Mission DDA – Increase in expenses mainly due to MSE project completion in 2018 rather than a portion in 2019 \$33,200.
- TIFA – Board did not meet in November to make a recommendation for amended budget therefore budget is as amended in September.
- LDFA, EDC & BRDA – Changes too small to have board meet to consider. Therefore, amended budget is as amended in September.
- Airport – Increase in revenue and expenses due to grant received for second phase of tree abatement \$152,470.
- Sewer – Increase in revenue for Septage Receiving \$25,750, MMRMA insurance refund \$25,400 and interest earnings \$7,000. Decrease in expenses for plant & lift stations \$(29,220); decrease in capital projects due to the delay of the chemical feed system (\$622,100); and manhole rehab (\$21,810)
- Water –Increase revenue for interest earnings \$23,000. Decrease in expenses for plant and distribution (\$25,870) and capital projects (\$52,380) due to delay of projects due to staffing.
- Solid Waste – Decrease in revenue due to no revenue from sale of leaves (\$16,300) and increase in interest earnings \$5,550.
- Motor Pool –Decrease in expenses due to trackless not purchased in 2018 (\$118,000) and savings on pickup buyback program and sign and asphalt truck purchase (\$57,150)
- Self-Insurance –Increase revenue for health insurance charges due to less vacancies & more overlap for retirements and more retirees purchasing insurance \$70,000 and stop loss reimbursement received \$74,140. Decrease in expenses (\$18,290) mainly due to savings in prescription costs.

Recommended Action

Please include the attached resolution for consideration on the December 10th City Commission agenda.

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

WHEREAS, the 2018 operating budget was originally adopted by resolution on December 11, 2017 and amended on September 10, 2018 and

WHEREAS, the activities of the City since the budget was adopted have been such as to necessitate an amendment at this time,

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

	Fund Balance <u>January 1</u>	2018 <u>Revenue</u>	2018 <u>Expenditures</u>	Fund Balance <u>December 31</u>
<u>GOVERNMENTAL FUNDS</u>				
GENERAL FUND				
Unassigned	\$3,034,284	\$11,854,230		
Legislative Division			\$1,016,120	
Finance Division			1,426,140	
Public Safety Division			6,643,630	
Community Services Division			2,284,660	
Public Works Division			743,240	
Amount from Fund Balance			(17,940)	
Total Unassigned	3,034,284	\$11,854,230	\$12,095,850	\$2,792,664
Assigned for Next Year's Budget	17,940	148,310	17,940	148,310
Assigned for Economic Initiatives	401,572	80,000	0	481,572
Assigned for Projects/Programs	387,698	720,320	133,720	974,298
Restricted	933,708	204,350	564,350	573,708
Non-spendable	461,576	0	0	461,576
Total General Fund	\$5,236,778	\$13,007,210	\$12,811,860	\$5,432,128
SPECIAL REVENUE FUNDS				
MAJOR STREET FUND				
Restricted	1,971,313	1,948,740	1,800,150	2,119,903
Restricted for Donation	15,399	124,000	0	139,399
Total Major Street Fund	1,986,712	2,072,740	1,800,150	2,259,302
LOCAL STREET FUND				
Restricted	891,038	1,039,770	1,270,540	660,268
Restricted for Donation	140,000	5,000	105,000	40,000
Total Local Street Fund	1,031,038	1,044,770	1,375,540	700,268
SPECIAL ASSESSMENT COMMITTED	304,169	29,560	0	333,729
DOWNTOWN IMPROVEMENT & PARKING FUND				
Restricted from Special Assessment	50,216	115,830	155,240	10,806
Assigned from General Fund/Parking	39,204	130,320	119,880	49,644
Total Downtown Fund	89,420	246,150	275,120	60,450
PARKS & RECREATION FUND				
Restricted for PEAK	0	141,000	141,000	0
Assigned for PEAK	426,872	395,510	459,150	363,232
Assigned for Recreation	23,542	602,400	594,360	31,582
Total Parks & Recreation Fund	450,414	1,138,910	1,194,510	394,814
BLOCK GRANT FUND				
Assigned for Owner Occupied - Hsg.	28,491	0	0	28,491
Assigned	315,424	1,940	0	317,364
Total Block Grant Fund	343,915	1,940	0	345,855
Cemetery Fund Committed	196,081	6,900	0	202,981
Total Governmental Funds				
Appropriated Budget	\$9,638,527	\$17,548,180	\$17,457,180	\$9,729,527

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

	<u>Fund Balance January 1</u>	<u>2018 Revenue</u>	<u>2018 Expenditures</u>	<u>Fund Balance December 31</u>
CAPITAL PROJECT FUNDS				
CAPITAL IMPROVEMENT FUND				
Committed for Projects	\$495,000	\$152,100	\$200,000	\$447,100
Committed	1,025,979	527,600	150,470	1,403,109
Total Capital Improvement Fund	1,520,979	679,700	350,470	1,850,209
DEBT SERVICE FUNDS				
Borden Building Debt Restricted	129,268	318,270	329,730	117,808
Capital Project and Debt Service Funds Informational Summaries	\$1,650,247	\$997,970	\$680,200	\$1,968,017
	<u>Working Capital January 1</u>	<u>Sources of Working Capital</u>	<u>Uses of Working Capital</u>	<u>Working Capital December 31</u>
Component Units				
MISSION STREET DDA FUND				
Assigned	\$450,000	\$204,300	\$401,000	\$253,300
Unassigned	75,830	84,900	123,010	37,720
Total Mission Street DDA Fund	525,830	289,200	524,010	291,020
TAX INCREMENT FIN AUTH FUND				
Central Business District Restricted	42,437	0	0	42,437
Central Business District Assigned	601,206	152,210	148,400	605,016
Central Business District Unassigned	72,357	106,960	120,760	58,557
Ind Park North Assigned	90,000	0	0	90,000
Ind Park North Unassigned	8,745	400	4,030	5,115
Total TIFA	814,745	259,570	273,190	801,125
LOCAL DEVELOPMENT FIN AUTHORITY				
Assigned	269,202	0	59,699	209,503
Unassigned	10,591	112,400	108,441	14,550
Total LDFA	279,793	112,400	168,140	224,053
BROWNFIELD REDEVELOPMENT FUND				
Assigned	8,139	200,440	199,200	9,379
Unassigned	111	0	0	111
Total Brownfield	8,250	200,440	199,200	9,490
ECONOMIC DEVELOPMENT CORPORATION				
Assigned Parking Lot	13,500	1,500	0	15,000
Unassigned	22,321	7,450	6,540	23,231
Total EDC	35,821	8,950	6,540	38,231
Total Component Unit Funds Informational Summaries	\$1,664,439	\$870,560	\$1,171,080	\$1,363,919

	Working Capital <u>January 1</u>	Sources of Working Capital <u>Capital</u>	Uses of Working Capital <u>Capital</u>	Working Capital <u>December 31</u>
<u>PROPRIETARY FUNDS</u>				
Enterprise Funds				
LAND DEVELOPMENT FUND				
Restricted	\$170	0	0	\$170
Unassigned	(31,009)	96,380	88,600	(23,229)
Total Land Development	(30,839)	96,380	88,600	(23,059)
AIRPORT FUND				
Restricted	37,384	40,000	46,322	31,062
Assigned	82,519	0	0	82,519
Unassigned	37,833	999,030	1,028,538	8,325
Total Airport	157,736	1,039,030	1,074,860	121,906
SEWER FUND				
Assigned	149,328	241,500	144,690	246,138
Restricted	823,684	287,500	104,910	1,006,274
Unassigned	1,365,104	2,254,720	2,086,070	1,533,754
Total Sewer	2,338,116	2,783,720	2,335,670	2,786,166
WATER FUND				
Restricted	352,800	0	0	352,800
Assigned	1,095,450	340,000	102,340	1,333,110
Unassigned	637,249	2,921,910	2,655,410	903,749
Total Water	2,085,499	3,261,910	2,757,750	2,589,659
SOLID WASTE FUND				
Restricted	303,746	0	103,746	200,000
Unassigned	935,234	435,360	571,514	799,080
Total Solid Waste	1,238,980	435,360	675,260	999,080
Internal Service Funds				
MOTOR POOL FUND				
Assigned	118,000	0	0	118,000
Unassigned	799,574	1,045,150	1,040,460	804,264
Total Motor Pool	917,574	1,045,150	1,040,460	922,264
SELF INSURANCE FUND	1,702,248	2,516,240	2,448,310	1,770,178
Total Proprietary Funds	\$8,409,314	\$11,177,790	\$10,420,910	\$9,166,194
Informational Summaries				

2018 September Amended Budget			
Fund Balance January 1	2018 Revenue	2018 Expenditures	Fund Balance December 31

2018 Final Amended Budget			
Fund Balance January 1	2018 Revenue	2018 Expenditures	Fund Balance December 31

Dollar Change on Ending Fund Balance
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GOVERNMENTAL FUNDS

GOVERNMENTAL FUNDS

GENERAL FUND

Unassigned	\$3,034,284	\$12,096,420		
Legislative Division			\$1,022,770	
Finance Division			1,424,470	
Public Safety Division			6,686,785	
Community Services Division			2,535,385	
Public Works Division			818,080	
Amount from fund balance			(17,940)	
Total Unassigned	3,034,284	\$12,096,420	\$12,469,550	\$2,661,154
Assigned for Next Year's Budget	17,940	148,310	17,940	148,310
Assigned for Economic Initiatives	401,572	80,000	0	481,572
Assigned for Projects/Programs	387,698	717,590	119,720	985,568
Restricted	933,708	84,600	572,990	445,318
Non-spendable	461,576	0	0	461,576
Total General Fund	\$5,236,778	\$13,126,920	\$13,180,200	\$5,183,498

SPECIAL REVENUE FUNDS

MAJOR STREET FUND

Restricted	1,971,313	1,914,960	1,961,020	1,925,253
Restricted for Donation	15,399	0	0	15,399
Total Major Street Fund	1,986,712	1,914,960	1,961,020	1,940,652

LOCAL STREET FUND

Restricted	891,038	1,029,670	1,395,600	525,108
Restricted for Donation	140,000	5,000	105,000	40,000
Total Local Street Fund	1,031,038	1,034,670	1,500,600	565,108

SPECIAL ASSESSMENT COMMITTED

	304,169	24,820	0	328,989
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DOWNTOWN IMPROVEMENT & PARKING FUND

Restricted from Special Assessment	50,216	115,830	146,480	19,566
Assigned from General Fund/Parking	39,204	130,320	119,880	49,644
Total Downtown Fund	89,420	246,150	266,360	69,210

RECREATION FUND

Restricted for PEAK	0	141,000	141,000	0
Assigned for PEAK	426,872	406,400	502,120	331,152
Assigned for Recreation	23,542	594,880	583,370	35,052
Total Parks & Recreation Fund	450,414	1,142,280	1,226,490	366,204

BLOCK GRANT FUND

Assigned for Owner Occupied - Hsg.	28,491	0	0	28,491
Assigned	315,424	800	0	316,224
Total Block Grant Fund	343,915	800	0	344,715

Cemetery Fund Committed

	196,081	8,700	0	204,781
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\$3,034,284	\$11,854,230			
		\$1,016,120		
		1,426,140		
		6,643,630		
		2,284,660		
		743,240		
		(17,940)		
3,034,284	\$11,854,230	\$12,095,850	\$2,792,664	\$131,510
17,940	148,310	17,940	148,310	0
401,572	80,000	0	481,572	0
387,698	720,320	133,720	974,298	(11,270)
933,708	204,350	564,350	573,708	128,390
461,576	0	0	461,576	0
\$5,236,778	\$13,007,210	\$12,811,860	\$5,432,128	\$ 248,630
1,971,313	1,948,740	1,800,150	2,119,903	194,650
15,399	124,000	0	139,399	124,000
1,986,712	2,072,740	1,800,150	2,259,302	318,650
891,038	1,039,770	1,270,540	660,268	135,160
140,000	5,000	105,000	40,000	0
1,031,038	1,044,770	1,375,540	700,268	135,160
304,169	29,560	0	333,729	4,740
50,216	115,830	155,240	10,806	(8,760)
39,204	130,320	119,880	49,644	0
89,420	246,150	275,120	60,450	(8,760)
0	141,000	141,000	0	0
426,872	395,510	459,150	363,232	32,080
23,542	602,400	594,360	31,582	(3,470)
450,414	1,138,910	1,194,510	394,814	28,610
28,491	0	0	28,491	0
315,424	1,940	0	317,364	1,140
343,915	1,940	0	345,855	1,140
196,081	6,900	0	202,981	(1,800)

Total Governmental Funds									
Appropriated Budget	\$9,638,527	\$17,499,300	\$18,134,670	\$9,003,157	\$9,638,527	\$17,548,180	\$17,457,180	\$9,729,527	\$726,370
CAPITAL PROJECT FUNDS									
CAPITAL IMPROVEMENT FUND									
Committed for Projects	\$495,000	\$117,100	\$200,000	\$412,100	\$495,000	\$152,100	\$200,000	\$447,100	\$35,000
Committed	1,025,979	546,230	185,470	1,386,739	1,025,979	527,600	150,470	1,403,109	16,370
Total Capital Improvement Fund	1,520,979	663,330	385,470	1,798,839	1,520,979	679,700	350,470	1,850,209	51,370
DEBT SERVICE FUNDS									
Borden Building Debt Restricted	129,268	320,350	329,730	119,888	129,268	318,270	329,730	117,808	(2,080)
Capital Project and Debt Service Funds									
Informational Summaries	\$1,650,247	\$983,680	\$715,200	\$1,918,727	\$1,650,247	\$997,970	\$680,200	\$1,968,017	\$49,290
Component Units									
MISSION STREET DDA FUND									
Assigned	\$450,000	\$218,500	\$401,000	\$267,500	\$450,000	\$204,300	\$401,000	\$253,300	(\$14,200)
Unassigned	75,830	68,800	89,810	54,820	75,830	84,900	123,010	37,720	(17,100)
Total Mission Street DDA Fund	525,830	287,300	490,810	322,320	525,830	289,200	524,010	291,020	(31,300)
TAX INCREMENT FIN AUTH FUND									
Central Business District Restricted	42,437	0	0	42,437	42,437	0	0	42,437	0
Central Business District Assigned	601,206	152,210	148,400	605,016	601,206	152,210	148,400	605,016	0
Central Business District Unassigned	72,357	106,960	120,760	58,557	72,357	106,960	120,760	58,557	0
Ind Park North Assigned	90,000	0	0	90,000	90,000	0	0	90,000	0
Ind Park North Unassigned	8,745	400	4,030	5,115	8,745	400	4,030	5,115	0
Total TIFA	814,745	259,570	273,190	801,125	814,745	259,570	273,190	801,125	0
LOCAL DEVELOPMENT FIN AUTHORITY									
Assigned	269,202	0	59,699	209,503	269,202	0	59,699	209,503	0
Unassigned	10,591	112,400	108,441	14,550	10,591	112,400	108,441	14,550	0
Total LDFA	279,793	112,400	168,140	224,053	279,793	112,400	168,140	224,053	0
BROWNFIELD REDEVELOPMENT FUND									
Assigned	8,139	200,440	199,200	9,379	8,139	200,440	199,200	9,379	0
Unassigned	111	0	0	111	111	0	0	111	0
Total Brownfield	8,250	200,440	199,200	9,490	8,250	200,440	199,200	9,490	0
ECONOMIC DEVELOPMENT CORPORATION									
Assigned Parking Lot	13,500	1,500	0	15,000	13,500	1,500	0	15,000	0
Unassigned	22,321	7,450	6,540	23,231	22,321	7,450	6,540	23,231	0
Total EDC	35,821	8,950	6,540	38,231	35,821	8,950	6,540	38,231	0
Total Component Unit Funds									
Informational Summaries	\$1,664,439	\$868,660	\$1,137,880	\$1,395,219	\$1,664,439	\$870,560	\$1,171,080	\$1,363,919	(\$31,300)

PROPRIETARY FUNDS**Enterprise Funds**

Land Development

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

Airport Fund

Restricted	37,384	40,000	46,322	31,062	37,384	40,000	46,322	31,062		0
Assigned	82,519	0	0	82,519	82,519	0	0	82,519		0
Unassigned	37,833	835,430	867,998	5,265	37,833	999,030	1,028,538	8,325		3,060
Total Airport	157,736	875,430	914,320	118,846	157,736	1,039,030	1,074,860	121,906		3,060

Sewer Fund

Restricted	149,328	244,100	161,700	231,728	149,328	241,500	144,690	246,138		14,410
Assigned	823,684	287,500	710,000	401,184	823,684	287,500	104,910	1,006,274		605,090
Unassigned	1,365,104	2,187,590	2,130,950	1,421,744	1,365,104	2,254,720	2,086,070	1,533,754		112,010
Total Sewer	2,338,116	2,719,190	3,002,650	2,054,656	2,338,116	2,783,720	2,335,670	2,786,166		731,510

Water Fund

Restricted	352,800	0	0	352,800	352,800	0	0	352,800		0
Assigned	1,095,450	340,000	211,360	1,224,090	1,095,450	340,000	102,340	1,333,110		109,020
Unassigned	637,249	2,882,990	2,625,080	895,159	637,249	2,921,910	2,655,410	903,749		8,590
Total Water	2,085,499	3,222,990	2,836,440	2,472,049	2,085,499	3,261,910	2,757,750	2,589,659		117,610

Solid Waste Fund

Restricted	303,746	0	103,746	200,000	303,746	0	103,746	200,000		0
Unassigned	935,234	444,910	571,774	808,370	935,234	435,360	571,514	799,080		(9,290)
Total Solid Waste	1,238,980	444,910	675,520	1,008,370	1,238,980	435,360	675,260	999,080		(9,290)

Motor Pool Fund

Assigned	118,000	0	118,000	0	118,000	0	0	118,000		118,000
Unassigned	799,574	1,051,400	1,109,540	741,434	799,574	1,045,150	1,040,460	804,264		62,830
Total Motor Pool	917,574	1,051,400	1,227,540	741,434	917,574	1,045,150	1,040,460	922,264		180,830


Self Insurance Fund

	1,702,248	2,372,100	2,466,600	1,607,748	1,702,248	2,516,240	2,448,310	1,770,178		162,430
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Total Proprietary Funds**Informational Summaries**

\$8,409,314	\$10,782,400	\$11,211,670	\$7,980,044	\$8,409,314	\$11,177,790	\$10,420,910	\$9,166,194	\$1,186,150
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COMMISSION LETTER #201-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER AUTHORIZATION FOR MAYOR TO SIGN AGREEMENT WITH
ENVIRONMENTAL PROTECTION AGENCY (EPA)

The attached memo from DPW Director John Zang provides the background on the standard audit, progress, and recommended consent order related to our Wastewater Treatment Plant Environmental Protection Agency (EPA) permit. As noted in the memo, the audit addresses compliance items dating back to 2016. In many cases adjustments were already made to our processes and/or immediate repairs took place to address any identified deficiencies when the violation first occurred.

You will note that four items remain from the issues identified in the audit and a plan is in place to address each of those.

The consent order the EPA is requesting documents the compliance work previously completed and commits to address these remaining issues. The City Attorney is completing the legal review of the draft order the EPA has provided.

We are committed to resolving the identified issues and recommend authorization of the Mayor to sign the consent order in a final form as recommended by the City Attorney.

Recommended motion:

Move to authorize the Mayor to sign the EPA consent order as recommended by the City Attorney.

NJR/ap



THE CITY OF MT. PLEASANT, MICHIGAN

CITY HALL

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

PUBLIC SAFETY

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

PUBLIC WORKS

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

To: Nancy Ridley, City Manager

December 5, 2018

From: John Zang, DPW Director

Subject: Approve EPA Final Administrative Order of Consent

Request:

The City Commission is requested to authorize the mayor to sign the final Administrative Order of Consent as approved by the City attorney.

Reason:

As part of the normal Environmental Protection Agency (EPA) permitting process, a compliance audit was completed of our wastewater treatment plant in March 2018. Since that time, staff has been working with the EPA representatives on the findings and required actions as part of that standard audit. The audit resulted in alleged violations of the Clean Water Act (CWA) and National Pollutant Discharge Elimination System (NPEDS) permit. The EPA is asking the City to perform voluntarily all of the compliance steps included in a proposed Administrative Consent Order (ACO), which provides a schedule to bring the wastewater treatment facility into compliance with the CWA and NPEDS. The ACO spells out specific deficiencies in the plant operation and potential violation consequences, including fines and penalties if deficiencies or violation allegations are not addressed and corrected. This is a standard process that the EPA uses after a compliance audit.

The intent of the Administrative Consent Order is to minimize, to the extent possible, the diversion of wastewater from the treatment process, better track and evaluate hauled septage waste loads accepted at the facility, and improve record keeping and sampling requirements. The ACO requires the City to provide an explanation for any noncompliance between January 2016 and March 2018. It requires a detailed plan that describes the actions taken, or to be taken, with regard to 1) preventing future exceedances of the effluent permit limits, 2) development and implementation of Standard Operating Procedures (SOPs), 3) repair of the facility's retention basin liner, 4) replacement of a sensor that measures flow rate from the retention basin to the Chippewa River, and 5) compliance with the bypass notification requirement of the permit.

The wastewater treatment plan was originally constructed in 1957, upgraded in 1982 to meet secondary treatment standards, and upgraded again in 2002 to better meet permit limitations. The most recent of those upgrades are near the end of their normal lifecycle and are due for major maintenance activities. A portion of the effluent exceedances addressed in the ACO is attributable to these aging infrastructure issues. Other permit exceedances that occurred are beyond the staff's capacity to control due to existing technology within the plant, or so unusual that they were beyond the plant's capacity to treat, such as a mercury violation in January 2016 and the June

2017 flood. Additional highlighted issues, such as outdated or missing SOPs, documentation, and laboratory processes, are administrative in nature and simply had not been updated.

The vast majority of the identified deficiencies from the original audit were underway prior to the audit or completed sometime between the audit and the proposed ACO. Only the following items remain to be completed and all are accounted for in the wastewater's CIP or operating budget.

- Replacement of the disinfection/chemical feed process – This project was bid in 2018 and rejected due to cost. Currently, staff is researching alternative technology for economic feasibility and those results should be available within the month. In addition, we applied for and recently received a Tribal 2% grant for \$350,000 specifically for this project.
- Installation of an ISE ammonia probe – Research began in mid-2017 for possible installation in 2018. This item is on hold pending EPA acceptance.
- Installation of an inline pH probe – Will be installed in early 2019
- Update of the O&M manual & SOPs – Staff expects to complete this by fall 2019.

The City attorney is reviewing the ACO as to form and content. The EPA is requiring submission of the ACO before the end of this year, so we are recommending the City Commission authorize the mayor to sign the final order as recommended by the City attorney.

Action Requested:

The City Commission is requested to authorize the mayor to sign the final consent order as recommended by the City attorney.

COMMISSION LETTER #202-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER SOLE SOURCE CONTRACT WITH SPACE INC. FOR RECONFIGURATION OF CITY OFFICES

As the attached memo from Human Resources Director Susanne Gandy indicates, we have evaluated the projected expenditure of over \$100,000 planned in the Capital Improvement Plan for the Public Works Building on Franklin Street and have determined that it will be better to invest a good portion of those funds in reconfiguring the layout and offices of the current space owned by the City in the Borden Building. We have a plan to move the DPW administrative and engineering staff to City Hall which will result in improved customer service and more efficient staff communication. The 2019 Operating Budget includes an allocation of funds from the Motor Pool fund which were previously set aside for building improvements.

The biggest single expenditure in the reconfiguration plan is for the purchase of additional and/or different moveable walls and furniture. Space, Inc. completed the original design of the building and have been instrumental in coming up with the best reconfigured layout and determining what pieces and parts need to be purchased for implementation of the plan. We are recommending a sole source contract with Space Inc. for \$67,000 to complete the design, purchase and installation of the necessary changes to reconfigure the existing work space to accommodate the movement of eight DPW staff. Assuming this contract is approved, we will develop an implementation plan to phase-in the reconfiguration and move to minimize the impact on customer service and hopefully implement before the busier late spring/summer season of 2019 construction activity.

Recommended motion:

Move to approve a contract with Space Inc. for \$67,000 for the design, purchase and installation of walls/furniture at the Borden Building.

NJR/ap



MEMORANDUM

TO: Nancy Ridley, City Manager

FROM: Susanne Gandy, PHR, SHRM-CP
Director of Human Resources

DATE: December 4, 2018

SUBJECT: Sole Source Contract with SPACE, Inc. for the reconfiguration of City Hall

The 2019 – 2023 Capital Improvement Plan (CIP) included projects totaling \$105,000 for the DPW Building on Franklin Street. As part of the CIP, we indicated that it might be better to invest some of those funds in reconfiguring the existing workspaces in the Borden Building instead. We have evaluated the potential improvements to communication, customer service, process implementation and overall departmental efficiency and are eager to move forward with relocating the DPW Administration and Engineering team to City Hall from the DPW building at 1303 N. Franklin. This move will better align customer service process for the community members engaged in the development or alterations involved in construction, new builds and projects that involve both Community Services and DPW.

History:

For several months we have been working with staff by asking for input, listening to their concerns and discussing solutions all focused on the impact related to relocating the above departments to City Hall. We believe the improvements on customer service and departmental communication will be a positive for all involved. The 2019 proposed operating budget includes an allocation from the motor pool fund of \$110,000, which is the expected total cost for the reconfiguration at the Borden Building and necessary changes to the DPW building. We have worked with SPACE, Inc. on numerous projects city wide. SPACE, Inc. installed the original office layout and oversaw the construction of the current Haworth furniture office design in the Borden building. We have a positive history with SPACE, Inc. and feel they can provide a service specific to our needs.

Staff Recommendation:

I recommend a sole source contract with SPACE, Inc., for the design, installation, construction, project management and implementation of our agreed upon reconfiguration design, at a total cost not to exceed \$67,000. I request City Commission approval to sign the contract with Space, Inc.

COMMISSION LETTER #203-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018

FROM: NANCY RIDLEY, CITY MANAGER *NJR*

SUBJECT: CONSIDER APPOINTMENTS TO THE VARIOUS CITY BOARDS AND COMMISSIONS AS RECOMMENDED BY THE APPOINTMENTS COMMITTEE AND CORRECTION FOR BOARD OF REVIEW APPOINTMENT

The Appointments Committee unanimously recommends the following reappointments and appointment to the various boards and commissions:

9-1-1 Central Dispatch Governing Board

Karen Breedlove full term 12/31/18-12/31/21

Board of Review

Anne Swift full term 12/31/18-12/31/20

Note: this is a correction from the November 26 appointments. Catherine Tilmann was listed in error.

Economic Development Corporation/Brownfield Redevelopment Authority

Brad Wahr partial term term 12/31/20

Although applications from others are on file, they were not considered by the Appointments Committee since the applicants already have appointments to other City boards or the applicant was not interested this year.

Parks and Recreation Commission

Lori Irwin full term 12/31/18-12/31/21

The remaining vacancies will be filled in January. Should you have any questions regarding the recommendations, please contact the Appointments Committee.

Recommended motion:

Move to approve the reappointments and appointment as recommended by the Appointments Committee.

NJR/ap

To: City Commission

From: Appointments Committee (Ling, Kulick, LaLonde)

The Appointments Committee recommends the following appointments/reappointments to the following boards:

Parks and Recreation: reappoint Lori Irwin term ending 12/31/21

EDC/Brownfield: appoint Brad Wahr term expiring on 12/31/20

9-1-1 Board: reappoint Karen Breedlove term expiring on December 31, 2021

Board of Review: reappoint Anne Swift term expiring on December 31, 2020*

Restructured PSD and TIFA: while the appointments committee has a proposal for separating the two boards and series of actions to reduce the size of each board, we recommend postponing the final appointments until the 1st meeting in January so that there is adequate time to inform the current members of each board of what we are recommending and secure the agreement of several members for actions that involve seats for which the current terms have to yet expired.

Still need to fill positions for


MRF

LDFA

*This corrects the typo from the November 26 which inadvertently listed Catherine Tillman as the member being reappointed.

COMMISSION LETTER #204-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER SETTING THE FIRST MEETING OF 2019 FOR MONDAY,
JANUARY 7, 2019

The City Charter provides that the City Commission can hold their first meeting of the year anytime in the month of January. Historically, City Commission meetings have been held on the second and fourth Mondays of each month.


In 2019, the second Monday of the month is January 14, which is halfway through the month. As the Mayor and Vice Mayor are elected at the first meeting of the year and considering that Mayor Lents and Vice Mayor Madaj will both be ending their terms on the Commission December 31, 2018, it would make sense to hold the first meeting of the year earlier. Therefore it is recommended the first meeting be held on Monday, January 7, 2019.

Recommended motion:

Move to set the first City Commission meeting of 2019 for January 7, 2019 at 7:00 p.m.

NJR/ap

COMMISSION LETTER #205-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER MOTION TO CANCEL CITY COMMISSION MEETING
SCHEDULED FOR DECEMBER 17, 2018

The last City Commission meeting for 2018 is scheduled for December 17. Assuming all pending action items are handled on the December 10 City Commission agenda, staff is recommending the City Commission cancel the meeting set for December 17, 2018. Should the Commission desire to cancel the meeting, a cancellation notice will be posted in the display case, announced to the local newspapers, and be noted on the City's website, Channel 188 and social media sites.


Recommended motion:

Move to cancel the meeting of the Mt. Pleasant City Commission scheduled for December 17, 2018.

NJR/ap

COMMISSION LETTER #206-18
MEETING DATE: DECEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION DECEMBER 5, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER MOTION TO AUTHORIZE FINANCE DIRECTOR MARY ANN KORNEXL TO APPROVE THE ISSUANCES OF PAYROLLS AND WARRANTS FROM DECEMBER 11, 2018 THROUGH JANUARY 4, 2019

It is recommended the City Commission authorize Finance Director Mary Ann Kornexl to approve the issuance of payrolls and warrants from December 11, 2018 through January 4, 2019 to keep the City's payrolls and payments moving along in a timely fashion through the fiscal year end. A listing of all approved checks will be provided to the City Commission in January.

Recommended motion:

Move to authorize Finance Director Mary Ann Kornexl to approve the issuance of payrolls and warrants from December 11, 2018 through January 4, 2019.

NJR/ap

MEMO

DATE: 12/3/2018
TO: NANCY RIDLEY
FROM: MARY ANN KORNEXL
RE: ISSUANCE OF PAYROLLS & WARRANTS

The City Commission has historically delegated authority to the Finance Director to issue payroll and warrants from the last City Commission meeting of the year to the first of the next year. This allows the City to ensure that vendors receive timely payments during this time period. There are also regular and special payrolls in this time period. Assuming the City Commission meeting of December 17th will be cancelled and the first meeting of 2019 will be January 7th, I request that this authority be delegated to me from December 11th through January 4th. I will provide the City Commission with a check register of the checks I issue during this time after January 4th.

Requested Action

Please include the following resolution for consideration on the December 10th City Commission agenda:

Moved by Commissioner _____ and supported by Commissioner _____ to authorize Financial Services Director, Mary Ann Kornexl, to approve the issuance of payrolls and warrants from December 11, 2018 to January 4, 2019

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 11/22/2018 THRU 12/6/18

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
11/28/2018	CITY TREASURER-PAYROLL FUND	REG PAY 427 - 11/30/18	\$193,981.91
11/30/2018	KRAPOHL FORD LINCOLN MERC	CAPITAL ACQUISITION	35,900.00
12/04/2018	CITY TREASURER-PAYROLL FUND	SPECIAL PAY - 12/04/18	51,288.75
12/05/2018	WRIGHT EXPRESS FINANCIAL SERVICES	N/A	60,856.62
12/06/2018	ABC FASTENER GROUP, INC	SUPPLIES	344.90
12/06/2018	AIRWAY OXYGEN, INC.	CONTRACT SVCS	34.00
12/06/2018	ALL PRO EXERCISE	SUPPLIES	720.50
12/06/2018	APOLLO FIRE EQUIPMENT	SUPPLIES	530.00
12/06/2018	ASSMANN'S INC	CONTRACT SVCS	9,973.50
12/06/2018	AVFUEL CORPORATION	EQUIPMENT CHARGE	20.00
12/06/2018	AXIOM WIRING SERVICE, LLC	CONTRACT SVCS	2,729.45
12/06/2018	AXON ENTERPRISE, INC.	SUPPLIES	4,809.00
12/06/2018	BIG BROTHERS BIG SISTERS	CONEYS FOR A CAUSE SHARE	2,275.00
12/06/2018	BOUND TREE MEDICAL, LLC	SUPPLIES	392.94
12/06/2018	CARIE BRYANT	REIMBURSEMENT	20.00
12/06/2018	BS&A SOFTWARE	TRAINING	205.00
12/06/2018	BSN SPORTS INC.	SUPPLIES	300.30
12/06/2018	C & O SPORTSWEAR	UNIFORMS	650.45
12/06/2018	CDW GOVERNMENT, INC	SUPPLIES	6,008.34
12/06/2018	CENTRAL CONCRETE INC	SUPPLIES	310.50
12/06/2018	CENTRAL MOTOR SPORTS	SUPPLIES	3,943.00
12/06/2018	CHARTER COMMUNICATIONS	UTILITIES	118.40
12/06/2018	CENTRAL MICHIGAN UNIVERSITY	UTILITIES	601.71
12/06/2018	CENTRAL MICHIGAN UNIVERSITY POLICE	GRANT REIMBURSEMENT	1,156.86
12/06/2018	COMMERCE CONTROLS INCORPORATED	CONTRACT SVCS	960.00
12/06/2018	CORE TECHNOLOGY CORPORATION	CONTRACT SVCS	749.00
12/06/2018	COUCKE PROPERTY SERVICES, LLC	CONTRACT SVCS	7,500.00
12/06/2018	COYNE OIL CORPORATION	FUEL	4,924.73
12/06/2018	LARRY C CURTIS	CONTRACT SVCS	1,020.00
12/06/2018	W S DARLEY & CO.	SUPPLIES	2,554.35
12/06/2018	DINGES PARTNERS GROUP, LLC	SUPPLIES	231.44
12/06/2018	DORNBOS SIGN & SAFETY, INC.	SUPPLIES	2,814.57
12/06/2018	DTE ENERGY COMPANY	CONTRACT SVCS	241.64
12/06/2018	MICHAEL DUNHAM	MISC	450.00
12/06/2018	EJ USA, INC	CAPITAL ACQUISITIONS	3,256.56
12/06/2018	ETNA SUPPLY	SUPPLIES	203.22
12/06/2018	FERGUSON WATERWORKS #3386	METER REPLACEMENT	2,093.99
12/06/2018	FLEIS & VANDENBRINK	CONTRACT SVCS	35,999.90
12/06/2018	FOLTZ SCREEN PRINT & SIGNS	SUPPLIES/VEHICLE MAINT	200.00
12/06/2018	FRONT LINE SERVICES, INC	CONTRACT SVCS	7,611.10
12/06/2018	GALLS, LLC	UNIFORMS	795.00
12/06/2018	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	1,312.04
12/06/2018	JAMIE HOCKEMEYER	REIMBURSEMENT	46.43
12/06/2018	ISABELLA CO DRAIN COMMISSIONER	2018 DRAIN TAX ASSESSMENT	24.20
12/06/2018	ISABELLA COUNTY SHERIFF DEPT	GRANT REIMBURSEMENT	2,791.85
12/06/2018	J & B MEDICAL SUPPLY, INC.	SUPPLIES	131.04
12/06/2018	JETT PUMP & VALVE, LLC	SUPPLIES	128.29
12/06/2018	BRODERICK JORDAN	SUPPLIES	100.00

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 11/22/2018 THRU 12/6/18

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
12/06/2018	KRAPOHL FORD LINCOLN MERC	SUPPLIES/VEHICLE MAINT	126.59
12/06/2018	JEFF LIVINGSTON	MISC	350.00
12/06/2018	LOGOS GALORE/MORDICA SALES	UNIFORMS	60.00
12/06/2018	STATE OF MICHIGAN	POSTAGE/HANDLING	483.00
12/06/2018	MANPOWER	CONTRACT SVCS	429.00
12/06/2018	MID MICHIGAN AREA CABLE	2018 2ND QTR 2% FRANCHISE FEE	21,936.84
12/06/2018	MIDLAND CHEMICAL CO, INC	SUPPLIES	110.22
12/06/2018	MINE SAFETY APPLIANCES CO, LLC	SUPPLIES	6,747.50
12/06/2018	MOBILE MEDICAL RESPONSE	TRAINING	1,194.46
12/06/2018	MI MUNI RISK MGMT AUTHORITY	3RD INSTALLMENT	69,154.75
12/06/2018	MT PLEASANT PUBLIC SCHOOL	OTHER DEPT PAY	24,190.68
12/06/2018	MPPS FOOD & NUTRITION SERV	SUPPLIES	1,100.00
12/06/2018	MPPS FOOD & NUTRITION SERV	SUPPLIES	2,505.60
12/06/2018	MT PLEASANT RENTAL CENTER, INC	SUPPLIES	87.30
12/06/2018	MT PLEASANT TIRE SERVICE, INC	SUPPLIES/VEHICLE MAINT	1,665.76
12/06/2018	MP TIRE COMMERCIAL TRUCK CENTER	CONTRACT SVCS	2,132.92
12/06/2018	WILLIAM MRDEZA	REIMBURSEMENT	95.93
12/06/2018	R & T MURPHY TRUCKING, LLC	CONTRACT SVCS	9,171.25
12/06/2018	NCL OF WISCONSIN	SUPPLIES	1,654.03
12/06/2018	NYE UNIFORM COMPANY	UNIFORMS	58.60
12/06/2018	OFFICE DEPOT	SUPPLIES	85.18
12/06/2018	PAPAS PUMPKIN PATCH	CONTRACT SVCS	1,284.00
12/06/2018	PARAGON LABORATORIES, INC.	CONTRACT SVCS	1,345.00
12/06/2018	PETTY CASH - DIANNE ADAMS	REIMBURSEMENT	455.39
12/06/2018	PLEASANT GRAPHICS, INC	CONTRACT SVCS	1,500.00
12/06/2018	PRO COMM, INC	SUPPLIES	738.00
12/06/2018	PVS STEEL SERVICES, INC	CHEMICALS	2,673.11
12/06/2018	STEPHEN KULL	REFUND	65.00
12/06/2018	RENT-RITE OF MT PLEASANT	CONTRACT SVCS	295.14
12/06/2018	KAITLYN ROBERTS	CONTRACT SVCS	36.00
12/06/2018	ROWE PROFESSIONAL SERVICES COMPANY	CONTRACT SVCS	515.00
12/06/2018	RUN14 MARKETING	CONTRACT SVCS	1,595.00
12/06/2018	SPACE	CAPITAL AQUISITIONS	18,323.79
12/06/2018	GEORGE SPONSELLER	SUPPLIES	15.89
12/06/2018	STEVE LEY FENCING	CONTRACT SVCS	1,500.00
12/06/2018	STATE OF MICHIGAN	PPE CERTIFICATION	150.00
12/06/2018	JOLENE SWEET	REIMBURSEMENT	85.36
12/06/2018	MT PLEASANT HOUSING COMMISSION	UB REFUND	18.03
12/06/2018	OLIVIERI MANAGEMENT	UB REFUND	18.83
12/06/2018	SORGE, JOHN	UB REFUND	18.83
12/06/2018	BLAINE FINUP	UB REFUND	28.72
12/06/2018	K & B JONES	UB REFUND	50.00
12/06/2018	UNIFIRST CORPORATION	CONTRACT SVCS	43.22
12/06/2018	VANGUARD FIRE & SECURITY SYSTEMS	CONTRACT SVCS	4,802.77
12/06/2018	WEST BEND MUTUAL INSURANCE COMPANY	CONTRACT SVCS	55.00
12/06/2018	EDWARD & PENNY WOELFERT	CORRECT WINTER 2015 S/A REF	129.34
12/06/2018	WOLVERINE POWER SYSTEMS	CONTRACT SVCS	1,080.78
12/06/2018	YEO & YEO CONSULT PC CPA	CONTRACT SVCS	4,900.00

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 11/22/2018 THRU 12/6/18

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			

COMM TOTALS:

Total of 92 Checks:	\$638,372.29
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Less 0 Void Checks:	0.00
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Total of 92 Disbursements:	\$638,372.29
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Wright Express12/5/2018

<u>Merchant Name</u>	<u>Invoice Description</u>	<u>Amount</u>	<u># of Invoices</u>
ACTIVE911 INC	COMMUNICATIONS	\$376.00	1
ADVANCE AUTO PARTS	SUPPLIES	31.24	1
ADVANCE AUTO PARTS	SUPPLIES/VEHICLE MAINT	28.13	1
AIRGAS GREAT LAKES	SUPPLIES	58.25	2
ALDI	SUPPLIES	9.95	1
AMAZON.COM	SUPPLIES	9.99	1
AMAZON.COM	UNIFORMS	227.01	2
AMAZON.COM	SUPPLIES	2864.27	32
AMERICAN PLANNING ASSN	MEMBERSHIP	543.00	1
AMERICAN PUBLIC WORKS ASSOC	CONTRACT SVCS	325.00	1
AMERICAN WATER WORKS ASSN/	MEMBERSHIP	218.00	1
ART REACH OF MID MICHIGAN	SUPPLIES	100.00	1
AUTO VALUE/BUMPER TO BUMPER	SUPPLIES	489.95	1
AUTOZONE, INC.	SUPPLIES	33.98	1
BATTERIES PLUS - MP	SUPPLIES	43.18	2
BATTERIES PLUS #120	SUPPLIES	17.98	1
BEAR PACKAGING & SUPPLY, INC	SUPPLIES	23.50	1
BENNIGANS	SUPPLIES	88.36	1
BIGGERFISH	SUPPLIES	1529.94	2
BILL'S CUSTOM FAB, INC	CONTRACT SVCS	35.00	1
BRIGHAM'S AUTO SUPPLY, INC	SUPPLIES/VEHICLE MAINT	6.99	1
BRIGHAM'S AUTO SUPPLY, INC	SUPPLIES	412.36	8
C & C ENTERPRISES, INC	SUPPLIES	17.96	1
C & O SPORTSWEAR	SUPPLIES	150.00	1
CARROT-TOP INDUSTRIES, INC.	SUPPLIES	148.32	2
CDW GOVERNMENT, INC	SUPPLIES	213.68	2
CHOICE OFFICE PRODUCTS	SUPPLIES	552.50	2
CMC RESCUE, INC	SUPPLIES	572.00	1
CONSUMERS ENERGY	CONTRACT SVCS	1313.00	1
COPS & DOUGHNUTS CENTRAL PRECINCT	CONTRACT SVCS	39.90	1
COURTYARD BY MARRIOTT	TRAINING	156.31	1
DELL MARKETING L.P.	SUPPLIES	5390.38	1
DESERT ARC	SUPPLIES	34.92	1
DEWITT LUMBER	SUPPLIES	661.62	2
DOUG'S SMALL ENGINE REPAIR	SUPPLIES	26.99	2
DOUG'S SMALL ENGINE REPAIR	SUPPLIES	60.00	1
DOWNTOWN DISCOUNT	SUPPLIES	3.28	1
DREAMSTIME.COM	SUPPLIES	39.00	1
DTE ENERGY	UTILITIES	4187.74	15
ELMER'S CRANE AND DOZER, INC	SUPPLIES	127.60	1
EPIC SPORTS	SUPPLIES	1921.49	1
ETNA SUPPLY	SUPPLIES	57.00	2

Wright Express12/5/2018

<u>Merchant Name</u>	<u>Invoice Description</u>	<u>Amount</u>	<u># of Invoices</u>
FACEBOOK ADS	CONTRACT SVCS	189.75	1
FACEBOOK ADS	CONTRACT SVCS	250.00	1
FASTENAL COMPANY	SUPPLIES	630.39	9
FERGUSON ENTERPRISES	SUPPLIES	52.15	2
FOLD-A-GOAL	SUPPLIES	171.37	1
FREDRICKSON SUPPLY, LLC	SUPPLIES	(1002.96)	1
FREDRICKSON SUPPLY, LLC	CONTRACT SVCS	(1606.50)	2
FRONTIER COMMUNICATONS	COMMUNICATIONS	63.98	1
GILL-ROY'S HARDWARE	SUPPLIES	757.34	33
GINKGO TREE INN	SUPPLIES	100.00	1
GISJOBS.COM, LLC	CONTRACT SVCS	50.00	1
GORDON FOOD SERVICE	SUPPLIES	38.87	1
GORDON FOOD SERVICE	SUPPLIES	376.64	3
GOTOMYPC.COM	CONTRACT SVCS	23.95	1
GREAT LAKES BAY ECONOMICS CLUB	TRAINING	35.00	1
GT RUBBER SUPPLY	SUPPLIES	367.46	8
HALL OF HEROES	SUPPLIES	50.00	1
HARBOR FREIGHT TOOLS	SUPPLIES	131.93	1
HOME DEPOT	SUPPLIES	1990.35	31
HOME DEPOT/GECF	SUPPLIES	35.12	4
HOOVER FENCE	SUPPLIES	187.02	1
INTERNATIONAL ASSN CHIEFS POL	MEMBERSHIP	150.00	1
INTERNATIONAL ECONOMIC DEVELOP COUNCIL	TRAINING	135.00	1
JACK DOHENY SUPPLIES, INC	SUPPLIES	2498.00	1
JIMMY JOHN'S	CONTRACT SVCS	(2.02)	1
JIMMY JOHN'S	SUPPLIES	115.51	2
JIMMY JOHN'S	SUPPLIES	(4.71)	3
KIMBALL MIDWEST - CC	SUPPLIES	96.39	1
KROGER STORE #889	SUPPLIES	44.91	1
LASTPASS.COM (LOGMEIN USA, INC)	SUPPLIES	24.00	1
LE FLEUR BOUTIQUE	SUPPLIES	50.00	1
LITTLE CAESARS	SUPPLIES	35.94	1
LOGOS GALORE/MORDICA SALES	SUPPLIES	1035.00	1
LOGOSHIRTSDIRECT	UNIFORMS	149.90	1
LYNN PEAVEY COMPANY	SUPPLIES	449.85	2
MARATHON PETRO	FUEL	32.00	1
MAX & EMILY'S EATERY	SUPPLIES	500.00	1
MAXUM HARWARE	SUPPLIES	55.58	1
MEDLER ELECTRIC COMPANY	SUPPLIES	404.22	3
MEIJER INC	CONTRACT SVCS	51.53	1
MEIJER INC	SUPPLIES	50.60	2
MEIJER INC	SUPPLIES	81.96	2

Wright Express12/5/2018

<u>Merchant Name</u>	<u>Invoice Description</u>	<u>Amount</u>	<u># of Invoices</u>
MEIJER INC	SUPPLIES	21.18	3
MENARDS - MT. PLEASANT	SUPPLIES	1251.45	12
MGFOA	MEMBERSHIP	120.00	1
MICHIGAN ECONOMIC DEVELOPERS ASSOC	TRAINING	105.00	1
MICHIGAN FIRE INSPECT SOCIETY	MEMBERSHIP	258.45	1
MICHIGAN RESTAURANT ASSOCIATION	TRAINING	195.00	1
MICROSOFT STORE	SUPPLIES	1501.99	2
MIDLAND CHEMICAL CO, INC	SUPPLIES	156.25	1
MOREY'S LOGO	SUPPLIES	284.80	2
MOUNTAIN TOWN STATION	SUPPLIES	230.97	1
MT PLEASANT AREA CHAMBER OF COMMERCE	TRAINING	30.00	1
MT PLEASANT AREA CHAMBER OF COMMERCE	MEMBERSHIP	40.00	2
MT PLEASANT AUTOMOTIVE SUPPLY	SUPPLIES	116.47	3
MY CHRYSLER DODGE JEEP RAM FIAT	SUPPLIES	286.46	1
NARRATIVITY ARTISAN COFFEE	SUPPLIES	56.36	1
NARTEC INCORPORATED	SUPPLIES	264.22	1
NATIONAL ALLIANCE-YOUTH SPORTS	SUPPLIES	107.89	1
NORM'S FLOWER PETAL	SUPPLIES	100.00	1
OFFICE DEPOT	SUPPLIES	29.87	1
OFFICE DEPOT	SUPPLIES	29.87	1
OFFICE DEPOT	SUPPLIES	41.99	1
OFFICE DEPOT	SUPPLIES	500.70	12
OLSON TIRE SERVICE	CONTRACT SVCS	12.00	1
PARTY'S PLUS	SUPPLIES	41.67	1
PDQ.COM	SUPPLIES	1000.00	1
PICKARD STREET CITGO	SUPPLIES/VEHICLE MAINT	48.49	1
PISANELLO'S PIZZA	SUPPLIES	73.57	1
PIZZA HUT	SUPPLIES	49.76	1
PIZZA KING	SUPPLIES	40.00	1
PRAETORIAN DIGITAL	MEMBERSHIP	2250.00	1
PRO COMM, INC	SUPPLIES	216.00	1
ROBAIRE BAKERY & DONUT SHOP	CONTRACT SVCS	60.75	1
ROBAIRE BAKERY & DONUT SHOP	SUPPLIES	250.00	1
RUBY TUESDAY #7084	SUPPLIES	76.83	1
S & S WORLDWIDE, INC.	SUPPLIES	120.27	1
S & S WORLDWIDE, INC.	SUPPLIES	186.24	1
SCIENTIFIC BRAKE & EQUIPMENT CO	SUPPLIES	2510.70	3
SCIENTIFIC BRAKE & EQUIPMENT CO	CONTRACT SVCS	675.00	1
SCIENTIFIC BRAKE & EQUIPMENT CO	SUPPLIES	350.30	5
SHERWIN WILLIAMS	SUPPLIES	168.22	1
SHERWIN WILLIAMS	SUPPLIES	5.29	1
SHULTS EQUIPMENT, INC	SUPPLIES	649.78	1

Wright Express12/5/2018

<u>Merchant Name</u>	<u>Invoice Description</u>	<u>Amount</u>	<u># of Invoices</u>
SHUTTERS & CHANDELIERS	SUPPLIES	100.00	1
SHUTTERSTOCK, INC	SUPPLIES	29.00	1
SIMPLY ENGRAVING	SUPPLIES	126.00	1
SMUGMUG ONLINE ORDERS	CONTRACT SVCS	5.50	1
SPANGLER CANDY	SUPPLIES	344.71	1
STANS RESTAURANT	SUPPLIES	50.00	1
STAPLES - MP	SUPPLIES	43.99	1
STAPLES - MP	SUPPLIES	126.98	4
STAPLES BUSINESS ADVANTAGE	SUPPLIES	1026.14	7
STAPLES CREDIT PLAN	SUPPLIES	76.84	4
STATE OF MICHIGAN ICHAT LOOK UP	CONTRACT SVCS	10.00	1
SUNOCO - CREDIT CARD	FUEL	37.16	1
SURVEYMONKEY.COM	MEMBERSHIP	360.00	1
T G INDUSTRIES	SUPPLIES	97.00	1
TARGET	SUPPLIES	3.33	1
THE UPS STORE	TRAINING	10.39	1
TLO ONLINE	CONTRACT SVCS	25.00	1
TRACTOR SUPPLY - MP	SUPPLIES	280.14	3
U S POSTMASTER	CONTRACT SVCS	1668.28	4
ULINE SHIP SUPPLIES	SUPPLIES	481.06	1
UNIQUE PAVING MATERIALS CORPORATION	SUPPLIES	606.09	7
USA ROLLER CHAIN & SPROCKETS	SUPPLIES	1489.85	1
VERIZON WIRELESS	CONTRACT SVCS	15.63	1
VERIZON WIRELESS	SUPPLIES	114.05	1
VERIZON WIRELESS	COMMUNICATIONS	3430.33	39
VOLGISTICS, INC	CONTRACT SVCS	98.00	1
VOLLEYBALLUSA.COM	SUPPLIES	304.74	1
WAL-MART	SUPPLIES	97.83	2
WAL-MART	SUPPLIES	70.94	2
WAL-MART COMMUNITY	SUPPLIES	286.20	2
WASD KEYBOARDS	SUPPLIES	42.93	1
WIELAND TRUCK CENTER - CLARE	SUPPLIES	159.60	1
WOLVERINE FIREWORKS	CONTRACT SVCS	2575.00	1
ZAZZLE.COM	UNIFORMS	158.83	1
Total		<u>\$60,856.62</u>	<u>413</u>