

Regular Meeting of the City Commission  
Monday, July 9, 2018  
6:30 p.m.

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Introduce new Parks and Grounds Specialist David Fremin.
2. Proclamation recognizing American Mitsuba's 30<sup>th</sup> Anniversary.

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

3. City Manager report on pending items.
4. Minutes of the Traffic Control Committee (February & April).
5. Corrected Tax Increment Finance Authority/Principal Shopping District (TIFA/PSD) from April meeting.
6. Minutes from the Tax Increment Finance Authority/Principal Shopping District (TIFA/PSD) (May).
7. Minutes of the Parks and Recreation Commission (May).
8. Minutes of the Planning Commission (May).
9. Communication from The Millennia Companies regarding proposed fire code.
10. Communication from impacted residents regarding Special Assessment District #6-18. (2)
11. Communication received regarding sidewalk snow shoveling. (2)

CONSENT CALENDAR: DESIGNATED (\*) ITEMS

CITY COMMISSION MINUTES:

- \* 12. Approval of the minutes of the regular meeting held June 26, 2018.

PUBLIC HEARINGS:

13. Public hearing on the necessity of the public improvement; consider resolution #3 to proceed with improvements; consider resolution #4 to accept the special assessment roll and set a public hearing for July 23, 2018 regarding said roll for Special Assessment District #6-2018.

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.

STAFF RECOMMENDATIONS AND REPORTS:

- \* 14. Bids and Quotations
  - a. Pavement Markings
- \* 15. Consider resolution in support of final approval of Temporary Traffic Control Order #5-2018.
- 16. Confirmation of budget amendment for recreation purchases for flood damaged supplies.
- \* 17. Consider employer delegate for Municipal Employees' Retirement System (MERS) annual meeting.
- \* 18. Approval of payrolls and warrants.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

RECESS:

CLOSED SESSION: (None scheduled)

RECESS:

WORK SESSION: (Conference Room A-upstairs)

- 19. Recreation Authority Discussion.

ADJOURNMENT:

# **PROCLAMATION**

- WHEREAS,** The American Mitsuba Corporation, formally known as CME, was established in Mt. Pleasant, Michigan in 1987 as a joint venture between Mitsuba Corporation of Kiryu City, Japan and Walbro Corporation of Cass City, Michigan; and
- WHEREAS,** The American Mitsuba Corporation was the first anchor business to locate in the City/CMU jointly established University Park, now Smartzone, in Mt. Pleasant; and
- WHEREAS,** The American Mitsuba Corporation has built a solid reputation in the industry by delivering a wide range of top quality products for improved automobile safety and comfort; and
- WHEREAS,** The American Mitsuba Corporation in their 30 years of business in Mt. Pleasant is recognized as a leading manufacturer in our community; and
- WHEREAS,** The American Mitsuba Corporation is commended for their commitment to corporate responsibility and dedication to excellence; and
- WHEREAS,** The American Mitsuba Corporation is lauded as an exemplary employer and it is our hope they will remain a corporate leader and our community partner for generations to come.
- NOW, THEREFORE,** I, Allison Quast-Lents Mayor of the City of Mt. Pleasant, Michigan, on behalf of the City Commission and the citizens of Mt. Pleasant, do hereby extend congratulations to the

## **AMERICAN MITSUBA CORPORATION**

on the occasion of their 30<sup>th</sup> Anniversary, and offer my sincere appreciation for their dedication and service to our community.

In Witness Whereof, I hereunto set my hand and the Great Seal of the City of Mount Pleasant, Michigan, this 9<sup>th</sup> day of July, 2018.

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Allison Quast-Lents, Mayor  
City of Mount Pleasant, Michigan

COMMISSION LETTER #114-18  
MEETING DATE: JULY 9, 2018

TO: MAYOR AND CITY COMMISSION JULY 3, 2018

FROM: NANCY RIDLEY, CITY MANAGER *Nes*

SUBJECT: CITY MANAGER REPORT ON PENDING ITEMS

This report on pending items reflects the current status. Items 3-6 have been updated based on the items that need to come back for discussion and the time available for remaining work sessions.

**1. Task Related Issues:**

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 7.3.18
<b>Purchasing Policy</b> Outline options for changes to bid approval limits and local preference language.	March 26	None	
<b>GumBuster Rental</b> Investigate whether GumBuster machine can be rented outside of Principal Shopping District (PSD)	May 14	None	
<b>Property Maintenance/Blight Ordinance</b> Work with attorney to draft ordinance and obtain feedback on draft from neighborhood associations	February 26	None	
<b>Potential Challenges/Barriers to Infill Development</b> Review list created and recommend potential solutions to some the City can impact.	May 29	None	
<b>Economic Development Action Plan</b> Complete the implementation strategy and bring back to City Commission after input from economic development boards	May 29	None	
<b>Sidewalk Snow Removal</b> Draft an ordinance amendment to require all property owners to clear sidewalk snow within 24 hours. Send bid out to obtain pricing for the City to pay for snow removal in CD-3 and CD-3L character districts for instances when snow exceeds 4 inches.	June 25	None	

## 2. Scheduled Tentatively Work Session Topics

- ✓ July 9- Recreation Authority discussion
- ✓ July 23-
- ✓ August 13-
- ✓ August 27-
- ✓ September 10-
- ✓ September 24- Medical Marihuana application deadline
- ✓ October 8- Operating Budget
- ✓ October 22- Operating Budget
- ✓ November 12- Closed session for City Manager evaluation (if requested)
- ✓ November 26- Operating Budget (if needed)  
Attorney recommendation/review (if needed)
- ✓ December 10- Hopefully last meeting of the year

## ~~3. Referred to Charter Committee in 2017~~

- ~~• City Commission Committee structure/ function and thorough review of Chapter 30 Committee met May 30~~

## 4. To come back to City Commission

- MOA for Mt. Pleasant Center
- Airport potential partners and potential agreement

- Plans necessary for Redevelopment Ready Community Certification (economic development action plan, marketing plan)
- Homeowner Loan and Emergency program will look at MSHDA programs
- Mt. Pleasant Center process to determine preferred development plan before marketing
- Economic Development Action plan update
- Dependent on community group pool feasibility results, may want to have further discussion
- Review of fee proposals based on guidelines
- Revisions to Chapter 30 based on Charter Committee review
- Property standards/blight draft ordinance
- Barriers to infill development-potential solutions
- Purchasing policy
- Economic Development Contracts-meet with CMURC and MMDC
- Sidewalk snow removal bids

**5. Items staff will incorporate into agenda.**

- Purchasing Policy update postponed March 26

**6. Items not likely to be addressed in 2018-no time or resources being spent on yet-**

**a. Items likely needing shorter discussion to give staff direction**

- Rental Housing-additional inspections (mechanical, electrical and plumbing) for converted units
- Building inspection – new fees and coordination of inspections with County (Note: new fees will be recommended with 2019 Operating Budget)
- Dumpsters located in paved alleys
- Indian Pines south entrance
- Non-motorized plan-priority policies to focus on in 2018
- Potential ordinance change for single day trash pickup by neighborhood

**b. Items likely needing longer discussion**

- Effectiveness of storm water ordinance
- Police statistics –desired outcomes and uses
- Rental Housing Inspections: frequency based on good inspections
- Recreation Authority research discussion-moved to work session

- Sustainability goals
- Incentives/strategy for owner-occupied conversions
- Homeowner loan and emergency program-needs to be coordinated with above topic
- Mt. Pleasant Center preferred development
- Community Pool-have not received additional information since feasibility study completed
- Fee proposals based on guidelines-some will be incorporated into 2019 Operating Budget recommendation

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

## Traffic Control Committee Minutes – February 22, 2018

February 22, 2018, 8:00 A.M. DPW conference room

Present: Jacob Kain, Stacie Tewari, Chad Sapp, Michelle Sponseller, Jason Moore, Paul Rocheleau, Andy Latham, Matt Weaver, John Zang

Guests: Jim Melton and John Wright – Voiced concerns about Pickard/Harris intersection. Mr. Wright submitted a written list of concerns.

- *Approve December 14, 2017 TCC minutes.* - Approved
- *Discuss possible improvements for Fancher and Mosher intersection.* – After reviewing a brief history of the street, it was decided to install dual stop signs at the intersection on Fancher, paint “stop ahead” on Fancher (on road), and install dual “stop ahead” signs on Fancher, all in both directions. It should be noted that “lollipop” reflector strips have already been added to bring attention to existing signs.
- *Discuss parking on Adams Street in front of Ganiard School (see attached TCO).* – After reviewing the existing TCO and at the request of school officials, the TCC agreed to sign school bus area to make it more clear that between signs during posted hours to allow for handicapped bus and school bus parking only. Also revise the hours per current school times. Stacie will issue a new TCO.
- *Discuss complaint from Nancy West (989-400-8337) and John Wright regarding the intersection at Pickard and Crawford/Harris. West would like a traffic signal at the location. West said if no traffic signal is installed, she suggests a four-way stop, a lighted intersection warning sign, or a lighted flashing speed limit sign. **This item was reviewed last year by TCC, and the location did not meet the requirements for a signal.*** – Guests Jim Melton and John Wright addressed the committee at the beginning of the meeting. Some township residents expressed interest in having a traffic signal (stop light) at the location, four-way stop signs, a lighted intersection warning sign, or a lighted flashing speed limit sign. As mentioned above, this item was reviewed last year by TCC, and the location did not meet the requirements for a traffic signal. TCC discussed the issues. The committee will ask Frontier if the large telephone box on the north-east corner can be moved to increase visibility at the intersection. Stacie will also get the cost to conduct a traffic study for this intersection (to include traffic volumes both directions, turning volumes, and vehicle types). The tentative plans for future walking and bike path in 2022 will need to be considered. The committee also recommended that an advanced meeting be held late March to discuss the 2021 plans for a road diet and how this will affect the intersection issue. Stacie followed up with correspondence to Jim Melton about bike path.
- Correspondence from Jim Melton and John Wright -  
Problems regarding the intersection at Pickard and Harris/Crawford:
  - 1) The hill just west of the intersection on Pickard makes it difficult to see the traffic coming from that direction when entering the intersection
  - 2) There is blockage of view of eastbound traffic for drivers coming south on Crawford due to a badly placed large GTE box (*this is actually a Frontier Box*).



*3) There are numbers of inlets of new traffic turning on to Pickard at that corner, including the following- Trucks turning onto Pickard from the truck depot at the northeast corner; Cars from the Late Trust depot at the southwest corner; traffic from the heavily used Citgo gas station just past the truck depot exist at the northeast corner.*

- *Discuss the parking space in front of 698 S. Washington (see attached Street View map). John is concerned that it may be too close to the corner and the fire hydrant. – TCC recommended removing the painted line to eliminate the parking space near the fire hydrant.*
- *Discuss the process of administering school-related street signs. – Each school gets one “entry to the City” sign that they can word as they choose, as long as it is within MDOT specs and is paid for by the school. Former signs can be taken by the school or put up on service organization sign boards. Additional locations would be allowed by Isabella County Road Commission and MDOT per specs, but would need to be approved by TCC and City Commission.*
- *TCC Agreed to place a “No parking here to corner” sign on west side of Brown St. at Illinois, near Pullen Elementary. People are parking here and obstruction the vision of the crosswalk and the intersection. Stacie to prepare TCO.*
- *Discussed creating a TCO for the bus loading and loading zone areas on the south side of Michigan Street at Sacred Heart Academy. The signs are not currently enforceable due to the no TCO. Stacie confirmed the new sign language and times with SHA. Stacie to prepare TCO.*

***Next meeting is on April 13, 2018.***

## **Traffic Control Committee – Minutes - April 13, 2018**

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

- Approve February 22, 2018 TCC minutes – Approved
- Discuss request received from Green Tree Cooperative Grocery for two-hour parking on a section of Franklin Street. Committee agreed to three-hour parking on both sides of North Franklin Street between Mosher and Chippewa Streets. Stacie is to issue a TCO.
- Discuss status of electrical box at N.E. corner of Pickard Street and Crawford/Harris Streets. Frontier is trying to find the best place to put it. They want to avoid re-moving it when the proposed bike path is constructed in 2022, on the east side of Crawford/Harris Streets.
- Discuss the parking spaces at the former SBX building. Long-range plans are to remove the meters as the City does not want to be involved with parking enforcement on private property. The previous agreements are no longer in place as the property has sold.
- Discuss pedestrian crossing at Appian Way. MDOT will not install signal light or signalized pedestrian crossing, as the study did not warrant signals. It was suggested this be tabled until after the corridor plan for Mission Street (part of the Master Plan process) can be implemented. Instead all were asked to think of things that could be done for short-term safety enhancement for pedestrians.
- Remind Committee that Maple Street between Mission and Brown Streets is to be narrowed by five feet. We will remove the "No Trucks" signs at that time. Residents have been notified. Due to complaints, Stacie spoke to the hospital regarding truck traffic. The hospital spoke to their vendors about using truck route streets.
- Discuss Sacred Heart Academy improvements. The Engineering Department is working on a plan after meeting with representatives of SHA and other City officials. In addition to a drop-off zone north of the elementary building, they discussed a plan to increase the drop-off area south of the building and increase the lighting. Nothing has been finalized. There will be no TIFA money for this project; so some of the discussion will be about who pays for the improvements.
- Review of pavement markings and signs in front of Mt. Pleasant Middle School on Bradley Street. The Committee discussed safety issues related to parents parking at the curb while waiting for their children. Currently cars and trucks cross over the centerline to go around waiting vehicles and opposing traffic shifts. In order to avoid accidents, it was decided to eliminate parking on one side, shift traffic toward the east side of the road, add school zone sign in both directions, edge stripe to delineate parking/waiting area, and issue a TCO for no parking signs.

Update on Ganiard School signs. The signs are in place.

**Next Meeting June 22, 2018**



# THE CITY OF MT. PLEASANT, MICHIGAN

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## April 19, 2018 MINUTES – JOINT MEETING

### TAX INCREMENT FINANCE AUTHORITY (TIFA) and PRINCIPAL SHOPPING DISTRICT (PSD)

#### MEMBERS PRESENT

S. Bissell	TIFA/PSD	P	12/31/2021
R. Blizzard	TIFA/PSD	P	12/31/2021
S. Christensen	TIFA/PSD	P	12/31/2019
A. Quast-Lents	TIFA/PSD	P	12/31/2018
R. Swindlehurst, Chair	TIFA/PSD	P	12/31/2018
B. Wahr, Vice Chair	TIFA/PSD	P	12/31/2019
B. Wieferich	TIFA/PSD	P	12/31/2018

M. McAvoy	TIFA	P	12/31/2018
J. Horton	TIFA (Ind)	EA	12/31/2018

C. Ritchey	PSD	P	12/31/2018
R. Agardy	PSD	P	12/31/2021

M. Sponseller      Staff Liaison

*A = Absent without notification      P = Present      EA = Excused Absence      N/A = Not Applicable*

Guests: Mary Ann Kornexl, Bill Mrdeza

Roll Call Notes: McAvoy departure 8:52.

#### I.) CALL TO ORDER

Call to order at 8:03am.

#### II.) ROLL CALL AND INTRODUCTIONS

Board member roll listed above with attendance. Introductions made for guests.

#### III.) CHANGES/ADDITIONS TO AGENDA

No changes to the agenda.

#### IV.) MINUTES

(TIFA) Motion to approve the regular March 2018 minutes as presented.

M = McAvoy

S = Wahr

Motion approved

(PSD) Motion to approve the regular March 2018 minutes as presented.

M = Ritchey

S = Agardy

Motion approved

#### V.) RECEIPT OF COMMUNICATION

##### a.) Downtown Directors Report

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

#### V.) RECEIPT OF COMMUNICATION

##### b.) Industrial Park North 2017 Year-End Budget (TIFA)

(TIFA) Motion to approve the regular March 2018 TIFA minutes as presented.

M = Quast-Lents

S = Blizzard

Motion approved

(PSD) No motion is necessary as the IPN budget is administered by TIFA.

**V.) RECEIPT OF COMMUNICATION**

**c.) 2017 Year-End Budget (TIFA)**

(TIFA) No motion necessary as budget was simply provided in a different format that had been approved in March.

(PSD) No motion is necessary as the TIFA budget is administered by TIFA.

**V.) RECEIPT OF COMMUNICATION**

**d.) 1<sup>st</sup> Quarter Budget Review (PSD/TIFA)**

(TIFA) Review only, no motion necessary.

(PSD) Review only, no motion necessary.

**VI.) PUBLIC COMMENT**

No public comment.

**VII.) OLD BUSINESS**

**a.) GumBuster Agreement (PSD)**

(TIFA) No motion is necessary as the GumBuster is administered by the PSD.

(PSD) Motion to recommend to the city commission the GumBuster rental rates, fees and agreement as presented.

M = McAvoy

S = Blizzard

Motion approved

**VII.) OLD BUSINESS**

**b.) Hanging Basket Installation Budget Request (PSD)**

(TIFA) No motion is necessary as the hanging baskets are administered by the PSD.

(PSD) Motion to recommend to the city commission a budget increase of \$7,200 from the PSD reserve account for the installation of the 140 hanging baskets.

M = Agardy

S = Blizzard

Motion approved

**VII.) OLD BUSINESS**

**c.) Fire Protection Program (TIFA)**

(TIFA) Motion to approve the guidelines, agreement and application as presented.

M = McAvoy

S = Christensen

Motion approved

(PSD) No motion is necessary as the Fire Protection Program is administered by TIFA.

**VII.) OLD BUSINESS**

**d.) Planter Removal Bid Protection Program (TIFA)**

(TIFA) Motion to select Isabella Corporation at \$46,356.35 and recommend a budget amendment to city commission for the additional \$16,356.

M = McAvoy

S = Quast-Lents

Motion approved

(PSD) No motion is necessary as the planter replacement bid is administered by TIFA.

### **VIII.) NEW BUSINESS**

#### **a.) Industrial Park North Mowing Contract (TIFA)**

(TIFA) Motion to approve the grounds maintenance agreement for mowing Industrial Park North with KyConn Professional Lawncare and Landscaping for a total of \$2,200 for a total of 22 weeks, beginning May 1, 2018.

M = Wahr

S = Quast-Lents

Motion approved

(PSD) No motion is necessary as the IPN mowing contract is administered by TIFA.

### **VIII.) OLD BUSINESS**

#### **b.) Economic Development Action Plan (TIFA/PSD)**

(TIFA) No action taken, discussion only.

(PSD) No action taken, discussion only.

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

None.

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

#### **b.) Roundtable**

Chair Swindlehurst offered the upstairs at the Brass Café for a downtown roundtable to discuss what new businesses they would like to see in downtown.

### **XI.) ADJOURNMENT**

Meeting adjourned 9:10 a.m.



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## May 17, 2018 MINUTES – JOINT MEETING

### TAX INCREMENT FINANCE AUTHORITY (TIFA) and PRINCIPAL SHOPPING DISTRICT (PSD)

#### MEMBERS PRESENT

S. Bissell	TIFA/PSD	A	12/31/2021
R. Blizzard	TIFA/PSD	P	12/31/2021
S. Christensen	TIFA/PSD	P	12/31/2019
A. Quast-Lents	TIFA/PSD	P	12/31/2018
R. Swindlehurst, Chair	TIFA/PSD	P	12/31/2018
B. Wahr, Vice Chair	TIFA/PSD	P	12/31/2019
B. Wieferich	TIFA/PSD	P	12/31/2018

M. McAvoy	TIFA	EA	12/31/2018
J. Horton	TIFA (Ind)	P	12/31/2018

C. Ritchey	PSD	A	12/31/2018
R. Agardy	PSD	EA	12/31/2021

M. Sponseller      Staff Liaison

*A = Absent without notification      P = Present      EA = Excused Absence      N/A = Not Applicable*

Guests: Jacob Kain, Mary Ann Kornexl, Bill Mrdeza

Roll Call Notes: None.

#### I.) CALL TO ORDER

Call to order at 8:01am.

#### II.) ROLL CALL AND INTRODUCTIONS

Board member roll listed above with attendance. Introductions made for guests.

#### III.) CHANGES/ADDITIONS TO AGENDA

Motion to add promotion and sponsorship of craft beer festival to agenda.

M = Blizzard

S = Wieferich

Motion approved.

#### IV.) MINUTES

(TIFA) Motion to approve the regular April 2018 minutes as presented.

M = Wahr

S = Blizzard

Motion approved

(PSD) Motion to approve the regular March 2018 minutes as presented.

M = Wahr

S = Blizzard

Motion approved

#### V.) RECEIPT OF COMMUNICATION

##### a.) Downtown Directors Report

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

#### V.) RECEIPT OF COMMUNICATION

##### b.) Master Plan Scope and Feedback (TIFA/PSD)

Jacob Kain, city planner, has asked for all comments and suggested changes be forwarded to him by the end of next week (May 25).

**V.) RECEIPT OF COMMUNICATION****c.) Economic Development Action Plan (TIFA/PSD)**

Bill Mrdeza, Economic Development Director, has asked for all comments and suggested changes be forwarded to him by the end of next week (May 25). A final draft version will be made available in the June meeting packet.

**V.) RECEIPT OF COMMUNICATION****d.) Update on the 410 West Broadway Redevelopment Site (TIFA/PSD)**

Bill Mrdeza, Economic Development Director, provided an update on the progress of proposals for the 410 West Broadway redevelopment site.

**VI.) PUBLIC COMMENT**

No public comment.

**VII.) OLD BUSINESS****a.) Planter Removal Bid (TIFA)**

(TIFA) Motion to accept the Harsh Excavating bid and exclude the bid of Isabella Corporation as well as request a corresponding budget amendment for the round planter removal project.

M = Lents

S = Wahr

Motion approved

(PSD) No motion is necessary as the round planter removal project is administered by the TIFA.

**VIII.) NEW BUSINESS****a.) Craft Beer Festival Promotion and Sponsorship (TIFA/PSD)**

Discussion on what events are published in the city newsletter and on city calendar. Request was made to review the existing practice of only including events that are planned or financially sponsored, wholly or in part with the city. No action taken.

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

None.

**X.) OTHER/ADDITIONS TO AGENDA****a.) Roundtable.****XI.) ADJOURNMENT**

Meeting adjourned 9:30 a.m.

# **APPROVED MINUTES**

## **Mt. Pleasant Parks and Recreation Commission**

### **Regular Meeting**

**Tuesday, May 22, 2018**

**7:00 p.m., City Hall**

- I. **CALL TO ORDER** – 7:01 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **ATTENDANCE AND DECLARATION OF QUORUM**
  - A. Commission Members Present: Alsager, Barber, Batcheller, Little, Stressman
  - B. Commission Members Absent: Busch, Irwin
  - C. Parks and Recreation Staff: Bundy, Way
  - D. Welcome New Member Megan Barber
- IV. **APPROVAL OF AGENDA/MINUTES & COMMISSION BUSINESS**
  - A. Changes/Approval of Agenda – motion by Batcheller, second by Barber to approve the agenda as presented. Motion unanimously carried.
  - B. Approval of Minutes – Motion by Stressman, second by Barber to approve meeting minutes held April 24, 2018. Motion unanimously carried.
- V. **PUBLIC COMMENTS** - none
- VI. **PUBLIC HEARING** – Adopt-a-Bench Program – Public hearing opened by Chair Little; no public comments made so hearing was closed. After discussion, benches were approved for the following:
  - Zonta Club of Mt. Pleasant, 65<sup>th</sup> Anniversary, 2017
  - Leone Weber, In loving memory, From your tennis friends, 2017
- VII. **DEPARTMENT REPORTS**
  - A. Parks – Director Bundy reported on the following:
    - Working on repairs from flood including trail at Mill Pond Park and riverbank work.
    - Concrete repairs at Island Park's TimberTown 2.0 from flooding.
    - Lodge completed at TimberTown with tribal woodworkings installed.
    - Mission Creek Restroom bid has closed. Bid specs were prepared for the construction of standard restroom facility that also included an optional concession/warming space. Also included is an option for an add-on shelter similar to the facility at Horizon Park. Base bids came in higher than budgeted amount of \$282,000. Staff, working with low bidder, broke down the base bid, separating the restroom portion from the concession portion. Director Bundy is writing an EMCOG grant for \$20K which, if received, could be used to fund concession portion. Friends of the Dog Park expressed interested in raising funds for the shelter (\$69,000) with potential crowdfunding campaign (MEDC could match \$10K from any one



contributor). Union Township also expressed interest in assisting with funding the restroom portion with the township board set to consider contributing \$37K towards restroom at their 6/13 board meeting. Timeline for restroom project would be fall 2018 completion.

- Interviews to fill a full-time park position will be on Tuesday, 5/29.
- CMU Athletics helping spread mulch at TimberTown and other parks as part of community outreach program called MULCH MADNESS.

B. Recreation – Director Bundy reported in Director Longoria’s absence:

- Saturday farmer’s market will be moving to E. Michigan Street (between Main & University), beginning Saturday, 6/30. Thursday market (Island Park) begins 6/7.
- PEAK-nic scheduled at Island Park on 5/24, celebrating another successful school year. Summer enrollment holding steady. PEAK staff training scheduled for June 8. First day of camps begin 6/11.
- USAJO softball tournament is at 56 teams. Pool play schedule is complete and posted. First games begin at 10 a.m. on 6/28.
- Spring soccer and tee-ball wrap up the week of 6/9.
- Planning stages for Glow in the Park 5K, scheduled for Friday, 9/14.
- Adult sports including softball, kickball and volleyball registration is ongoing. Softball numbers down; we are likely to have one coed division and no men’s division.
- Lower Pickens and Island Park field rehab project scheduled to be completed by 5/31.

## VIII. OLD AND NEW BUSINESS

- A. Mt. Pleasant Little League Scoreboard Project – MPLL received a commitment from Isabella Bank to completely donate the cost to purchase new LED scoreboards at the upper ball diamonds at Pickens Field. As the scoreboards’ sole donator, Isabella Bank’s name has been requested to appear on the boards. The City will not incur any costs to update scoreboards and will have no ongoing costs for maintenance. After discussion, a motion was made by Comm. Alsager, second by Comm. Batcheller to support the MPLL request to update the scoreboards at Pickens Field and allow the donator’s name (Isabella Bank) to appear on the scoreboards. Motion unanimously carried.
- B. Painting of Catch Basins in the Parks – as part of a collaborative effort between the City, SCIT, Art Reach and Chippewa Watershed Conservancy, the group would like to launch a pilot program called “storm drain painting project” at Island and Chipp-a-Waters Parks. The group would paint catch basins in the parks with stencil art designed by local artists with educational outreach opportunities promoting public education and engagement on storm water and stewardship of the valuable water resources we have locally. Director Bundy will invite the group to a future meeting for further discussion and potential recommendation to City Comm.

IX. **OTHER BUSINESS/COMMISSIONER COMMENTS**

X. **ADJOURNMENT** – 8:03 p.m.

**Mt. Pleasant Planning Commission  
Minutes of Regular Meeting  
May 3, 2018**

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

Present: Friedrich, Hoenig, Horgan, Irwin, Kostrzewa, Liesch, Ortman, Rise

Absent: Dailey

Staff: Kain, Murphy

**II. Approval of Agenda:**

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

Motion approved unanimously.

**III. Approval of Minutes**

**A. April 5, 2018 Regular Meeting:**

Motion by Kostrzewa, support by Rise, to approve the minutes from the April 5, 2018 regular meeting as submitted.

Motion approved unanimously.

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

Commissioner Friedrich reported that the ZBA heard one case in April for the McDonald's on Mission Street. The applicant wanted numerous variances related to signage as part of their proposed remodeling of the building. The applicant's rationale for requesting the variances was that it kept to the spirit of the form-based zoning code, but that strictly following the code would not fit with the current character of the neighborhood and would put them at a disadvantage. The Board found that there was no practical difficulty and their request was denied.

**V. Communications:**

Kain reported there was one communication from Lance Boldrey of Dykema Gossett PLLC regarding the medical marihuana facilities ordinances.

**VI. Public Hearings:**

- A.** Kain introduced the proposed ordinance to add a new Chapter 112 entitled "Medical Marihuana Facilities" to Title XI of the Mount Pleasant City Code to allow certain facilities operated in accordance with state law.

Kain reminded the Board that two medical marihuana ordinances have been drafted in response to the Michigan Medical Marihuana Facilities Licensing Act (MMMFLA), which allows municipalities to "opt-in" and permit five different facility types defined by the act. Municipalities can permit any or all of

the facility types: provisioning centers, processors, safety compliance facilities, secure transporters and growers.

Kain reviewed the process that led to the draft ordinances, beginning with the joint meeting of the Planning Commission and City Commission in March 2017, followed by the ad-hoc committee that met throughout the summer of 2017. The Ad-hoc committee provided recommendations and proposed parameters, which were then reviewed and refined by the City Commission. Ordinances were ultimately prepared which reflected those parameters and which are presented for public hearing.

Kain noted that municipalities who choose to opt in generally establish the type and number of facilities they will permit; local application procedures and requirements, and zoning regulations for facilities.

Kain noted that the ordinance to add Chapter 112 is a regulatory ordinance and the Planning Commission does not typically hold public hearings on regulatory ordinances. However, in order to obtain additional public input and because the interrelationship with the proposed text amendment to the zoning ordinance related to medical marihuana facilities gets involved in regulatory ordinances, the ordinance is being presented for Planning Commission review and comment.

Kain reviewed the content of the ordinance. Kain also indicated that a graphic depicting “stacked licenses” was included in the packet as requested by the Board last month.

Kain concluded his presentation reminding the Board that the only action required on their part for this proposed ordinance is to provide comments or input to the City Commission.

Chair Hoenig opened the public hearing.

Samuel Kilberg of Dykema Gossett PLLC addressed the Board and urged the Board to reconsider using a lottery system if there are more applicants than licenses available. He also expressed concern over the requirement for pre-qualification by the state and further commented that he feels the requirement for an applicant to obtain a state operating license within 18 months of receiving conditional authorization is too much time.

Lori Gillis, who indicated her comments were as a city resident and not as a City Commissioner, addressed the Board noting her concerns with the draft ordinance. These concerns included the allowance for stacked licenses and the proposed limits on the number of facilities. Commissioner Gillis compared each type of facility to other allowed businesses. Commissioner Gillis also noted potential benefits to the City by allowing these facilities.

Craig Aronoff of Cannabis Legal Group addressed the Board noting his concern with the lottery system. Mr. Aronoff stated that a merit-based system would provide more benefit and would help to determine who would invest in the community. He also commented that although a limit on the number of provisioning centers may be beneficial, he doesn't feel that there should be a limit on the other types of facilities.

Deborah Cary, 309 W. Michigan, addressed the Board noting that she hopes to be able to open a dispensary and questioned why the City would want to put a cap on the number. She further commented that she would like to see the City provide some preference to local applicants.

There being no one else who wished to speak the public hearing was closed.

Board Discussion:

Commissioner Irwin asked if the City's legal advisor was involved in proposing a lottery system. Kain responded that they were.

Vice-Chair Horgan asked what the rationale was for the lottery system.

Kain noted several reasons why the lottery was proposed. First, staff review of criteria used by other municipalities with merit-based selection found that most criteria mirror existing state licensing criteria. Where there were exceptions to that, it was unclear that the statute empowered municipalities to exercise that discretion. In addition, the type of information required in merit-based systems is significant and it is unclear that the benefit of that information would outweigh the cost and complexity of review. Finally, Kain observed that the prospective applicants that he has communicated with through this process have all appeared highly professional and thus, even under a merit-based system, we would likely have more than 3 qualified applicants for certain facility types.

Kain added that the proposed requirement for pre-qualification by LARA prior to application to the City was to vet the applicants and ensure they were both qualified and serious.

Commissioner Rise asked about preference to local applicants as part of the selection process and also if preference could be given to smaller growing licenses.

Kain commented that there was a lot of discussion regarding giving preference to local applicants early in the process; however, following feedback from the City Attorney no such preference was included in the draft ordinance.

Kain noted that the MMFLA defines three classes of growers – A, B, and C – and the City can choose to authorize any one or all of those classes.

Chair Hoenig commented that she does not see any sense in limiting each type of facility to three when there are already limits based on the zoning.

Commissioner Irwin asked if the \$5,000 annual administrative fee was in line with other municipalities. Kain responded that it was, noting this is the maximum fee allowed by the MMFLA. He further noted that a separate application fee will be charged but has not been set yet.

Commissioner Liesch asked about the decision making process that ended at three for each type of facility. Kain commented that this was a major topic for the ad hoc committee who recommended limiting provisioning centers to 10 with no limit on the other facility types. The City Commission held several work sessions and ultimately the consensus was to start with 3 and possibly increase those numbers later.

Commissioner Kostrzewa commented that he wants to support legitimate local businesses and questioned the previous speakers on how local businesses could compete with someone who has a national chain.

Kain responded that much of the concern expressed about the ability of smaller companies to participate in the MMFLA is due to the regulations established by LARA and outside the control of the City.

Commissioner Irwin questioned whether the City could legally put in a residency requirement.

Kain responded that LARA's regulations include a residency requirement.

Commissioner Rise asked if the ordinance should state that "drive-through" facilities would not be allowed. Kain responded that our ordinance states when a drive-through is allowed and thus it would be prohibited by omission.

Commissioner Kostrzewa commented that he is in favor of allowing provisioning centers in "old downtown Mt. Pleasant" and would like to see the buffer reevaluated. Kain commented that the location criteria would be discussed following the next public hearing.

Kain asked if there were any formal comments and input that should be communicated to the City Commission. As no one responded, Kain indicated that the City Commission will be encouraged to review the minutes and view the public hearing.

## **B. TC-18-01**

Kain introduced TC-18-01 which is a proposed ordinance to add a new subsection 154.410.B.4.p and to amend Table 154.410.A of the zoning ordinance to regulate medical marihuana facilities as special uses.

Kain explained that the amendments are being proposed in conjunction with the regulatory ordinance and establish zoning standards for each type of facility.

As currently proposed, provisioning centers would be allowed in the CD-4 or CD-5 districts if they also fall within the CBD-TIFA or Mission Pickard DDA. All five facility types would be allowed in the SD-I district.

Kain noted that the Special Use Criteria would address lighting, storage and disposal, signage, odor, buffering, operational and building standards for provisioning centers, operational and building standards for growers, and violations.

Kain noted that the buffering criteria proposed would not permit a facility within 1,000 feet of a K-12 school or 500 feet of the SD-U district (unless east of CMU and east of Mission Street). Kain referred to the map of the buffer areas which depicts this.

Kain concluded by stating that a recommendation should be made to the City Commission on the proposed text change.

Chair Hoenig opened the public hearing. There being no one who wished to speak the public hearing was closed.

## **Board Discussion:**

Commissioner Rise commented that she would like to discuss the quantity of three, noting she sees no reason to limit processors, secure transporters, or safety compliance facilities. Vice-Chair Horgan agreed.

Chair Hoenig also agreed, commenting that with the proposed buffers she doesn't feel there is a need to put a limit on provisionary centers either.

Commissioner Kostrzewa commented that he would like to see the provisioning centers be allowed in “old downtown Mt. Pleasant” and that he feels the 1,000 foot buffer is too restrictive.

Commissioner Ortman commented that even with the 1,000 foot buffer there would be areas in downtown that would be eligible.

Kain commented that the buffer issue was extensively discussed and the City Commission received correspondence from Mt. Pleasant Public Schools and Sacred Heart Academy supporting the buffer. Kain further commented that if the Board disagrees, they can propose an alternative or ask the City Commission to give this issue further consideration.

Commissioner Kostrzewa asked about buffers for drinking establishments. Kain responded that bars, nightclubs and taverns cannot locate within 50 feet of the CD-3L or CD-3 districts but may be located adjacent to a K-12 school.

Commissioner Kostrzewa reiterated that he feels 1,000 feet is too restrictive, especially considering a bar could be located right next to a school.

Commissioner Irwin made the distinction that alcohol is legal, whereas medical marihuana is not.

Kain suggested that the Commission move to approve the proposed ordinance and then propose amendments as they see fit.

Motion by Kostrzewa, support by Irwin, to recommend that the City Commission approve the proposed ordinance as presented.

Motion by Kostrzewa, support by Rise, to amend the proposed ordinance to reduce the 1,000 foot limitation from a K-12 school to 300 feet.

Board discussion ensued on the amendment. Commissioner Friedrich suggested using the same method as the City Commission used on Mission Street and suggested leaving the buffer intact with the exception of allowing provisioning centers to be located north of Broadway, provided they also fall within the CBD-TIFA. Commissioners Kostrzewa and Rise accepted this adjustment to their proposed amendment.

Commissioner Liesch commented that with a limit of three provisioning centers they may choose to locate in a higher traffic area.

Chair Hoenig called the question on the motion to amend the proposed buffer to allow provisioning centers north of Broadway, provided they also fall within the CBD-TIFA.

Motion approved 6:2.

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

Nays: Irwin, Liesch

Motion by Rise, support by Friedrich, to amend the proposed ordinance under section ix. to allow no more than 3 growers and provisioning centers but remove the limit on the number of processors, secure transporters, and safety compliance facilities.

Vice-Chair Horgan asked why not lift the restriction on the number of growers. Commissioner Rise responded that she is concerned with stacked licenses and blight issues with larger growing operations whereas she didn't feel this would be a problem with the smaller grow facilities.

Commissioner Liesch commented that he is not concerned with blight issues as this type of facility is only allowed in the industrial areas. He commented that if we allow more than three of some of the facilities, why not increase the number on the other types.

Chair Hoenig called the question on the proposed amendment to keep the limit of three growers and provisioning centers and remove the number restriction on processors, secure transporters and safety compliance facilities.

Motion approved 6:2.

Ayes: Friedrich, Hoenig, Horgan, Kostrzewa, Liesch, Rise

Nays: Irwin, Ortman

Motion by Rise to amend Section xi.3 to not allow stacked licenses. Motion failed due to lack of support.

Chair Hoenig called the question to recommend the City Commission adopt the proposed Text Change TC-18-01 to add a new subsection 154.410.B.4.p and to amend Table 154.410.A of the Mt. Pleasant zoning ordinances to regulate medical marijuana facilities as special uses with the following amendments:

- Amend the proposed buffer to allow provisioning centers north of Broadway, provided they also fall within the CBD-TIFA.
- To allow no more than 3 growers and provisioning centers but remove the limit on the number of processors, secure transporters and safety compliance facilities.

Motion approved 7:1.

Ayes: Friedrich, Hoenig, Horgan, Kostrzewa, Liesch, Ortman, Rise

Nays: Irwin

#### **C. TC-18-02**

Kain introduced TC-18-02, an ordinance to amend section 154.410.B.4.p. When the new code was developed, text related to short-term rentals was inadvertently included under the SUP standards for rooming dwellings under section 154.410.B.4.s.iv. Kain commented that the regulations for short term rentals are already included under section 154.410.B.4.u. The proposed text amendment would eliminate the duplicate text.

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

Motion by Friedrich, support by Kostrzewa, to recommend that the City Commission adopt Text Change 18.02.

Motion approved unanimously.

#### **D. TC-18-03**



Kain introduced TC-18-03, an ordinance to amend Article VII and Table 154.405.A to define “façade area” and to update standards for façade glazing in the CD-3L and CD-3 character districts.

Kain reported that following adoption of the code, there has been some discussion among staff and applicants on determining facade area. The proposed text change will provide a definition for “facade area” to improve clarity. In addition, a slight adjustment is proposed to the glazing standards for CD-3L and CD-3.

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

Motion by Friedrich, support by Liesch, to recommend that the City Commission adopt Text Change 18-03.

Motion approved unanimously.

## **VII. Public Comments**

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

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

None

## **IX. Unfinished Business:**

None

## **X. New Business:**

### **A. 2019-2023 Capital Improvement Plan:**

Kain reminded the Commission that each year they are provided with an opportunity to review and provide feedback on the City’s five-year Capital Improvement Plan (CIP). Kain introduced Finance Director Mary Ann Kornexl and Stacie Tewari, City Engineer, noting that Ms. Kornexl would be providing a presentation on the CIP.

Kornexl addressed the Commission, commenting that the CIP presentation was presented to the City Commission on April 23, 2018.

Kornexl provided a brief overview of the CIP, focusing on 2019 projects. A summary was also provided on projects slated for 2020-2023; projects that are not currently in the CIP plan but under consideration for future years; and reviewed the next steps in the process.

Ms. Kornexl and Ms. Tewari answered questions from the Commission regarding alley infrastructure, pedestrian lighting and the Mission Creek dam.

Motion by Rise, support by Kostrzewa, to recommend the City Commission adopt the 2019-2023 Capital Improvement Plan as presented.

Motion approved unanimously.

**XI. Other:**

**A. Staff Report:**

Kain reminded the Board that the Joint meeting with the City Commission has been rescheduled for May 8, 2018 at 5:30 p.m. Packets for this meeting have been placed on the dais. Kain also reminded the Board that the July meeting has been rescheduled to June 28<sup>th</sup>.

**XII. Adjournment:**

Motion by Friedrich, support by Ortman, to adjourn.

Motion approved unanimously.

Meeting adjourned at 8:32 p.m.

bam



June 10, 2018

Matthew L. Solomon, AIA + LEED Green Associate  
Director of Design & Construction and Owner's Representative  
The Millennia Companies  
4000 Key Tower – 127 Public Square  
Cleveland, OH 44114

Mount Pleasant City Commission and City Manager  
City Hall – Room  
320 West Broadway St  
Mount Pleasant, MI 48858

RE: **WINCHESTER TOWERS**  
OWNER'S INPUT ON RECOMMENDED FIRE CODE CHANGES

Mount Pleasant City Commission and Officials,

I represent The Millennia Companies ("Millennia"), the owner and manager of Winchester Towers, a residential mid-rise building located at 2001 Elva Street that provides one hundred forty-nine (149) apartments of affordable housing to senior and disabled Mount Pleasant residents. Our property manager Michelle Lovett was contacted by Lieutenant Randy Keeler and provided with information about a proposed fire code update that would require Winchester Towers to retroactively install a fire-suppression (sprinkler) system. Lt. Keeler indicated that City Council is seeking input from the Owners/Managers of properties affected by this proposal, which include Winchester Towers.

Winchester Towers was built in 1979, and was acquired by Millennia in about 2004. It was constructed in compliance with fire code, and since then has dutifully complied with the Mount Pleasant Fire Department in terms of inspections, signage, fire drills and updates in technology. The proposed code states that buildings that are seventy-five (75) feet or higher would be considered "high-rise" – Winchester Towers is eighty-four (84) feet, which if newly-constructed would be expected to meet the current requirements for a building of this height. But an existing building, where the owners do not have the ability to affect the design and therefore its feasibility in terms of cost, should not be so judged.

The traditional approach of the International Building Code (IBC), which governs code compliance in the United States, does not require existing buildings to meet the standards of code updates after they were permitted and constructed – if it did, then millions of historic buildings, existing homes, and commercial structures would be condemned. If this were to

happen, property owners would have to spend an unreasonable amount of money to avoid condemnation. New construction of course has to comply with current code, and these projects are developed with the capital funding intended to meet this compliance. In the case of Winchester Towers, it was acquired with enough money to pay the seller and ensure that its reserve accounts were funded (and continue to get funded) well enough to deal with capital improvements such as new roofing, masonry work, systems repair, and enhancements to its apartments so that it meets today's standards and can properly serve its residents. A new sprinkler system, which could cost as much as \$2 million, was never anticipated. There is also the question of water service to the building – is Mount Pleasant's infrastructure adequate enough to provide the volume and pressure to enable a fully-sprinklered building?

We therefore request that the City Council seriously consider the impact of this recommendation. Winchester Towers would be severely affected, no matter how much credits or assistance is available, and not only the owners but the residents would suffer – normal capital improvements could not be made, and quality of life would be secondary to an unreasonable imposition on a property that has already proven itself to meet standards for life safety.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matthew L. Solomon', with a stylized, flowing script.

Matthew L. Solomon, AIA + LEED Green Associate  
Director of Design & Construction  
The Millennia Companies

Cc: Randy Keeler – Lieutenant, Mount Pleasant Fire Department  
Frank T. Sinito – CEO, The Millennia Companies  
John McGinty – CFO, The Millennia Companies  
Kristin Bolan – Regional Manager, Millennia Housing Management, Ltd.

To whom it may concern: July 2, 2018

We are writing about the proposal to pave the alley between Crosslanes and Andre. We received letters explaining that the estimated cost would be \$35,000. We had no idea it would cost this much and are no longer interested in having the alley paved. We cannot afford this and do not want it to go any farther.

Thank you very much.

Margaret and GREG TRAVIS  
522 NORTH FANCHER STREET  
MT. PLEASANT, MI 48858  
Margaret L. Travis

I agree with the above statement -

Kathy Formosa

507 N Kinney

Mt Pleasant MI 48858

Kathy Formosa -

WITHIN A PROPOSED SPECIAL ASSESSMENT DISTRICT

CITY OF MT. PLEASANT  
County of Isabella, Michigan

TAKE NOTICE that the City Commission of the City of Mt. Pleasant, Isabella County, Michigan, has determined it to be desirable to make the following described public improvement in the City of Mt. Pleasant:

Special Assessment District No. 6-18 Pave the alley in the block with Fancher on the West, Kinney on the East, Crosslanes on the South, and Andre on the North.

Estimated cost: \$35,000

Property owners' share: \$31,500.00

City's share: \$3,500.00

The City Commission has caused reports concerning said public improvements to be prepared, which reports include a description of the assessment districts, and other pertinent information and these reports are on file in the office of the City Clerk and are available for public examination.

TAKE FURTHER NOTICE THAT THE CITY COMMISSION WILL MEET ON JULY 9, 2018, AT 6:30 P.M., AT CITY HALL, 320 W. BROADWAY STREET, MT. PLEASANT, FOR THE PURPOSE OF HEARING INPUT ON THE DESIREABILITY OF MAKING SUCH PUBLIC IMPROVEMENTS AND THE INCLUSION OF PROPERTY WITHIN THE PROPOSED SPECIAL ASSESSMENT DISTRICT.

All interested persons may attend and participate. Persons with disabilities needing assistance to participate may call the Human Resources office at (989) 779-5314. Persons requiring speech or hearing assistance may contact the City through the Michigan Relay Center at 1-800-649-3777. A 48 hour advance notice is necessary for accommodation.

THIS NOTICE is given by order of the City Commission of the City of Mt. Pleasant, Isabella County, Michigan.

Dated: June 27, 2018

Jeremy Howard, City Clerk

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

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

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**Subject:**

FW: Snow Removal Ordinance

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

Commissioners and City Manager,

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

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

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

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

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

I urge you not to adopt such an ordinance.

Respectfully,

Bruce Kilmer



Minutes of the regular meeting of the City Commission held Monday, June 25, 2018, at 6:30 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 and LaLonde

Commissioners Absent: Commissioner Ling

Others Present: City Manager Ridley and City Clerk Howard

#### Proclamations and Presentations

Mayor Lents read and presented a Proclamation to Chris Walton, recognizing the Max & Emily's Concert Series 10<sup>th</sup> Anniversary.

Police Captain Andy Latham gave a presentation on the City's Police Department.

#### Additions/Deletions to Agenda

Add Item #15: "Consider appointment to the Board of Review as recommended by the Appointments Committee".

#### Receipt of Petitions and Communications

Received the following petitions and communications:

1. City Manager report on pending items.
2. Airport Advisory Board Minutes. (May)
3. Communication from Chris Walton regarding 2018 Max & Emily's Summer Concert Series.
4. Communication from Washington Area Neighborhood Association (WANA) President Eric Baerren regarding Porchfest.

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

1. Minutes of the special meeting of the City Commission held June 4, 2018.
2. Minutes of the regular meeting of the City Commission held June 11, 2018.
3. Bid of Alexander Chemical Corp. of Peru, Illinois for caustic soda at a cost of \$976.00/ton and approve a budget amendment for up to \$40,000.
4. Bid of SPACE, Inc. of Midland, Michigan for replacement of records department workstations in the amount of \$18,324.
5. Resolution in support of Traffic Control Order No. 4-2018 as follows:

WHEREAS, the Traffic Engineer of the City of Mt. Pleasant requests that the City Commission issue Traffic Control Order No. 4-2018: Place ("No Parking 8 am - 9 am and 3 pm - 4 pm Bus Loading") signs. Remove (15 Min. Parking Other Times") signs. Place signs on east side of Adams Street from Broadway St. to 50' south of main sidewalk entrance into the Ganiard Elementary School.

Said traffic control order was presented to the City Commission on June 25, 2018, for review and after reviewing said control order and being fully advised in the premises,

BE IT RESOLVED, that the City Commission approves traffic control order No. 4-2018 as a permanent traffic control order.

6. Resolution Authorizing the Acceptance of Funds from the Michigan Department of Natural Resources (MDNR) for the Island Park Fitness Trail and Vietnam Veterans' Memorial Bridge projects as follows:

RESOLVED, that the City of Mt. Pleasant, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the Mt. Pleasant City Commission does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide One Hundred Sixty Five Thousand and no/100 dollars (\$165,000) to match the grant authorized by the Michigan Department of Natural Resources.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the Michigan Department of Natural Resources for auditing at reasonable times.

3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

7. Warrants dated June 12 and 20, 2018 and Payrolls dated June 15, 2018 all totaling \$934,959.50.

Motion unanimously adopted.

Moved by Commissioner Kulick and supported by Commissioner Gillis to approve the adoption of the following Resolution Nos. 1 and 2 to commence the proceedings for Special Assessment District 6-18:

#### SPECIAL ASSESSMENT DISTRICT 6-18 RESOLUTION NO. 1

WHEREAS, pursuant to provisions of the City Charter of the City of Mt. Pleasant and Chapter 33: TAXATION, Section 33.17 "Authority to Assess", of the Code of Ordinances, the City Commission of the City of Mt. Pleasant may commence proceedings for the making of local public improvements within the City and determine the tentative necessity thereof, and,

WHEREAS, the City Commission has received a petition from property owners and tentatively deems it to be in the public interest, health and welfare to pave the alley in the block between Fancher on the west, Kinney on the east, Crosslanes on the south and Andre on the north in the City Special Assessment District No. 6-18;

NOW, THEREFORE, BE IT RESOLVED, THAT:

- The City Manager is directed to cause to be prepared a report which shall include all analysis and information required by Section 33.20 "Survey and Report", of the Code of Ordinances,
- When the aforesaid report is completed, the City Manager shall file the same with the City Clerk for presentation to the Commission.
- All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

SPECIAL ASSESSMENT DISTRICT 6-18  
RESOLUTION NO. 2

WHEREAS, the City Manager has prepared a report concerning certain public improvements in Special Assessment District No. 6-18, which includes all of the information to be included by Section 33.20 "Survey and Report" of the City's Code of Ordinances; and,

WHEREAS, the City Commission has reviewed said report; and,

WHEREAS, the City Commission of the City of Mt. Pleasant determines that it is tentatively necessary to acquire and construct the public improvements in the City of Mt. Pleasant more particularly hereinafter described in this resolution;

NOW, THEREFORE, BE IT RESOLVED, THAT:

- The City Commission hereby tentatively determines that the public improvements described more particularly hereinafter provided for are necessary.
- The total cost of said improvements is estimated to be \$35,000. The amount of \$31,500 shall be spread over the special assessment district as hereinafter described as a result of benefits to be received by the affected properties in the special assessment district. \$3,500 shall be paid by the City-at-large.
- Said special assessment district shall consist of all the lots and parcels of land as follows: pave the alley in the block between Fancher on the west, Kinney on the east, Crosslanes on the south and Andre on the north in the City Special Assessment District No. 6-18;
- Said estimated life of such public improvements is not less than fifteen (15) years.
- The affected properties in the special assessment district shall be assessed in accordance with the relative portion of the sum to be levied in the district, as the benefit to the parcel of land bears to the total benefit to all parcels.
- The aforesaid report shall be placed on file in the office of the City Clerk where the same shall be available for public examination.
- The City Commission shall meet on July 9, 2018 at 6:30 p.m., in the City Commission Room, City Hall, 320 W. Broadway St., for the purpose of hearing public input on the making of said public improvements.
- The City Clerk is hereby directed to cause notice of said hearing to be published and mailed in accordance with applicable statutory and ordinance provisions.

- All resolutions and parts of resolutions conflicting with the provisions of this resolution are hereby rescinded.

Motion unanimously adopted.

Moved by Commissioner Kulick and supported by Commissioner Madaj to approve the resolution supporting the City of Escanaba's tax tribunal case as presented.

Moved by Commissioner Gillis and supported by Commissioner Joseph to amend the original motion to contribute \$5,000 to City of Escanaba MML legal fund.

Moved by Commissioner Joseph and supported by Commissioner Kulick to amend the amendment to contribute ~~\$5,000~~ \$1,000 to City of Escanaba MML legal fund. Motion unanimously adopted.

The Commission considered the amended amendment to contribute \$1,000 to City of Escanaba MML legal fund.

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

NAYS: Commissioner Madaj

ABSENT: Commissioner Ling

Motion carried.

Moved by Commissioner Kulick and supported by Commissioner LaLonde to amend the original motion to add a new paragraph to the Resolution: "BE IT FURTHER RESOLVED that the City Commission of the City of Mt. Pleasant, offers financial assistance for defense of this case by contributing \$1,000 to the Michigan Municipal League Legal Defense Fund - Escanaba."

Motion unanimously adopted.

The Commission considered the original motion with amendment to add \$1,000 contribution to MML legal fund and add language to original resolution regarding the contribution as follows:

WHEREAS, Menard Inc. v City of Escanaba, MTT No 14-001918, was recently remanded back to the Michigan Tax Tribunal for reconsideration of the values assessed for the subject property and the theories and tax law used; and

WHEREAS, this case has far reaching implications regarding the valuations of similar properties in the City of Mt. Pleasant, and throughout the State of Michigan, and has resulted in incorrectly reduced valuations in recent years; and

WHEREAS, the City Commission of the City of Mt. Pleasant expresses its support for the City of Escanaba's position in Menard Inc. v City of Escanaba by advocating for the appropriate use and consideration of all methods of property valuation, including the income approach, the sales comparison approach, and the cost-less-depreciation approach; and

WHEREAS, the City Commission of the City of Mt. Pleasant advocates against the "dark store" theory of using vacant, deed restricted properties for the purpose of lowering property value for properties that are not similarly situated. Although the "dark store"

theory may have its place as a factor in property valuation, it is our position that it has been applied inconsistently and inappropriately in recent years.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Mt. Pleasant advocates for the consideration of all methods of property valuation, including the income approach, the sales comparison approach, and the cost-less-depreciation approach; and advocates against the "dark store" theory of using vacant, deed restricted properties for the purpose of lowering property value except in very limited situations, and then only as a factor, not as a major valuation approach.

BE IT FURTHER RESOLVED that the City Commission of the City of Mt. Pleasant, offers financial assistance for defense of this case by contributing \$1,000 to the Michigan Municipal League Legal Defense Fund – Escanaba.

Motion unanimously adopted.

Moved by Commissioner Kulick and supported by Commissioner Joseph to approve budget amendment of \$1000 out of the fund balance for contribution to MML legal fund for litigation in City of Escanaba Tax Tribunal matter. Motion unanimously adopted.

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

Board of Review

Sam Staples

Term Expires:

12/31/2018

Motion unanimously adopted.

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

Commissioner Kulick reminded residents of the State fireworks laws which only allow the lighting of fireworks the day before, the day of and the day after the July 4<sup>th</sup> holiday .

Commissioner Gillis advised residents to report firework law violations to Central Dispatch at (989) 773-1000; she announced that a work session will be held on sidewalk snow removal and encouraged public to give comments; and she congratulated ICTC on a successful “Dump the Pump” and thanked them for putting on the event.

Mayor Lents reminded the community of the Saturday Farmers Market which begins on June 30<sup>th</sup> and is located on Michigan Street near the Main Street intersection downtown Mt. Pleasant and is open from 9 a.m. to 2 p.m.

The Commission recessed at 7:30 p.m. and went into a work session at 7:26 p.m.

#### WORK SESSION – Sidewalk Snow Plowing Discussion

Mayor Lents led a discussion on sidewalk snow plowing.

Discussion ensued.

Staff will try to incorporate generally agreed upon changes into a new draft of the snow removal ordinance for presentation to the City Commission in the near future and will begin to prepare bid documents with generally agreed upon recommendations for removing snow from sidewalks.

Mayor Lents adjourned the meeting at 8:30 p.m. without objection.

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Allison Lents, Mayor

---

Jeremy Howard, City Clerk

COMMISSION LETTER #115-18  
MEETING DATE: JULY 9, 2018

TO: MAYOR AND CITY COMMISSION JULY 3, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: PUBLIC HEARING ON THE NECESSITY OF THE PUBLIC IMPROVEMENT;  
CONSIDER RESOLUTION #3 TO PROCEED WITH IMPROVEMENTS;  
CONSIDER RESOLUTION #4 TO ACCEPT THE SPECIAL ASSESSMENT  
ROLL AND SET A PUBLIC HEARING FOR JULY 23, 2018 REGARDING  
SAID ROLL FOR SPECIAL ASSESSMENT DISTRICT #6-2018

At the June 25, 2018 City Commission meeting a petition (included in the attached excerpt from the City Commission agenda packet) was received for a public improvement of paving the alley between Fancher and Kinney from Andre to Crosslanes. Based on that petition, resolutions #1 and #2 were approved to set a public hearing to obtain input into the proposed improvement.

After holding the public hearing on the necessity of the project, the City Commission can determine whether to move forward with the improvement. To continue the process the City Commission would approve resolutions #3 and #4 as attached for Special Assessment District #6-2018.

Resolution #3 indicates the City Commission tentatively deems the public improvement necessary and directs that a special assessment roll be drafted. Resolution #4 accepts the special assessment roll and sets a public hearing for July 23, 2018 to hear comments on the roll.

To stop the special assessment process the Commission would pass resolution #3 (B) which indicates the improvement is deemed to not be necessary and stops the process.

Recommended motion:

*Move to approve resolutions #3 and #4 as presented regarding Special Assessment #06-2018 to proceed with the process.*


OR

*Move to approve resolution #3B as presented regarding Special Assessment #06-2018 to stop the special assessment process.*

NJR/ap

COMMISSION LETTER #112-18  
MEETING DATE: JUNE 25, 2018

TO: MAYOR AND CITY COMMISSION JUNE 20, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER RESOLUTIONS #1 AND #2 TO COMMENCE THE PROCEEDINGS FOR SPECIAL ASSESSMENT, TENTATIVELY DETERMINE THE NECESSITY, AND SET A PUBLIC HEARING FOR JULY 9, 2018, REGARDING THE NECESSITY OF SPECIAL ASSESSMENT DISTRICT #6-18

The attached memo from Finance Director Mary Ann Kornexl indicates that an improvement petition was received for an alley paving. This alley is located with Fancher on the west, Kinney on the east, Crosslanes on the south and Andre on the north. The City Charter and Code of Ordinances outlines the process for a petition for a special assessment. If more than 50% of the impacted property owners petition for an improvement, the ordinance outlines the process to move forward. The first steps in the process are to submit the petition to the City Commission along with estimates for the project. The City Commission can then consider resolutions #1 and #2 of the special assessment process. Resolution #1 essentially asks for a report which is satisfied by the petition, map and draft assessment roll. Resolution #2 then accepts the estimate and sets a public hearing on the need for improvement.

It is recommended the City Commission take action to consider resolutions #1 and #2 for this improvement petition.

Recommended motion:

*Move to approve resolutions #1 and #2 for special assessment district #6-18 as presented.*

NJR/ap



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**MEMO**

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**DATE:** 06/19/2018  
**TO:** NANCY RIDLEY  
**FROM:** MARY ANN KORNEXL  
**RE:** ALLEY PAVING SPECIAL ASSESSMENT

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We received the attached petition to pave an unpaved alley between Fancher on the west, Kinney on the east, Crosslanes on the south and Andre on the north. Engineering estimates the cost for storm sewer and paving to be \$35,000. In accordance with the Residential Alley Paving, Reconstruction & Resurfacing Financing Policy, the property owner is responsible for 90%. The attached resolutions will begin the process to special assess property owners for this project. If approved, the alley paving will be in 2019.

**Action Requested**

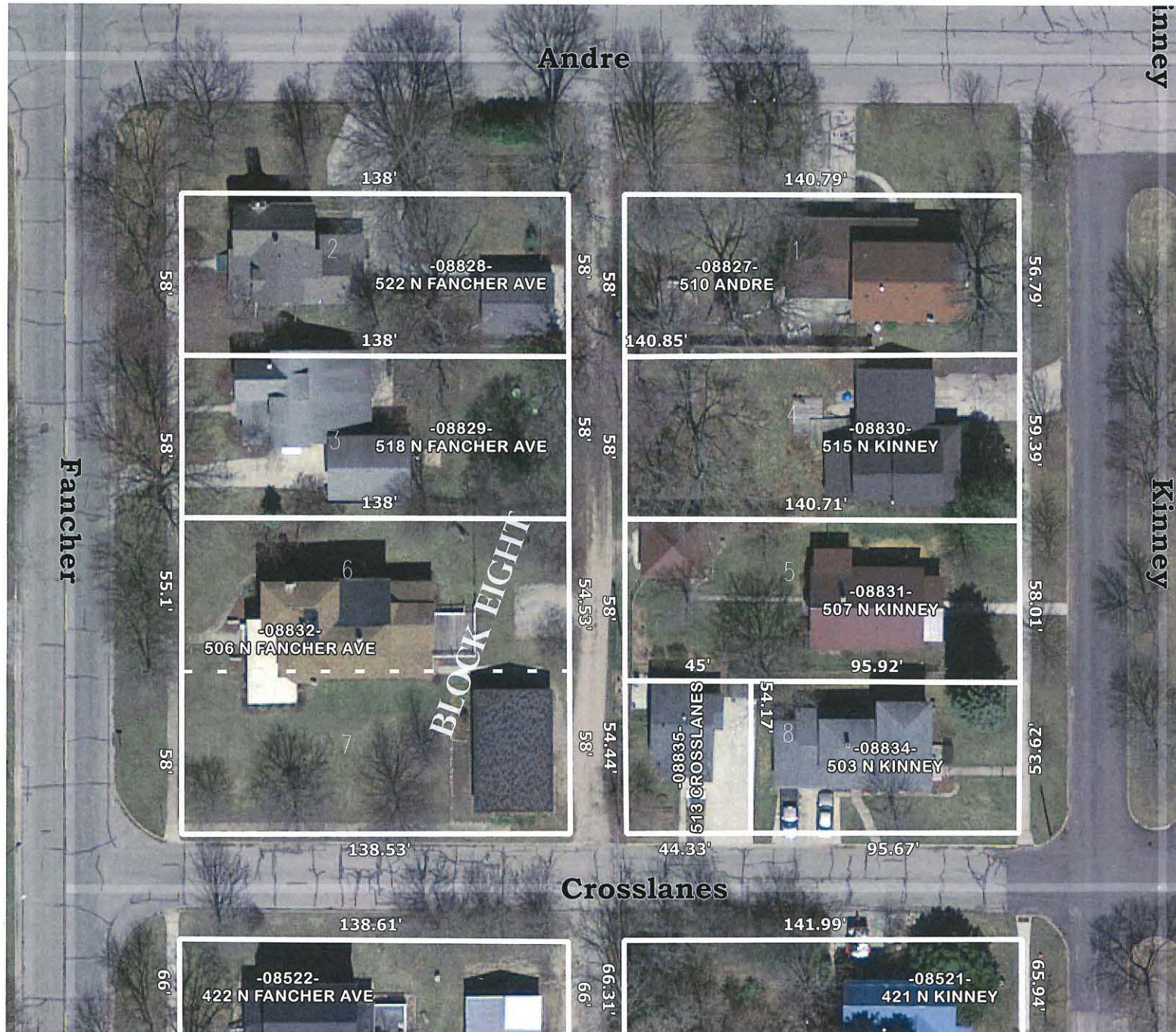
I recommend the City Commission adopt resolutions 1 & 2 and set a public hearing for July 9<sup>th</sup>.

[illegible]



# City of Mt. Pleasant GIS

EXCERPT from E-Packet of 6.25.18



## Legend

### Parcels

Easement

### Storm

#### Storm Mains

Public  
Private

#### Storm MHs

CBs  
Inlets

### Sanitary

#### Sanitary Mains

Public  
Private  
Abandoned  
Sanitary Force Mains

#### Sanitary MHs

Public  
Private

### Water

#### Water Mains

Public  
Private  
Abandoned

#### Hydrants

Public  
Private  
Township

#### Valves

Left to Open  
Right to Open  
Private  
Broken

#### Water Services

★ Fire Service



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

S.A. prepared by Assessing Dept  
6/19/2018

Estimated Project Cost	\$35,000.00
Estimated Owner's Share	\$31,500.00
Estimated City's Share	\$3,500.00

Parcel Number	Owner	Legal Description	Property Address	Front Foot	Frontage Factor	Equivalent Front Feet	Rate Per Front Foot	Total Cost Per Front foot
17-000-08827-00	Melina L Wood 510 Andre St Mt Pleasant, MI 48858	KINNEYS SECOND ADD LOT 1 BLOCK 8	510 Andre	58	1	58	\$68.93	\$3,998.07
17-000-08828-00	Gerald & Margaret Travis PO Box 94 5207 N W Bayshore Dr Omena, MI 49674	KINNEYS SECOND ADD LOT 2 BLOCK 8	522 N Fancher Ave	58	1	58	\$68.93	\$3,998.07
17-000-08829-00	James N McCaul 518 N Fancher Ave Mt Pleasant, MI 48858	KINNEYS SECOND ADD LOT 3 BLOCK 8	518 N Fancher Ave	58	1	58	\$68.93	\$3,998.07
17-000-08830-00	Jonathon Vandersall & Ashley Cleary 515 N Kinney Mt Pleasant, MI 48858	KINNEYS SECOND ADD LOT 4 BLOCK 8	515 N Kinney	58	1	58	\$68.93	\$3,998.07
17-000-08831-00	Kathryn S Formsma 507 N Kinney Mt Pleasant, MI 48858	KINNEYS SECOND ADD LOT 5 BLOCK 8	507 N Kinney	58	1	58	\$68.93	\$3,998.07
17-000-08832-00	Riley J Justis 506 N Fancher Ave Mt Pleasant, MI 48858	KINNEYS SECOND ADD LOTS 6 & 7 BLOCK 8	506 N Fancher Ave	112.53	1	112.53	\$68.93	\$7,756.97
17-000-08835-00	Lawrence & Wendy Lemke 323 S Kinney Mt Pleasant, MI 48858	KINNEYS SECOND ADD THE W 45 FT OF LOT 8 BLOCK 8	513 Crosslanes	54.44	1	54.44	\$68.93	\$3,752.68

TOTALS:	456.97	\$31,500.00
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SPECIAL ASSESSMENT DISTRICT 6-18  
RESOLUTION NO. 3

WHEREAS, the City Commission, after due and legal notice, has met and heard all interested persons to be affected by the proposed public improvements hereinafter described;

AND, WHEREAS, the City Commission deems it advisable and necessary to proceed with Special Assessment No. 6-18;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Commission hereby determines to install public improvements as follows: pave the alley in the block between Fancher on the west, Kinney on the east, Crosslanes on the south and Andre on the north in the City Special Assessment District No. 6-18;
2. The plans, profiles and specifications previously prepared by the City Manager are hereby approved.
3. The Commission hereby approves the detailed estimates of cost and determines a total estimated cost of \$35,000. The amount of \$31,500 shall be spread by special assessments upon the City Special Assessment District No. 6-18, and the amount of \$3,500 shall be the obligation of the city-at-large.
4. The City Assessor is directed to prepare a special assessment roll in accordance with the Commission's determination.
5. When the Assessor has completed the assessment roll he shall file the roll with the City Clerk for presentation to the Commission.
6. All resolutions and parts of resolutions conflicting with the provisions of this resolution be and the same hereby are rescinded.

SPECIAL ASSESSMENT DISTRICT 6-18  
RESOLUTION NO. 4

WHEREAS, the Assessor has prepared the special assessment roll for Special Assessment District No. 6-18 to special assess that portion of the cost of the public improvements to the properties specially benefited by said public improvements, and the same has been presented to the City Commission by the City Clerk.

WHEREAS, the Special Assessment District No. 6-18 is described as: pave the alley in the block between Fancher on the west, Kinney on the east, Crosslanes on the south and Andre on the north in the City Special Assessment District No. 6-18.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is accepted and will be on file in the office of the City Clerk for public examination.
2. The City Commission shall meet at City Hall, 320 W. Broadway Street, Mt. Pleasant, Michigan, at 6:30 p.m., Daylight Saving Time, on July 23, 2018 to hear all persons interested in reviewing the special assessment roll, and shall be afforded an opportunity to be heard, and the City Clerk is directed to publish and mail, in accordance with applicable statutory and ordinance provisions, the notice of hearing.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

**SPECIAL ASSESSMENT DISTRICT 6-18  
RESOLUTION NO. 3**

WHEREAS, the City Commission, after due and legal notice, has met and heard all interested persons to be affected by the proposed public improvements hereinafter described;

AND, WHEREAS, the City Commission does not deem it advisable and necessary to proceed with Special Assessment No. 6-18;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Commission hereby determines not to proceed with the project to install public improvements as follows: pave the alley in the block between Fancher on the west, Kinney on the east, Crosslanes on the south and Andre on the north in the City Special Assessment District No. 6-18 based on the public input received;
2. The plans, profiles and specifications previously prepared by the City Manager are hereby filed for future reference only.
3. All resolutions and parts of resolutions conflicting with the provisions of this resolution be and the same hereby are rescinded.

COMMISSION LETTER #115-18  
MEETING DATE: JULY 9, 2018

TO: MAYOR AND CITY COMMISSION

JULY 3, 2018

FROM: NANCY RIDLEY, CITY MANAGER



SUBJECT: BIDS AND QUOTATIONS

a. Pavement Markings

The attached recommendation from Public Works Director John Zang recommends accepting the bid of P. K. Contracting for the 2018 Pavement Markings project at a total cost of \$26,389. As the memo indicates, the other bidder didn't meet all of the specifications of the bid.

Recommended Motion:

*Move to award the 2018 pavement markings bid to P.K. Contracting for \$26,389.*

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

June 29, 2018

From: John Zang, DPW Director

Subject: 2018 Pavement Markings Bid

## **Purchase\Contract Recommendation Summary**

### Request:

The City Commission is requested to award the contract for the 2018 Pavement Markings bid to P.K. Contracting, of Lake City, for \$26,338.31.

### Reason for Purchase:

The bid specifications include application of pavement markings on local and major streets, and the north parking lot off Elm Street at Sunnyside Park. These markings include edge striping, railroad crossings, shared lanes, bike lanes on designated streets, and A.D.A Parking symbols. Also included are near-term markings, as recommended in the Non-Motorized Plan. Attached to this memo is a map that indicates the streets and intersections to be marked, and the non-motorized table with near term items to be completed highlighted in yellow.

On June 26, 2018, the following bids were received.

	<u>Local Streets</u>	<u>Major Streets</u>	<u>Sunnyside</u>	<u>Total Bid</u>
Michigan Pavement Markings, LLC	\$ 780.90	\$14,071.30	\$956.25	\$15,808.45
P.K. Contracting	\$1,154.35	\$24,545.31	\$638.65	\$26,388.31

### Vendor:

P.K. Contracting  
6344 W. Blue Rd.  
Lake City, MI 49651

### Method of Purchase:

Contract

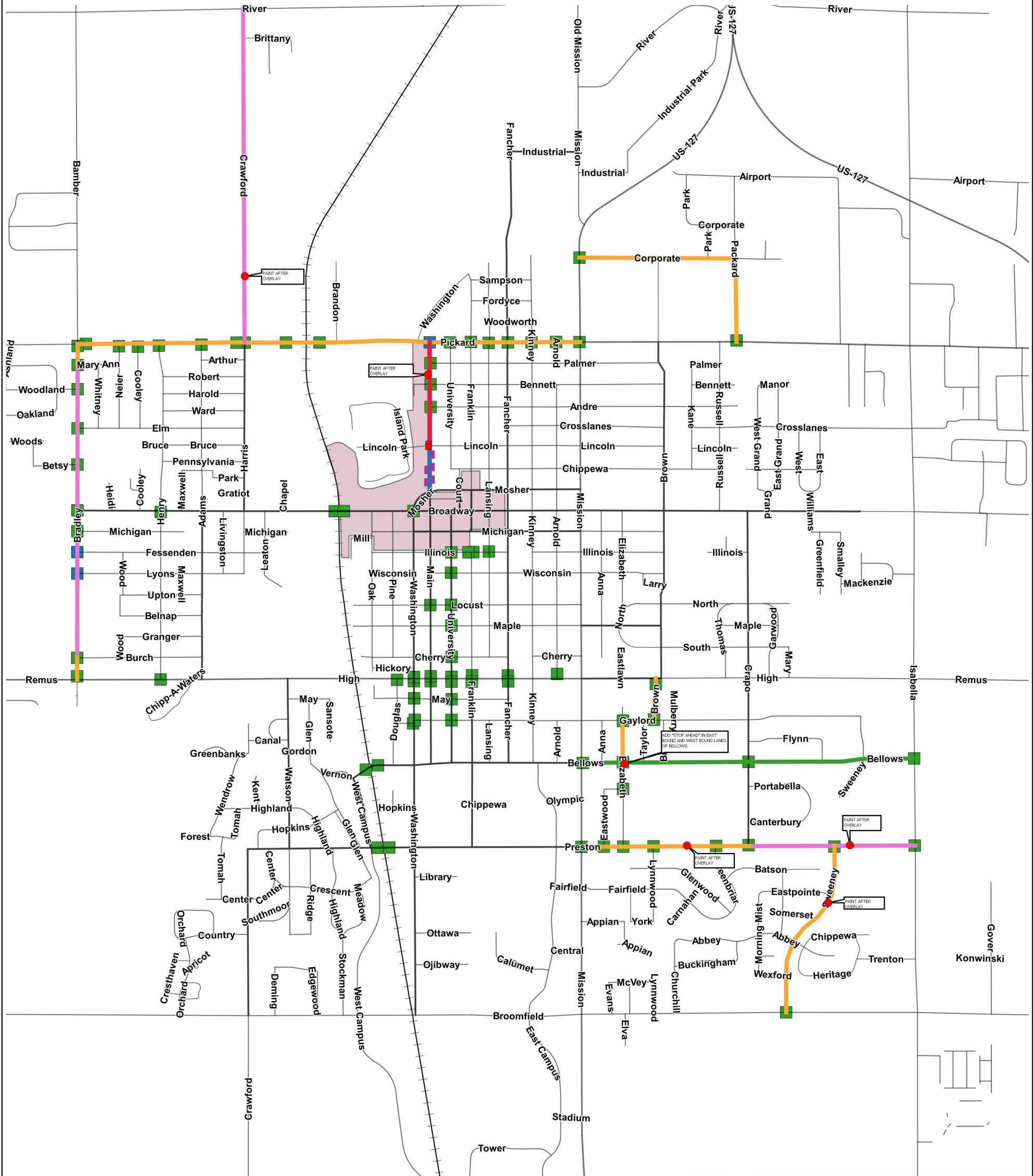
The bid submitted by Michigan Pavement Markings was incomplete. They did not provide pricing for all of the bid items, submit the required bid bond or check with their bid, nor complete the experience questionnaire. Therefore, we are recommending acceptance of the bid from P.K. Contracting.

### Recommendation:

I recommend the City Commission award the 2018 Pavement Markings Bid to P.K. Contracting for \$26,388.31. Funds are available in the 2018 Local and Major Streets, and Parks Department budgets.

# 2018 Pavement Marking

## City of Mt.Pleasant



**Long Lines**

- Edge Stripe
- Shared Lanes
- Dedicated Bike Lanes
- Edge Strp+Shared Lns
- Parking
- Standard CL
- SE Crossing

**Point Markings**

- Special Emphasis
- Standard
- Railroad

Published: May-25-2018  
\\compile\Construction\



**City of Mt. Pleasant**

DIVISION OF PUBLIC WORKS  
-ENGINEERING DEPARTMENT-

0 0.5 1 Miles





2018 Engineering Dept. Strategic Initiative  
Near Term Non-Motorized Plan Item Report



City of Mt. Pleasant  
Division of Public Works  
1303 N. Franklin Ave.  
Mt. Pleasant, MI 48858  
989-779-5401

Incomplete
Complete
Complete with modifications
Items to be implemented in 2018

Potential Near-Term Bike Lanes, Shared Lane Markings, and Edge Striping on Neighborhood Connector Routes (page 84)

Location	Non-Motorized Plan Recommendation	Comments
Bellows - Main to Crapo	Add bike lanes by narrowing the lanes to 11' and removing parking	Shared lane markings from Washington to Mission, Dedicated bike lane markings from Mission to Isabella
Bellows - Crapo to Isabella	Add bike lanes by narrowing the lanes to 11' and removing parking	Shared lane markings from Washington to Mission, Dedicated bike lane markings from Mission to Isabella
Watson	Add bike lanes by narrowing the lanes to 11' and removing parking	Revised to parking edge striping. Completed in 2017
Fancher - Pickard to Michigan	Add parking edge stripe	Completed in 2017
Fancher - Pickard to Industrial	Add bike lanes through narrowing	Revised to parking edge striping. Completed in 2017
Industrial - Fancher to Mission	Add bike lanes through narrowing	City Commission decided to place edge striping instead of bike lanes to preserve parking in 2016. Edge striping was placed on Preston from Crawford to Franklin.
Industrial - River to Mission	Narrow lanes to 10' with 5' bike lanes	Low volume local street. Low pedestrian and cyclist area. Not recommended for bike lanes.
Sweeney - Preston to Broomfield	Add shared lane markings	To be completed in 2018 in coordination with overlay project
Brown - Pickard to High	Add parking edge stripe	Completed in 2017

Proposed Bike Lanes on Primary Roads (Page 86)

Location	Non-Motorized Plan Recommendation	Comments
Pickard - Lincoln to Main	Add bike lanes with a 4 lane to 3 lane conversion	City engineering is studying the corridor along with ICRC, MDOT Rail, and MDOT local safety initiative for feasibility of the road diet. ICRC will not implement the county road portion from Lincoln to Bradley.

Note - The remainder of the road diets are ICRC roadways. ICRC will not be moving forward on these items due to traffic volumes, speeds and safety concerns for on-street bike lanes in these areas.



**Recommended Near-Term Bike Lanes, Shared Lane Markings, and Edge Striping (pages 98 and 99)**

Location	Non-Motorized Plan Recommendation	Comments
Michigan - Washington to Lansing	Add shared lane markings	Completed in 2016
Preston - Crawford to Mission	Add bike lanes by narrowing the lanes to 11'	City Commission decided to place edge striping instead of bike lanes to preserve parking in 2016. Edge striping was placed on Preston from Crawford to Franklin.
Adams - High to Broadway	Add parking edge stripe	Edge striping was previously completed on this street.
Broadway - Bradley to Chippewa River	Add bike lanes by narrowing the lanes to 11'	Broadway was reconstructed in two phases in 2014 and 2016. Bumpouts and shared lanes signs and symbols were placed.
Broadway - Mission to Isabella	Add bike lanes by narrowing the lanes to 11'	City Commission decided to place edge striping instead of bike lanes to preserve parking in 2016. Complete.
Broadway - Chippewa River to Mission	Add shared lane markings	Completed in 2016
W Campus - Preston to Bellows	Add bike lanes by a 4 lane to 3 lane conversion	This area is striped and signed for dedicated bike lanes.
High - Lincoln to Washington (MDOT)	Add pavement marking and signs to use ex. paved shoulders as bike lanes.	MDOT response - From Washington St to Watson Rd we have the 4-5' shoulders that could be marked as bike lanes. Would you like us to pursue adding both pavement markings and adding signs? - At Watson Rd the wide shared-use path begins on the south side of the road. That would be the preferred location for bicyclists. EB riders can easily switch to the shoulder there. WB riders can cross at the crosswalk. - The shared-use path runs between Watson Rd and Bradley Rd. - From Bradley Rd to Lincoln Rd there are some areas with paved shoulders and some areas without. Just narrowing the lanes on the portion without shoulders will not be sufficient. Some minor widening and curb work will be needed also. This may be possible with our next capital preventive maintenance project on this segment. We suggest waiting until that next project to create the proper bike lanes.
High - Washington to Mission (MDOT)	Add bike lanes with a 3 lane to 2 lane conversion	MDOT response: Most of this stretch is three lanes and is 36' wide. We do not support converting this segment to two lanes. East of Main St, there are 5 intersections, 5 alleys, and numerous driveways. In general, ADDING a center left turn lane decreases crashes between 20-40%. Here, we could likely see a 20-40% increase by removing the center left turn lane.
High - Mission to Eastlawn	Add bike lanes by narrowing the lanes to 11'	Edge striping was placed as part of the pavement marking project in 2017.
High - Eastlawn to Brown	Add parking edge stripe	Edge striping was placed as part of the pavement marking project in 2017.
High - Crapo to Isabella (ICRC)	Add bike lanes by narrowing the lanes to 11'	County road. This would eliminate parking. The street is currently edge striped.
Pickard - Mission to Summerton (MDOT)	Add bike lanes by narrowing the lanes to 10.5'	MDOT response: All of Pickard St east of Mission St is part of the National Truck Network (NTN). One of the requirements of NTN routes is 12' lanes, so lane narrowing on this stretch is not possible.
Mosher - Main to Fancher	Add shared lane markings	Completed in 2016
Mosher - Fancher to Mission	Add bike lanes by narrowing the lanes to 11'	Completed in 2016
Preston - Mission to Isabella	Add parking edge stripe	Completed in 2016
Bradley - High to Pickard	Add parking edge stripe	Completed in 2016
Harris - Broadway to Pickard	Add bike lanes by narrowing the lanes to 11'	City Commission decided to place edge striping instead of bike lanes to preserve parking in 2016. Complete.
Crawford - Preston to Broomfield	Add bike lanes by narrowing the lanes to 11'	City Commission decided to place edge striping instead of bike lanes to preserve parking in 2016. Complete.
W. Campus - Broomfield to Preston (CMU)	Add bike lanes by Narrowing the lanes to 11' and add shared lane markings near the intersection of W. Campus and Broomfield	This is a CMU roadway. It has been striped and signed for dedicated bike lanes.
Main - Pickard to Lincoln	Add bike lanes by eliminating on street parking	City Commission decided to place edge striping instead of bike lanes to preserve parking in 2016. Shared lane markings will be added when street is overlaid in 2018.
Main - Mosher to Lincoln	Add shared lane markings	Shared lane markings and signage will be added when street is overlaid in 2018.
Mission - High to Blue Grass (MDOT)	Narrow lanes to 11' and add road edge stripe	DPW and Community Services staff to meet with MDOT in 2017 to discuss options for near term and long term improvements to Mission Street.
Crapo - Broadway to High	Add parking edge stripe	Completed in 2016
Crapo - High to Preston	Add bike lanes by narrowing the lanes to 11'	City Commission decided to place edge striping instead of bike lanes to preserve parking in 2016. Complete.

**Recommended Mid-Term Bike Lanes, Shared Lane Markings, and Edge Striping (Page 99)**


Location	Non-Motorized Plan Recommendation	Comments
High Street - Brown to Crapo (ICRC)	Add bike lanes by paving the shoulder between Brown and Crapo	Currently striped with edge striping. Too narrow on south side for bikes. DPW to discuss with ICRC.

Note - all other mid-term recommendations are outside of city limits

**Near-term Neighborhood Connectors and Off-Road Trails (Page 102)**

Location	Non-Motorized Plan Recommendation	Comments
Connect North Drive to Smalley with an 8' pathway	Obtain an easement to build pathway	The private property easement would be outside of the city limits connecting two areas within the city limits. This was a previously vacated easement. The city would not request getting the easement back.

COMMISSION LETTER #116-18  
MEETING DATE: JULY 9, 2018

TO: MAYOR AND CITY COMMISSION JULY 3, 2018  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER RESOLUTION IN SUPPORT OF FINAL APPROVAL OF  
TEMPORARY TRAFFIC CONTROL ORDER #5-2018

The following traffic control order has been in place for 90 days and staff is recommending it be approved as a final order.

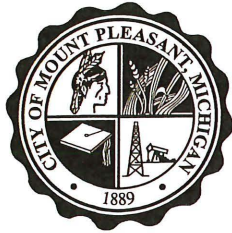
**TCO #5-2018-** Place "3 Hour Parking" signs on the east side of Franklin Street between Mosher and Chippewa.

No comments have been received during the 90-day temporary time period.

**Recommended motion:**

*Move to approve the resolution as drafted in support of final approval for traffic control order #5-2018.*

NJR/ap



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

**TRAFFIC CONTROL ORDER NO.**

5-2018

Issued By: Steve Terwin  
Traffic Engineer

Date: 4-13-18

Signs/work by: Chris Lopp  
Street Department

Date: 4/20/18

Filed/ Attested: \_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_


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

Content: Place '3 Hour Parking' signs on the east side of Franklin St. between Mosher and Chippewa.

WHEREAS, the Traffic Engineer of the City of Mt. Pleasant requests that the City Commission issue Traffic Control Order No. 5-2018 (Place '3 Hour Parking' signs on the east side of Franklin St. between Mosher and Chippewa). Said traffic control order was presented to the City Commission on July 9, 2018, for review and after reviewing said control order and being fully advised in the premises,

BE IT RESOLVED, that the City Commission approves traffic control order No. 5-2018 as a permanent traffic control order.

COMMISSION LETTER #117-18  
MEETING DATE: JULY 9, 2018

TO: MAYOR AND CITY COMMISSION JULY 3, 2018  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONFIRMATION OF A BUDGET AMENDMENT FOR RECREATION  
PURCHASES FOR FLOOD DAMAGED SUPPLIES

The attached memo from Director of Recreation and Sports Ryan Longoria outlines the background of the purchases for the damaged flood supplies that were stored in Island Park. As indicated, the authorized budget amendment in March of this year was not adequate to cover the full cost of the replacements. We are therefore recommending an after the fact budget amendment of \$7,500. All of these purchases are covered by insurance proceeds so the budget amendment is based on the reimbursed amount.

Recommended motion:

*Move to confirm the additional budget amendment of \$7,500 for the recreation fund for the purchase of the flood damaged supplies.*

NJR/ap



**MEMO TO:** Nancy Ridley

**FROM:** Ryan Longoria, Director of Recreation and Sports

**DATE:** June 26<sup>th</sup>, 2018

**SUBJECT:** 2018 Flood Budget

**CC:** Bill Mrdeza  
Mary Ann Kornexl



In March, the City Commission approved a budget amendment of \$50,000 to replace recreation program and event supplies lost in the flood of 2017. The initial estimate of the cost of the supplies lost was approximately \$90,000 and \$25,311 was spent by the Recreation Department before the end of 2017 because of immediate program needs. Once the initial purchases were made at the end of 2017, staff estimated during a subsequent assessment that a \$50,000 budget amendment would be sufficient to cover the remaining supply needs in 2018.

After approval of the budget amendment, staff began placing orders for supplies; unfortunately significant shipping costs were not accounted for in the original estimate. As mentioned, programs and events that were already scheduled created an immediate need for supplies and required staff to act quickly in order for the events to proceed as advertised. The actual cost of all of the replacements including shipping totaled \$57,495 and was fully reimbursed by the insurance company. We are now requesting a budget amendment of an additional \$7,500 to match the actual expenses. This budget amendment request should have occurred prior to finalizing all of the purchases.

We request that the City Commission confirm a budget amendment of \$7,500 after the fact. Discussions are scheduled with the Recreation Director and Finance Director to take the necessary steps to ensure that appropriate timing occurs in the future when budget amendments are needed.

RML/lmw

COMMISSION LETTER #118-18  
MEETING DATE: JULY 9, 2018

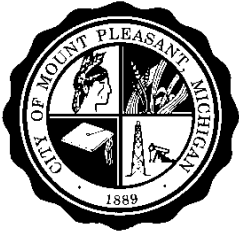
TO: MAYOR AND CITY COMMISSION JULY 3, 2018  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER EMPLOYER DELEGATE FOR MUNICIPAL EMPLOYEES'  
RETIREMENT SYSTEM (MERS) ANNUAL MEETING

As a voting member, the City has the opportunity to send a delegate to the Municipal Employees' Retirement System annual meeting each year. As Human Resources Director Susanne Gandy's memo indicates, we are recommending that Jamie Raymond represent the City at the upcoming 2018 annual meeting in Grand Rapids, Michigan.

Recommended motion:

*Move to approve Payroll Specialist Jamie Raymond as the employer delegate for the 2018 MERS Annual Meeting.*

NJR/ap



**MEMO TO:** Nancy Ridley, City Manager  
**FROM:** Susanne Gandy, Director of Human Resources  
**DATE:** July 2, 2018  
**SUBJECT:** MERS Annual Meeting – Officer Delegate

I would like to offer Jamie Raymond the role of City of Mt. Pleasant - Officer Delegate at the 2018 MERS Annual Meeting to be held in Grand Rapids, Michigan, on October 4 – 5, 2018. Jamie is our Payroll Specialist and she works very closely with MERS and assists our employees with MERS questions and processes. It would be a great value to Jamie's professional development to provide her the opportunity to be the City of Mt. Pleasant Officer Delegate in 2018.

Please present this to the City Commission for approval at the meeting to be held July 9, 2018.

Thank you,

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

CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 6/22/18 - 7/05/18

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
6/27/18	CITY TREASURER-PAYROLL FUND	REG PAY #14	\$178,923.61
7/2/18	WRIGHT EXPRESS	N/A	70,472.67
07/05/18	AIRWAY OXYGEN, INC.	CONTRACT SVCS	17.00
07/05/18	ATI GROUP	CONTRACT SVCS	7,638.12
07/05/18	AVFUEL CORPORATION	FUEL/SUPPLIES	9,587.30
07/05/18	AXIOM WIRING SERVICE, LLC	CONTRACT SVCS	1,416.76
07/05/18	BLOCK ELECTRIC COMPANY	CONTRACT SVCS	60.00
07/05/18	BRAD MALLEY WELL DRILLING, INC.	CONTRACT SVCS	3,000.00
07/05/18	BILL BRICKNER	TRAINING	87.20
07/05/18	CHRISTOPHER BUNDY	REIMBURSEMENT	63.00
07/05/18	C & C ENTERPRISES, INC	SUPPLIES	400.00
07/05/18	CDW GOVERNMENT, INC	SUPPLIES	608.69
07/05/18	CENTRAL ASPHALT, INC	SUPPLIES	1,253.76
07/05/18	CENTRAL CONCRETE INC	SUPPLIES	522.50
07/05/18	CENTRAL MICHIGAN UNIVERSITY	SUPPLIES	1,037.50
07/05/18	CHARTER COMMUNICATIONS	UTILITIES	118.41
07/05/18	CHEMCO PRODUCTS, INC	CHEMICALS	1,148.57
07/05/18	CINTAS CORPORATION	SUPPLIES	187.28
07/05/18	CENTRAL MICHIGAN UNIVERSITY	SUPPLIES	300.00
07/05/18	CONSUMERS ENERGY	UTILITIES	26,509.82
07/05/18	COUCKE PROPERTY SERVICES, LLC	CONTRACT SVCS	7,500.00
07/05/18	COYNE OIL CORPORATION	FUEL/SUPPLIES/MAINT	5,451.16
07/05/18	CULLIGAN	SUPPLIES	28.50
07/05/18	CUMMINS BRIDGEWAY, LLC	CONTRACT SVCS	1,531.59
07/05/18	DELTA COLLEGE	TRAINING	105.00
07/05/18	DIESEL TRUCK SALES	CONTRACT SVCS	877.52
07/05/18	DINGES FIRE COMPANY	SUPPLIES	856.37
07/05/18	FISHBECK, THOMPSON, CARR & HUBER	CONTRACT SVCS	214.89
07/05/18	DANIEL GAFFKA	TRAINING	74.00
07/05/18	GALGOCI OIL COMPANY	FUEL	321.20
07/05/18	GIBBS PLANNING GROUP, INC	CONTRACT SVCS	5,000.00
07/05/18	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	58.86
07/05/18	HACH COMPANY	CONTRACT SVCS	2,577.87
07/05/18	HIRERIGHT	CONTRACT SVCS	76.84
07/05/18	J & B MEDICAL SUPPLY, INC.	SUPPLIES	15.60
07/05/18	ANDY KEEHBAUCH	REIMBURSEMENT	50.00
07/05/18	KENNEDY INDUSTRIES, INC	SUPPLIES	7,927.00
07/05/18	KRAPOHL FORD LINCOLN MERC	CONTRACT SVCS	126.05
07/05/18	ANDREW LATHAM	REIMBURSEMENT	607.50
07/05/18	LIFELOC TECHNOLOGIES	SUPPLIES	260.00
07/05/18	LYDEN OIL COMPANY	SUPPLIES	147.30
07/05/18	STATE OF MICHIGAN	CONTRACT SVCS	253.59

CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 6/22/18 - 7/05/18

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
07/05/18	MHOK, PLLC	CONTRACT SVCS	13.34
07/05/18	MCLAREN CORPORATE SERVICES	CONTRACT SVCS	105.00
07/05/18	MEDLER ELECTRIC COMPANY	SUPPLIES	510.13
07/05/18	MICHIGAN MUNICIPAL LEAGUE	LEGAL DEFENSE FUND	1,000.00
07/05/18	MIDDLE MICHIGAN DEVELOP CORP	CONTRACT SVCS	8,375.00
07/05/18	MT PLEASANT TIRE SERVICE, INC	SUPPLIES/VEHICLE MAINT	514.62
07/05/18	MP TIRE COMMERCIAL TRUCK CENTER	SUPPLIES/VEHICLE MAINT	171.60
07/05/18	R & T MURPHY TRUCKING, LLC	SUPPLIES	4,075.36
07/05/18	CORESOURCE, INC	HEALTH INS ADMIN	5,554.80
07/05/18	NCL OF WISCONSIN	CHEMICALS	791.04
07/05/18	NYE UNIFORM COMPANY	UNIFORM	1,089.59
07/05/18	OFFICE DEPOT	SUPPLIES	77.05
07/05/18	PETERSON MCGREGOR OF CADILLAC	INSURANCE/BONDS	5,888.00
07/05/18	PRO COMM, INC	SUPPLIES	45.00
07/05/18	SHAR RAPPUHN	REIMBURSEMENT	1,725.00
07/05/18	GARY PYLES, BUILDER	REFUND	24.00
07/05/18	ALBAUGH EXCAVATING	REFUND	30.00
07/05/18	MIDMI PATCHES N POTHOLES	REFUND	15.00
07/05/18	ROWE PROFESSIONAL SERVICES CO	CONTRACT SVCS	822.50
07/05/18	LOGAN SCHAFFER	CONTRACT SVCS	600.00
07/05/18	SHRED-IT USA LLC	CONTRACT SVCS	224.29
07/05/18	SIMPLY ENGRAVING	SUPPLIES	274.37
07/05/18	STATE WIRE AND TERMINAL, INC.	SUPPLIES	43.17
07/05/18	STATE OF MICHIGAN	CONTRACT SVCS	790.50
07/05/18	JOLENE SWEET	TRAINING	124.62
07/05/18	THIELEN TURF IRRIGATION, INC	CONTRACT SVCS	79.90
07/05/18	SOVIS, SCOTT	REFUND	41.61
07/05/18	THE WELLMAN GROUP	REFUND	17.33
07/05/18	MT PLEASANT ABSTRACT	REFUND	90.47
07/05/18	UNIFIRST CORPORATION	CONTRACT SVCS	91.34
07/05/18	VALET AUTO CARE, INC	SUPPLIES/VEHICLE MAINT	2,210.00
07/05/18	VANGUARD FIRE & SECURITY SYSTEMS	CONTRACT SVCS	1,268.10

COMM TOTALS:

Total of 74 Checks: \$374,095.76

Less 0 Void Checks: 0.00

Total of 74 Disbursements: \$374,095.76

Wright Express7/2/2018

<u>Merchant Name</u>	<u>Invoice Description</u>	<u>Amount</u>	<u># of Invoices</u>
ADVANCE AUTO PARTS	SUPPLIES	\$92.12	3
AFFORDABLE SAFETY TRAINING LLC	TRAINING	198.99	2
AIRGAS GREAT LAKES	SUPPLIES	165.33	4
AMAZON.COM	SUPPLIES	51.45	1
AMAZON.COM	SUPPLIES	54.34	2
AMAZON.COM	SUPPLIES	2208.62	36
AMERICAN RED CROSS	TRAINING	396	1
AMERICAN SOCIETY OF EMPLOYERS	CONTRACT SVCS	7409.74	1
AMERICAN SOCIETY OF EMPLOYERS	TRAINING	79.00	1
AMERICAN WATER WORKS ASSN/	SUPPLIES	91.5	1
AROUND THE PLATE, LLC	SUPPLIES	49.98	1
AUTOZONE, INC.	SUPPLIES	6.99	1
BADER & SONS CO.	SUPPLIES	55.26	1
BATTERIES PLUS - MP	SUPPLIES	14.34	2
BIG APPLE BAGELS BAKERY & CAFE	SUPPLIES	69.98	1
BRIGHAM'S AUTO SUPPLY, INC	SUPPLIES	3,605.83	11
BUSHEY RADIATOR & AUTOGLASS	SUPPLIES	624.65	1
C & C ENTERPRISES, INC	SUPPLIES	101.76	4
CDW GOVERNMENT, INC	SUPPLIES	322.27	4
CENTER MASS, INC.	SUPPLIES	60	1
CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	948.9	2
CENTRAL MOTOR SPORTS	SUPPLIES	161.1	4
CENTRAL PLUMBING, INC.	SUPPLIES	111.97	2
CHARTER TOWNSHIP OF UNION	SUPPLIES	593	1
CHOICE OFFICE PRODUCTS	SUPPLIES	372.5	1
CLEVERBRIDGE, INC	SUPPLIES	21.09	1
COPS & DOUGHNUTS LLC	SUPPLIES	55.96	2
COYNE OIL CORPORATION	SUPPLIES	22.64	1
CURTISS PRO HARDWARE #632635	SUPPLIES	39.49	2
DESERT ARC	SUPPLIES	32.87	1
DEWITT LUMBER	SUPPLIES	161.50	7
DICKS SPORTING GOODS	SUPPLIES	99.96	1
DOMINO'S PIZZA LLC	SUPPLIES	11.49	1
DOUG'S SMALL ENGINE REPAIR	SUPPLIES	524.21	5
DREAMSTIME.COM	SUPPLIES	39	1
DTE ENERGY	UTILITIES	3543.86	15
ELECTROMARK	SUPPLIES	351.56	1
EPIC SPORTS	SUPPLIES	264.07	1
ETNA SUPPLY	SUPPLIES	407.13	4
EXXONMOBIL	TRAINING	24	1
FAA REIMBURSABLE AGREEMENTS	CONTRACT SVCS	7,545.96	1
FACEBOOK ADS	CONTRACT SVCS	500	1

Wright Express7/2/2018

<u>Merchant Name</u>	<u>Invoice Description</u>	<u>Amount</u>	<u># of Invoices</u>
FACEBOOK ADS	CONTRACT SVCS	44.88	2
FACTORY OUTLET STORE	SUPPLIES	595.00	1
FASTENAL COMPANY	SUPPLIES	426.38	5
FERGUSON ENTERPRISES	SUPPLIES	60	3
FIVE BELOW	SUPPLIES	5	1
FULLSOURCE, LLC	SUPPLIES	111.48	1
GILL-ROY&#39;S HARDWARE	SUPPLIES	17.98	2
GILL-ROY'S HARDWARE	SUPPLIES	4.99	1
GILL-ROY'S HARDWARE	SUPPLIES	1006.3	26
GORDON FOOD SERVICE	TRAINING	148.86	4
GORDON FOOD SERVICE	SUPPLIES	263.13	6
GOTOMYPC.COM	CONTRACT SVCS	23.95	1
GOVERNMENT FINANCE OFF ASSN	DUES	435	1
GREAT WOLF LODGE	TRAINING	40.96	1
GREEN SCENE LANDSCAPING, INC.	SUPPLIES	54	1
GREENTREE COOPERATIVE GROCERY	SUPPLIES	25	1
GT RUBBER SUPPLY	SUPPLIES	435.81	7
HACH COMPANY	SUPPLIES	104.97	1
HILTON HOTELS	TRAINING	1368.54	3
HOME DEPOT	TRAINING SUPPLIES	47.83	1
HOME DEPOT	SUPPLIES	1518.8	27
ICMA INTERNET	TRAINING	299	1
JET'S PIZZA MT PLEASANT	SUPPLIES	56.9	1
JIMMY JOHN'S	SUPPLIES	68.31	2
JOTFORM INC.	CONTRACT SVCS	199.5	1
KOKOMO'S FAMILY FUN CENTER	SUPPLIES	100.00	1
KOPY KORNER	SUPPLIES	8.7	1
KROGER STORE #889	Supplies	12.09	1
LITTLE CAESARS	SUPPLIES	23.15	1
LITTLE CAESARS	SUPPLIES	14.17	1
LITTLE CAESARS	SUPPLIES	61.9	2
LITTLE CAESARS	TRAINING	35.51	2
MARATHON PETRO	SUPPLIES	7.75	1
MCGUIRK SAND & GRAVEL	SUPPLIES	487.5	2
MCMASTER-CARR SUPPLY CO.	SUPPLIES	136.43	1
MEDLER ELECTRIC COMPANY	SUPPLIES	196.6	2
MEIJER INC	SUPPLIES	66.84	1
MEIJER INC	SUPPLIES	36.81	1
MEIJER INC	SUPPLIES	32.32	1
MEIJER INC	SUPPLIES	44.9	2
MEIJER INC	TRAINING	71	4
MENARDS - MT. PLEASANT	UNIFORM	31.98	2

Wright Express7/2/2018

<u>Merchant Name</u>	<u>Invoice Description</u>	<u>Amount</u>	<u># of Invoices</u>
MENARDS - MT. PLEASANT	SUPPLIES	294.35	8
MICHIGAN ASSOCIATION OF CPAS	DUES	305	1
MICHIGAN CAT	SUPPLIES	97.44	1
MICHIGAN FARMERS MARKET ASSOC	CONTRACT SVCS	250	1
MICHIGAN PIPE & VALVE	SUPPLIES	280	1
MICROSOFT STORE	RENEWAL	475	2
MILAN SUPPLY COMPANY	SUPPLIES	138.36	1
MOTORLESS MOTION	SUPPLIES	530	2
MT PLEASANT AUTOMOTIVE SUPPLY	SUPPLIES	146.73	1
MUNICIPAL EMPLOYEE RETIRE SYSTEMS	TRAINING	175	1
NATIONAL ALLIANCE-YOUTH SPORTS	SUPPLIES	62.51	1
NATIONAL RECREATION & PARK ASSOC	DUES	170	1
NATIONAL RECREATION & PARK ASSOC	TRAINING	565	1
NDG MOBILE MARKET	CONTRACT SVCS	238	1
NFPA	DUES	150	1
NORTHERN TOOL	SUPPLIES	2957.15	2
NSI SOLUTIONS INC	CONTRACT SVCS	247.5	1
OFFICE DEPOT	SUPPLIES	667.94	5
OFFICESUPPLY.COM	SUPPLIES	64.98	1
OLSON TIRE SERVICE	SUPPLIES	826.5	1
OLSON TIRE SERVICE	CONTRACT SVCS	148.5	3
PANERA BREAD	SUPPLIES	73.11	4
PIONEER REVERE	SUPPLIES	733.85	1
PISANELLO'S PIZZA	TRAINING	37.74	1
PURE VITALITY SPA LLC	SUPPLIES	25	1
REDBLOOM YOGA	SUPPLIES	310	1
RIC'S FOOD CENTER	SUPPLIES	31.69	1
RIC'S FOOD CENTER	SUPPLIES	15.98	2
ROPES THAT RESCUE	TRAINING	3300	1
S & S WORLDWIDE, INC.	SUPPLIES	2,752.52	1
SAM'S CLUB #4982	SUPPLIES	322.25	1
SAM'S CLUB #4982	SUPPLIES	69.92	4
SAVE YOUR.TOWN	TRAINING	20	1
SCHOOL NURSE SUPPLY INC.	SUPPLIES	237.55	1
SCIENTIFIC BRAKE & EQUIPMENT CO	CONTRACT SVCS	439.12	1
SHERWIN WILLIAMS	SUPPLIES	1498.72	7
SIMPLY ENGRAVING	SUPPLIES	52.5	1
SOCIETY OF HUMAN RESOURCES MANAG	DUES	100	1
SPARTAN DISTRIBUTORS	SUPPLIES	523.46	1
SPECTRUM	PARKING	6	1
STANDARD ELECTRIC COMPANY	SUPPLIES	9.81	1
STAPLES - MP	SUPPLIES	617.5	6



Wright Express7/2/2018

<u>Merchant Name</u>	<u>Invoice Description</u>	<u>Amount</u>	<u># of Invoices</u>
STAPLES BUSINESS ADVANTAGE	SUPPLIES	288.83	6
STATE OF MI LIC & REG AFFAIRS	CONTRACT SVCS	125	1
STATE OF MICH-DEPT ENV QUALITY	TRAINING	95	1
STATE OF MICHIGAN	SUPPLIES/VEHICLE MAINT	13.26	1
STATE OF MICHIGAN	TRAINING	95	1
STATE OF MICHIGAN ICHAT LOOK UP	CONTRACT SVCS	60	5
SUNCOAST LEARNING SYSTEMS, INC	TRAINING	225	1
SWEENEY SEED COMPANY	SUPPLIES	12.10	1
THE HENRY HOTEL CREDIT CARD CHGS	TRAINING	429.84	2
THE LOCKDOWN COMPANY	CONTRACT SVCS	3099.25	1
THE UPS STORE	CONTRACT SVCS	18.27	1
TLO ONLINE	CONTRACT SVCS	25	1
TRACTOR SUPPLY - MP	SUPPLIES	422.49	6
TRACTOR SUPPLY PLAN	SUPPLIES	126.12	4
U S POSTMASTER	CONTRACT SVCS	6.7	1
U S POSTMASTER	SUPPLIES	53.50	1
ULINE SHIP SUPPLIES	SUPPLIES	187.14	1
VERIZON WIRELESS	CONTRACT SVCS	15.85	1
VERIZON WIRELESS	SUPPLIES	114.03	1
VERIZON WIRELESS	COMMUNICATIONS	3,893.77	39
VOLGISTICS, INC	CONTRACT SVCS	98	1
WALGREENS	CONTRACT SVCS	517.85	1
WALGREENS	SUPPLIES	17.99	1
WAL-MART	SUPPLIES	189.52	1
WAL-MART	SUPPLIES	106.58	2
WAL-MART	SUPPLIES	49.27	3
Total		\$70,472.67	423