

Regular Meeting of the Mt. Pleasant City Commission
Monday, February 10, 2025
7:00 p.m.

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

LAND ACKNOWLEDGEMENT STATEMENT:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation recognizing February as Black History Month.
2. Presentation by City Manager Desentz on 2024 and 2025 Goals and Objectives.

ADDITIONS/DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

3. Fourth Quarter investment report.
4. Report on 2025 deer cull.
5. Monthly report on police related citizen complaints received.

CONSENT ITEMS:

6. Approval of minutes from the regular meeting held January 27, 2025.
7. Approval of minutes from the closed session held January 27, 2025.
8. Approval to award the contract for the 2025 Sidewalk Replacement Project to H&H Concrete of Clare, MI for \$177,223.

All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the Human Resources Office at 989-779-5313. A 48-Hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the City via the Michigan Relay Service by dialing 7-1-1. Public Comment and Public Hearings are opportunities for the public to comment on business and non-business items. Questions will not be answered during these times and instead should be directed to City Hall staff during normal business hours.

City Commission Agenda

Monday, February 10, 2025

Page 2

9. Approval of Payrolls & Warrants.

PUBLIC HEARINGS:

NEW BUSINESS:

10. Consider budget amendment for fund balance allocation.

11. Request to award the 2025 Parking Lots 4 & 5 Reconstruction Project to McGuirk Sand-Gravel for \$598,245.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

RECESS:

WORK SESSION:

12. City Manager Review Process.

RECESS:

CLOSED SESSION:

ADJOURNMENT:

All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the Human Resources Office at 989-779-5313. A 48-Hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the City via the Michigan Relay Service by dialing 7-1-1. Public Comment and Public Hearings are opportunities for the public to comment on business and non-business items. Questions will not be answered during these times and instead should be directed to City Hall staff during normal business hours.

TO: MAYOR AND CITY COMMISSION FEBRUARY 10, 2025
FROM: AARON DESENTZ, CITY MANAGER
SUBJECT: CITY MANAGER REPORT ON AGENDA ITEMS

Proclamations and Presentations:

2. Presentation by City Manager on 2024 and 2025 Goals and Objectives.
 - a. At the upcoming City Commission meeting I plan to review the 2024 goals and objectives. I will highlight items we completed and those that we will continue working on in 2025. I will also present the current plan for our 2025 goals and objectives.

Receipt of Petitions and Communications:

Consent Items:

8. Approval to award the contract for the 2025 Sidewalk Replacement Project to H&H Concrete of Clare, MI for \$177,223.
 - a. Staff is recommending that the City Commission award the contract for the 2025 Sidewalk Replacement Project to H&H Concrete of Clare, MI for \$177,223. The request includes a \$11,940 budget amendment. Those costs will be paid by Central Michigan University as this was an add-on specification at their request. A full detailed list of the sidewalks projects for 2025 can be found in the City Commission packet.

Public Hearings:

New Business:

10. Consider budget amendment for fund balance allocation.
 - a. Staff is recommending that the City Commission allocate the following amounts from the City's unallocated fund balance to the following specific projects:
 - Retaining Wall Repair/Replacement – total project estimates \$1,400,000; City responsibility \$1,150,000.
 - Parking Lot 4 – total project estimates \$152,000.
 - Parking Lot 5 – total project estimates \$674,000.

The above action will leave \$5,918,840 in unassigned fund balance representing 32% of annual expenditures.

- i. Recommended Action: A motion to commit \$1,976,000 for the Retaining Wall, Parking Lot 4, and Parking Lot 5 projects, reducing the unassigned fund balance to an estimated amount of \$5,918,840.

11. Request to award the 2025 Parking Lots 4 & 5 Reconstruction Project to McGuirk Sand-Gravel for \$598,245.
 - a. Staff is recommending that the reconstruction of parking lots 4 and 5 be awarded to McGuirk Sand & Gravel. The project includes the removal and replacement of existing pavement in parking lot 4 and the removal and replacement of pavement, subbase, curb and gutter, and other infrastructure in parking lot 5. Construction is scheduled to take place between July 21st and September 12th.
 - i. Recommended Action: A motion to award the contract for the 2025 Parking Lots 4 & 5 Reconstruction Project to McGuirk Sand-Gravel for \$598,245.

Work Session:

12. City Manager Review Process.
 - a. Mayor Wingard has asked that the attached documents be provided to the City Commission for discussion as examples for a review process for the City Manager. The City Commission will be asked for feedback to help design the method for providing an annual review for the City Manager.

PROCLAMATION

WHEREAS, Black History Month is an annual celebration of the achievements, contributions, and rich cultural heritage of African Americans, recognizing their pivotal role in shaping the history and progress of our nation; and

WHEREAS, the origins of Black History Month trace back to the efforts of Dr. Carter G. Woodson and the Association for the Study of African American Life and History (ASALH), who sought to ensure that the accomplishments and struggles of Black Americans are acknowledged and preserved; and

WHEREAS, African Americans have made profound contributions in every field, including science, education, business, law, politics, sports, and the arts, enriching the fabric of our society and inspiring future generations; and

WHEREAS, this month serves as a reminder to reflect on the resilience, strength, and enduring spirit of African Americans in the face of adversity, while also recognizing the ongoing pursuit of justice, equity, and inclusion in our community and nation; and

WHEREAS, the City of Mount Pleasant is committed to promoting diversity, inclusion, and understanding, and encourages all residents to participate in the many educational and cultural events that highlight Black history and culture;

NOW, THEREFORE, I, Mayor of the City of Mount Pleasant, do hereby proclaim February 2025 as

BLACK HISTORY MONTH

in Mount Pleasant and encourage all residents to honor and celebrate the invaluable contributions of African Americans throughout history and today.

In Witness Whereof, I hereunto set my hand and the Great Seal of the City of Mount Pleasant, Michigan, this 10th day of February, 2025.

Boomer Wingard, Mayor
City of Mount Pleasant, Michigan

Goal/Objective**Maintain stable and financially responsible operations****Tactic****Measure****Update 12/31/2024**

Complete required landfill remediation efforts

Continue site assessment through well testing developed with third party advisor.

Analysis of testing data

Environmental consultant is in the process of consolidating and compiling quarterly reports for the sampling activities. Once done they will provide options for next steps.

Coordinate with Michigan Department of Environment, Great Lakes, and Energy (EGLE) and third party advisement firm to develop a plan for remediation efforts.

Adoption of plan
Adoption of budgeted remediation costs

Develop a Capital Needs Assessment for remediation efforts.

Inventory current green initiatives against MI Green Communities initiatives

City Commission adopted Climate Change Preparedness Plan.

Prepare a climate change preparedness plan

Develop goals and objectives for a climate change preparedness plan

Adoption of climate change preparedness plan

Adopt a climate change preparedness plan
Develop and adopt a policy on appropriate asset management practices

Adoption of policy

City Commission has adopted the Asset Management Policy.

Look for ways to cut down or find ways to compensate for services provided to non-city customers without payment

Identify services provided to non-city taxpayers without payment and look for ways to reduce impact on city taxpayers
Monitor taxable value for both residential and commercial properties

Developed list of proposed means to compensate for City services

Fee modifications were adopted by the City Commission.

Monitor the City's tax base and develop interventions to stabilize

Increase or decrease in taxable values

Projections made as part of the City's proposed 2025 operating budget show stabilization in the tax base. Finance will continue to monitor other factors such as MTT cases.

Continue positive and productive relationships with community partners and residents/businesses

		Identifying career paths where program will be beneficial		Staff has developed a relationship with staff at GI TEC and has explored what programs may be mutually beneficial. The City is working close to develop a fire services program.
	Create a workforce development program in partnership with Gratiot Isabella Technical Education Center (GI TEC) - CMU & Mid-Michigan	Establishing programs within identified career paths Communication of the available opportunities to students	Number of programs developed	We are continuously exploring opportunities to collaborate with local educational institutions to offer internship opportunities. In addition, sharing of position vacancies is achieved utilizing Handshake to attract, source, and hire college students and recent graduates.
	Renew the City's Redevelopment Ready Communities Certification	Address needs in the City's RRC status report Submit necessary policies and procedures to the State for consideration of RRC recertification	Recertification in the RRC program	RRC Recertification has been approved by the State of Michigan. Goal is complete Q2 2024.
Provide safe accommodations for pedestrians and bicyclists				
	Expand walkability in Mt. Pleasant	Continue replacement sidewalk program and assessments. Identify pathway for southern trail connection	Completion of sidewalk plans Pathway identified	Planned sidewalk completed in 2024. City was awarded TAP grant for \$400,000 and MDNR grant for \$400,000.
	Identify grants and partners to expand MMPGKB Trail and increase signage on trail	Secure rights to pathway for southern trail connection Review grant opportunities to fund the project North Section: Design and engineering	Rights to pathway secured Grants applications submitted Design and engineering completed	Project to be completed 2025
Create a community friendly space in our downtown area				
	Create a community friendly green space in the downtown area	Complete the Town Center project	Project completion	Grand opening of the space was held in December 2024.
Provide a great parks system and expand our sports, events, and recreation program offerings				
	Upgrade and add universal access to Chipp-A-Waters Park playground structure	Design universal access amenities Construct universal access amenities Review existing recreation programs	Complete design and construction	Construction of universal access amenities completed Q2 2024.
	Create recreation programs identified in the recreation needs assessment	Identify gaps in programs offered Develop programs based on needs, gaps, and budgetary constraints	Programs/events offered Number of participants	Recreation assessment report provided to the City Commission. Further goals development and implementation taking place in 2025 based on feedback in the report.
Create a sense of place by promoting the "Meet Here" branding and working to become a cool destination				

	Promote that Mt. Pleasant is centrally located	Work message into upcoming communications where applicable.	Distribution of messaging that includes Mt. Pleasant's central location	Staff produced a video highlighting our central location in Q3. The video will continue to be featured on our social media channels. Staff is working with area event hosts to develop a combined event for 2025. Plans for when and what events would take place are being made.
	Work with community partners to support an event that brings more people to Mt. Pleasant	Identify partners for event creation	Hold the event	
		Create a vision for the event		
		Build a budget for the event		
	Continue to monitor the analytics on our communication channels and make sure our information stays fresh and relevant	Monitor analytics on a quarterly basis to see how/where messaging is gaining views and interactions	Quarterly report to City Manager	Fourth quarter analytics provided to the City Manager. Analytics will be used to inform future methods of communication.
Address the housing market demands in our community, including home ownership opportunities				
	Monitor and evaluate the performance of our PILOT and NEZ programs	Review areas for potential NEZ	Implementation of PILOT and NEZ programs	Spire Development was awarded a PILOT agreement in 2023 but did not receive MSHDA funding in early 2024. Next application period will be Q4 2024. Staff will continue to work with Spire to assist in maximizing the potential for MSHDA support.
		Review implementation of PILOT program		
Maximize economic viability on Mission Street				
	Engage stakeholders in future development options for the corridor	MDOT to present findings of Mission Street study	Development of a plan	Mission Street Corridor Improvement Plan has been presented to the Steering Committee and the Mission Street DDA for consideration. In 2025 the plan will be reviewed by the Planning Commission and the City Commission for final approval.
	Determine interest in continuing the DDA and TIFA Districts beyond 2025	Work with consultant on the development of a Mission Street Implementation Plan as part of the City's Master Plan review process Determine the tradeoffs of continuing TIFA districts Submit a final proposal for continuation or discontinuation of TIFA districts	Continuation or discontinuation of TIFA districts	City Commission to hold a work session Q1 2025 on the future of the CBD TIFA. Staff will implment City Commission direction mid 2025.
Prepare Mt. Pleasant Center for future development opportunities				
	Consider long-term development options for the former Mt. Pleasant Center property	Goal on hold during court of appeals process	Goal on hold during court of appeals process	City Commission to decide future plan of action in 2025.

Goal/Objective	Tactic	Measure	Anticipated Completion	Responsible Party	Update 03/31/2025	Update 06/30/2025	Update 09/30/2025	Update 12/31/2025
Maintain Service Excellence	Create a set of benchmarks							
Ensure that all city departments consistently meet established service standards and benchmarks to provide efficient and effective services to residents and visitors.	Monitor benchmarks throughout the year	See separate benchmarks worksheet	Q4 2025	City Manager				
	Report on benchmarks							
Implement recommendations from the Fire Study to optimize fire service delivery, enhance emergency response capabilities, and improve overall fire safety within the community.	Create an implementation plan for goals identified in the CPSM study	Implementation of goals within the stated timeframe in the implementation plan	Q1 2025 - Create implementation plan	Public Safety Director				
	Report on various goals on a quarterly basis		Q4 2025 final reporting					
Prioritize proactive maintenance and infrastructure upgrades to ensure the reliable operation of the water distribution system, minimizing disruptions and ensuring access to clean and safe water for all residents.	Adopt a project plan in coordination with DWSRF program	Implementation of project plan	Q3 2025	Public Works Director				
Regularly inspect, repair, and maintain roads and sidewalks throughout the city to enhance safety, accessibility, and mobility for all users.	Develop a 2025 implementation plan	PASER Ratings for completed roads and sidewalks	Q3 2025	Public Works Director				
Implement comprehensive asset management practices to effectively maintain cemetery facilities and grounds.	Report on activities on a quarterly basis Using adopted 2024 Asset Management Policy, implement policy to provide services while ensuring sustainability of infrastructure in the future	Number of new policies or procedures created that support sustainable management of assets	Q3 2025	Parks and Recreation Director				
Promote Professional Development	Development of an effective recruitment strategy based on best practices	Number of qualified candidates recruited						
Implement targeted recruitment strategies to attract and select highly qualified candidates who possess the skills, qualifications, and values necessary to excel in their respective roles within the organization.	Implement recruitment strategy	Qualification of qualified candidates compared to previous methods	Q4 2025 final reporting	Human Resources Director				
	Review measurements on if the new strategy worked. Amend the strategy as necessary.							
	Identify organizational learning and onboarding needs	Total number of skills to be developed						
Develop comprehensive onboarding and training programs for new hires to ensure they receive the necessary knowledge, skills, and resources to perform their duties effectively and integrate seamlessly into their roles and the organizational culture.	Develop training programs based on learning and onboarding needs	Number of training resources to teach new skills	Q4 2025 final reporting	Human Resources Director				
	Measure and review programs to ensure that they are meeting the goal of the program	Number of people able to demonstrate new skill						
	Identify organizational learning needs	Total number of skills to be developed						
Build leadership development programs to identify, nurture, and cultivate emerging leaders within the organization, fostering continuity and succession planning to ensure a strong and capable leadership pipeline for the future.	Develop training programs based on learning needs	Number of training resources to teach new skills	Q4 2025 final reporting	Senior Management Team				
	Measure and review programs to ensure that they are meeting the goal of the program	Number of people able to demonstrate new skill						
Address Community Needs								
Implement initiatives to enhance refuse and recycling services.	Implement new refuse and recycling pickup	Completion of implementation	Q1 2025	Public Works Director				
Deploy smart meter technology to enhance service delivery, including real-time monitoring of utility usage, identifying opportunities for energy efficiency and conservation, and providing residents with tools and resources to better understand and manage their utility consumption.	Develop implementation plan to include financing and installation of new meters	Number of new meters installed	Q4 2025	Public Works Director				
	Install and monitor new meters							
Develop and implement outreach programs to increase citizen engagement and education on key community issues.	Identify those issues that require education	Number of communications developed from this tactic	Q4 2025 final reporting	Finance Director				
	Provide necessary engagement and educational opportunities							
Implement Strategic Planning								
Conduct a thorough assessment of the city's motor pool operations to identify areas for improvement, such as optimizing vehicle usage, reducing maintenance costs, and implementing fuel-efficient and environmentally friendly practices to enhance the efficiency and sustainability of the city's fleet management.	Identify opportunities for improvements to the motor pool	Number of opportunities identified						
	Create a plan for improvements	Number of changes made	Q3 2025	Public Works Director				
	Monitor/review that changes did what they were designed to do	Success rate based on number of successful changes						
Develop and implement a wellhead protection plan ordinance to safeguard the city's drinking water sources from contamination.	Adopt a wellhead protection ordinance	Adoption of ordinance	Q2 2025	Public Works Director				
	Identify key stakeholder needs							
Collaborate with key stakeholders to develop and implement a comprehensive economic development plan that identifies strategic priorities, opportunities for growth, initiatives to attract investment, create jobs, and foster economic prosperity.	Align internal and external resources into a plan	Adoption of plan	Q2 2025	City Manager				
	Adopt a plan							
Enhance Financial Management								
Review the creation of a dedicated grant writing program within the city to systematically identify, pursue, and secure grant opportunities from various sources.	Hire a Grant Coordinator	Position filled	Q1 2025	Finance Director				
		Number of grants applied for						
Actively seek out and apply for grants from various sources to supplement the city's budget, fund critical projects and initiatives, and reduce reliance on taxpayer funds.	Identify grants that align with the City's goals and objectives	Number of grants awarded	Q4 2025 final reporting	Finance Director				
	Apply for grants as needed	Number of grants successfully managed						

Conduct a comprehensive review of accounting policies and administrative procedures to ensure alignment with regulatory requirements and best practices.	Review accounting policies	Number of policies reviewed	Q2 2025	Finance Director
	Make changes as necessary			
	Review changes to ensure success of new policies	Number of policies changed		
Evaluate utility billing fees and policies to ensure sufficient funding is in place to protect public health and maintain critical infrastructure while working to keep our rates as affordable as possible.	Review fees and ensure that established rates support intended activities	Number of changes made to rate structure	Q3 2025	Finance Director

Memorandum



TO: Aaron Desentz, City Manager

FROM: Lauren Pavlowski, Finance Director

DATE: February 6, 2025

SUBJECT: Investment Report

Attached please find the 2024 4th quarter Investment Report. The investment portfolio for all funds, less the pension and OPEB plans and WRRF bond proceeds, has a cost basis of \$31.7 million. The investment portfolio earned a weighted average yield of 4.01%, which is up from the previous quarter of 2.94%.

Requested Action:

Include the Investment Report for December 31, 2024, with the February 10th City Commission Petitions and Communications.

Current Portfolio

City of Mt. Pleasant portfolio as of 12/31/2024



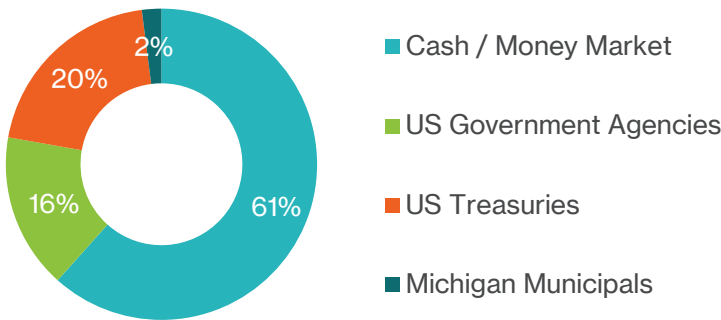
Your Portfolio

Cash	\$19,323,526
Securities	<u>\$12,415,000</u>
Total	\$31,738,526

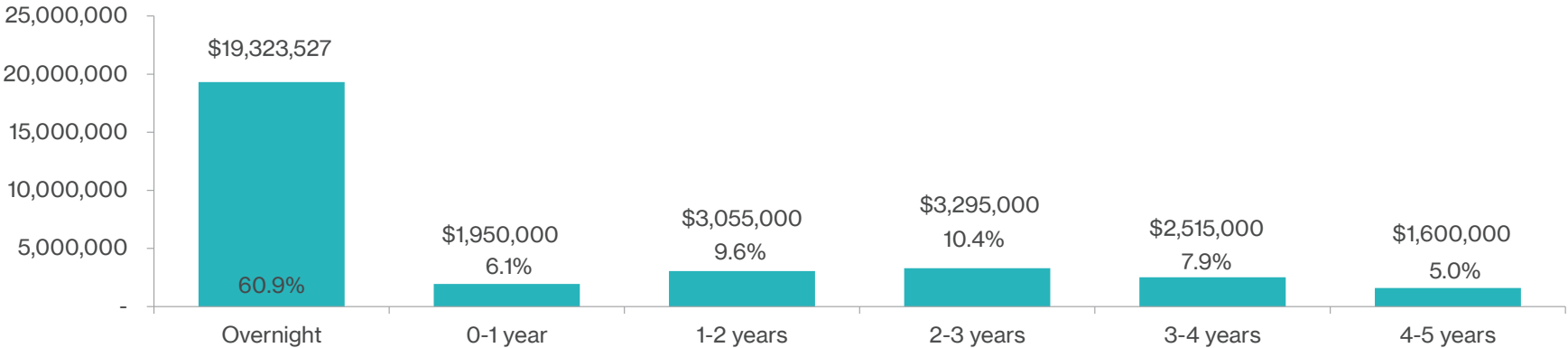
Your Securities

Weighted Average Maturity*	0.93 years
Weighted Average Yield*	4.01%

Your Asset Allocation



Your Maturity Distribution



*THE ABOVE DATA CONTAINS CALCULATIONS THAT WERE DERIVED IN PART FROM OUTSIDE SOURCES. THEY ARE ASSUMED TO BE ACCURATE BUT ARE SUBJECT TO VERIFICATION AND REVISION. IN THE EVENT OF A DISCREPANCY BETWEEN THE ABOVE AND THE CITY'S BANK AND CUSTODY STATEMENTS, THE INFORMATION IN THE STATEMENTS SHOULD BE CONSIDERED ACCURATE.

YIELD AND INTEREST INCOME INFORMATION IS ANNUALIZED. ALL YIELD INFORMATION IS SHOWN GROSS OF ANY ADVISORY AND CUSTODY FEES AND IS BASED ON YIELD TO MATURITY AT COST. PAST PERFORMANCE IS NOT A GUARANTEE OF FUTURE RESULTS.



DIVISION OF PUBLIC SAFETY CITY OF MT. PLEASANT



804 E. High Street, Mount Pleasant, MI 48858
Phone: (989) 779-5100 Fax: (989) 773-4020

MEMORANDUM

DATE: February 3, 2025
TO: Aaron Desentz, City Manager
FROM: Paul Lauria, Director of Public Safety
SUBJECT: Deer Cull

The first deer cull took place on January 16, 2025 in Chipp-A-Waters Park. A total of 30 deer were harvested and transported to the processor for the packaging of the meat. Once the meat is processed it will be distributed to non-profits like Hunters for Hunger, the Isabella County Soup Kitchen, and the Community Kitchen (7th Generation) at the Saginaw Chippewa Indian Tribe.

We received a complaint from a resident who was unaware that the cull was happening. In speaking with the resident, their concern was that they can access the park through their backyard. I explained what our reasoning was and how we went about closing, clearing, and securing the park before the cull started. In the future we will add a written notification to homes that border the park.

In addition, Parks Director Phil Biscorner received calls about the amount of blood that remained in the snow after the park was reopened. Obviously, 30 harvested deer that are dragged to the pick-up area will create quite a mess in fresh, white snow. None of the deer were field dressed on location. They were all transported to the Department of Public Works Building for that task. The remnants of the cull are mitigated in the park as much as possible, but blood in fresh snow becomes difficult to eliminate.

If you have any questions or concerns, please let me know.

[illegible]

Minutes of the regular meeting of the City Commission held Monday, January 27, 2025, at 7:00 p.m., in the City Commission Room, 320 W. Broadway St., Mt. Pleasant, Michigan with virtual options.

Mayor Wingard called the meeting to order.

The Pledge of Allegiance was recited.

Land Acknowledgement statement was recited.

Commissioners Present: Mayor Boomer Wingard; Commissioners Mary Alsager; Liz Busch; Maureen Eke, Amy Perschbacher & Grace Rollins

Commissioners Absent: Bryan Chapman

Others Present: City Manager Aaron Desentz and City Clerk Heather Bouck

Moved by Commissioner Alsager and seconded by Commissioner Rollins to accept Bryan Chapman's resignation from the City Commission. Motion unanimously adopted.

Mayor Wingard opened nominations for Vice Mayor.

Commissioner Rollins nominated Commissioner Eke for Vice Mayor. There being no other nominations for Vice Mayor, Commissioner Eke was elected Vice Mayor for 2025 unanimously.

Moved by Commissioner Busch and seconded by Vice Mayor Eke to approve the Agenda as presented. Motion unanimously adopted.

Public Input on Agenda Items

Cynthia Kilmer, 219 N. Lansing, asked the Commission to consider an individual with other ideas to fill the vacancy on the Commission.

Moved by Vice Mayor Eke and seconded by Commissioner Alsager to approve the following items on the Consent Calendar:

1. Minutes of the regular meeting of the City Commission held January 13, 2025.
2. Set a special meeting for discussion on goals and objectives for Thursday, March 13, 2025 at 6:00 p.m. at the Department of Public Safety.
3. Resolution for Christian Counseling of Mid Michigan Gaming License.
4. Decertification Resolution for Mosher Street from Broadway Street to Main Street.
Whereas the City of Mount Pleasant does wish to decertify/vacate a portion of Mosher Street. This decertification/vacation of Mosher Street is located from Broadway Street to Main Street for a total decertification/vacation length of 367'.
5. Revised Permanent Easement for Consumers Energy Facilities at Parcels 17-000-15-226-00 and 17-000-15-228-00, 1303 N. Franklin St.
6. Purchase of Water Valve Maintenance Trailer from Hurco Technologies in the amount of \$93,455.

7. Warrants and Payrolls dated December 12, 15, 27, 2024 and January 9, 2025 all totaling \$2,993,855.16.

Motion unanimously adopted.

Moved by Vice Mayor Eke and seconded by Commissioner Busch to make the following appointments to City Boards and Commissions.

Appointments Committee

Boomer Wingard-Chair

Mary Alsager

Grace Rollins

Central Michigan Center for Recovery,
Education, and Wellness (CMCREW)

Held open for appointment

Charter Committee

Boomer Wingard, Chair

Grace Rollins

Held open for appointment

Council of Governments

Boomer Wingard

Intergovernmental Liaison

Boomer Wingard

Maurene Eke, alternate

International Relations/Sister City Council

Liz Busch

Maureen Eke, alternate

Mt. Pleasant Area Diversity Council

Amy Perschbacher

Property Committee

Mary Alsager, Chair

Grace Rollins

Held open for appointment

Motion unanimously adopted.

Moved by Vice Mayor Eke and seconded by Commissioner Rollins to make the following appointments of City Commissioners to City standing and special committees as follows:

Audit Committee

Amy Perschbacher

Maurene Eke

Grace Rollins (alternate)

City/CMU Student Liaison Committee

Mary Alsager

Amy Perschbacher

Economic Development Corporation

Brownfield Redevelopment Authority

Mary Alsager

Boomer Wingard

Principal Shopping Board

Amy Perschbacher

Tax Increment Finance Authority

Liz Busch

Motion unanimously adopted.

Moved by Vice Mayor Eke and seconded by Commissioner Rollins to make the following appointments of City administrative officials to the following boards and commissions:

Building Authority

Finance Director Lauren Pavlowski

9-1-1/Central Dispatch Governing Board

Fire Chief Doug Lobsinger

Police Captain Brandon Bliss, alternate

Isabella County Material Recovery Facility,

Governing Board

Public Works Director Jason Moore

MML Legislative Coordinator

City Manager Aaron Desentz

Mid-Michigan Area Cable and Telecommunications

Consortium Board

Public Relations Director Darcy Orlik

Middle Michigan Development Corporation

City Manager Aaron Desentz

Motion unanimously adopted.

Announcements on City-Related Issues and New Business

Commissioner Alsager announced Applications are being accepted through February 12, 2025 for City Commission vacancy.

Mayor Wingard has moved the location for office hours to the Greentree dining area. He holds office hours on the first Wednesday of each month from 6 – 7 pm.

Public Comment on Agenda and Non-Agenda Items

Cynthia Kilmer, 219 N. Lansing, provided a story regarding a retired MPPD officer.

The Commission recessed at 7:35 p.m. and returned at 7:40 p.m.

WORK SESSION: Development of RFP for organization culture survey consultant.

Discussion on development of RFP for organization culture survey consultant took place.

The Commission recessed at 8:20 p.m. and went into a closed session at 8:28 p.m.

Moved by Commissioner Perschbacher and seconded by Commissioner Rollins to enter into Closed Session pursuant to subsection 8(c) of the Open Meetings Act for strategy and negotiation sessions connected with negotiation of a collective bargaining agreement.

AYES: Alsager, Busch, Eke, Perschbacher, Rollins & Wingard

NAYS: None

ABSENT: None

Motion carried.

Closed session ended at 9:11 p.m. A separate set of minutes was taken for the closed session.

Moved by Commissioner Alsager and seconded by Commissioner Busch to adjourn the meeting at 9:12 p.m. Motion unanimously adopted.

Boomer Wingard, Mayor

Heather Bouck, City Clerk

Memorandum



TO: Aaron Desentz, City Manager

FROM: Stacie Tewari, City Engineer

DATE: January 30, 2025

SUBJECT: Award Contract for the 2025 Sidewalk Replacement Project Bid

Request:

The City Commission is requested to award the contract for the 2025 Sidewalk Replacement Project to H & H Concrete of Clare, MI for the sum of \$177,223.

Reason:

The 2025 Sidewalk Replacement Project includes complaint locations along with sections of sidewalk that need to be replaced due to conditions found during our PASER review process. The Sidewalk Project also includes construction of a new sidewalk in Island Park for access to the war memorials that were relocated from Town Center. The project includes replacement of broken concrete at the apparatus bay approaches at the public safety building.

On January 28, 2025, the following bids were received:

Bidder	Amount
H & H Concrete, Clare, MI	\$162,978.75
Mike's Landscaping of Davidson, Davison, MI	\$179,051.00
Lakeshore Construction, Mt Pleasant, MI	\$181,873.35
Affordable Concrete Contracting, Bay City, MI	\$208,785.50
Tresemmer Concrete & Excavating, Fennville, MI	\$211,356.00
F & M Concrete Construction, LLC, Dimondale, MI	\$218,854.00
Donley Excavating, LLC, Marlette, MI	\$222,998.50
The Isabella Corporation, Mt Pleasant, MI	\$233,205.50
McGuirk Sand & Gravel, Mt Pleasant, MI	\$258,463.17
Malley Construction, Inc. Mt Pleasant, MI	\$291,845.00

Memorandum



		H & H Concrete	
Division I		Budget	Bid Amount
Sidewalk Replacement	\$100,400.00		\$98,092.00
<u>Additional Cost</u>			
Wonsey Tree Service, Inc. (Tree Removal)			\$3,800.00
Mt Pleasant Streets Department (Stump Grinding)			\$1,750.00
	Subtotal	\$100,400.00	\$103,642.00
Division II			
New Sidewalk War Memorial Island Park	\$12,000.00		\$9,688.00
Division III			
DPS Concrete Approach	\$78,321.00		\$55,199.00
	Total Budget	\$190,721.00	Project Subtotal \$168,529.00
Proposed Division I Budget Amendment CMU Reimbursement (estimate)	\$11,940.00		-
Proposed Division I Additional Sidewalk			\$8,694.00
Proposed Amended Budget	\$202,661.00	Project Total	\$177,223.00

Sidewalks are paid for in the general fund with a corresponding transfer from the streets funds. Central Michigan University has again agreed to reimburse the City for the additional cost of sidewalks that are replaced to CMU specifications (wider sidewalks with a thicker cross section), for a total of \$11,940.00.

Recommendation: I recommend the City Commission award the contract for the 2025 Sidewalk Replacement Project to H & H Concrete for the sum of \$177,223.00. I recommend approval of a budget amendment of \$11,940 for Division I in the general fund budget along with the corresponding transfer from the streets funds. The budget amendment is for the CMU reimbursement and will allow for an additional section of sidewalk to be replaced within the original city budget amount for Division I.

02/06/2025

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 01/10/2025 - 02/06/2025

Check Date	Vendor Name	Description	Amount
01/21/2025	21ST CENTURY MEDIA - MICHIGAN	CONTRACT SVCS	1,300.00
01/21/2025	21ST CENTURY MEDIA - MICHIGAN	532011 NEWSPAPER PUBLICATIONS DEC 24	1,025.78
01/21/2025	AARON DESENTZ	REIMBURSEMENT INTERNET DEC	142.99
02/06/2025	AARON DESENTZ	REIMBURSEMENT MILEAGE JANUARY 25	131.60
01/24/2025	AIRGAS USA, LLC	SUPPLIES- STREETS	92.70
02/06/2025	AL FOOR, JR STATEWIDE DISTRIBUTOR	DPS SUPPLIES FOR CAR WASH	197.00
01/21/2025	ALEXANDER MATTHEWS	REIMBURSEMENT	50.00
01/24/2025	ALMA TIRE SERVICE INC	SUPPLIES/VEHICLE MAINT	296.84
01/24/2025	ALMA TIRE SERVICE INC	SUPPLIES/VEHICLE MAINT	633.70
01/24/2025	ALMA TIRE SERVICE INC	SUPPLIES/VEHICLE MAINT	637.08
02/06/2025	ALMA TIRE SERVICE INC	SUPPLIES/VEHICLE MAINT - POLICE - #07533	64.43
02/06/2025	ALMA TIRE SERVICE INC	SUPPLIES/VEHICLE MAINT - POLICE - #09614	70.43
02/06/2025	ANGIE MCCANN	REIMBURSEMENT MILEAGE THRU JAN 25	11.90
01/24/2025	AUTOZONE, INC.	SUPPLIES- DPS	13.57
02/06/2025	AUTOZONE, INC.	SUPPLIES DPS	129.99
01/24/2025	AVFUEL CORPORATION	MONTHLY EQUIPMENT FEE	20.00
02/06/2025	BILL BRICKNER	REIMBURSEMENT MILEAGE JAN 25	29.40
01/24/2025	BLOCK ELECTRIC COMPANY	CONTRACT SVCS DOWNTOWN	3,419.84
02/06/2025	BLOCK ELECTRIC COMPANY	CONTRACT SVCS-DOWNTOWN CHRISTMAS TREE	284.00
01/21/2025	BLUEBEAM INC.	SUBSCRIPTION RENEWAL	440.00
02/06/2025	BLYSTONE & BAILEY	OCTOBER BANK RECONCILIATION	2,707.40
02/06/2025	BMW MOTORCYCLES SE MI	VEHICLE PURCHASE POLICE DEPT	31,188.30
02/06/2025	BMW MOTORCYCLES SE MI	VEHICLE PURCHASE POLICE DEPT	31,188.30
02/06/2025	BSN SPORTS LLC	SUPPLIES RECREATION BASKETBALL	725.90
01/21/2025	BUSINESS CONNECTIONS, INC.	CONTRACT SVCS - AIRPORT ANSWERING SVC	363.98
02/06/2025	C & O SPORTSWEAR	SUPPLIES RECREATION YOUTH BASKETBALL	295.15
02/06/2025	C & O SPORTSWEAR	SUPPLIES RECREATION YOUTH BASKETBALL	2,677.05
02/06/2025	C & O SPORTSWEAR	SUPPLIES RECREATION YOUTH BASKETBALL	32.60
02/06/2025	CDW GOVERNMENT, INC	SUPPLIES DPS	225.12
02/06/2025	CDW GOVERNMENT, INC	SUPPLIES DPS	452.18
02/06/2025	CDW GOVERNMENT, INC	SUPPLIES POLICE DEPT	3,399.97
02/06/2025	CDW GOVERNMENT, INC	SUPPLIES FOR FINANCE DIRECTOR	50.34
01/21/2025	CENTRAL MICH UNIV - MAILROOM	POSTAGE/HANDLING	727.08
02/06/2025	CENTRAL MICH UNIV - MAILROOM	POSTAGE/HANDLING - JANUARY 2025 GENERAL	244.59
02/06/2025	CENTRAL MICH UNIV - MAILROOM	POSTAGE/HANDLING - DAILY POSTAGE JANUARY	1,379.13
02/06/2025	CENTRAL MICHIGAN FIRE INSPECTORS SO	MEMBERSHIP DUES FOR FIRE DEPT 2025	30.00
02/06/2025	CENTURYLINK	COMMUNICATIONS DUE JAN 31 25	21.81
02/06/2025	CINTAS CORP	WRRF CLEANING SUPPLIES/FIRST AID	78.43
01/21/2025	CITY TREASURER - UTILITIES	CITY WATER/SEWER UTILITIES DUE JAN 15 25	4,011.34
01/21/2025	CLARK HILL P.L.C.	CONTRACT SVCS	6,453.02
02/06/2025	CLAYTON MOLYNEUX	CONTRACT SVCS	45.00
01/21/2025	CONSUMERS ENERGY	UTILITIES	70,426.09
01/30/2025	CONSUMERS ENERGY	UTILITIES	937.78
01/30/2025	CONSUMERS ENERGY	UTILITIES	3,804.74
01/30/2025	CONSUMERS ENERGY	UTILITIES	1,149.79
01/30/2025	CONSUMERS ENERGY	UTILITIES	1,835.84
01/30/2025	CONSUMERS ENERGY	UTILITIES	109.48
01/30/2025	CONSUMERS ENERGY	UTILITIES	6,154.43
01/30/2025	CONSUMERS ENERGY	UTILITIES	1,074.29
01/30/2025	CONSUMERS ENERGY	UTILITIES	18,871.14
01/30/2025	CONSUMERS ENERGY	UTILITIES	16,281.01
01/30/2025	CONSUMERS ENERGY	UTILITIES	17,928.40
01/30/2025	CONSUMERS ENERGY	UTILITIES	1,362.57
01/30/2025	CONSUMERS ENERGY	UTILITIES	3,308.51
01/30/2025	CONSUMERS ENERGY	UTILITIES	1,251.63
01/30/2025	CONSUMERS ENERGY	UTILITIES	1,365.06
01/30/2025	CONSUMERS ENERGY	UTILITIES	115.74
01/30/2025	CONSUMERS ENERGY	UTILITIES	5,052.84

01/30/2025	CONSUMERS ENERGY	UTILITIES	1,241.64
01/30/2025	CONSUMERS ENERGY	UTILITIES	16,167.09
01/30/2025	CONSUMERS ENERGY	UTILITIES	17,906.25
02/06/2025	CONSUMERS ENERGY	UTILITIES	19,039.00
01/21/2025	COYNE OIL CORPORATION	FUEL DECEMBER DPS	2,816.92
02/06/2025	COYNE OIL CORPORATION	DPS SUPPLIES DEF DSL EXHAUST FUEL	34.78
02/06/2025	COYNE OIL CORPORATION	DPW FUEL JANUARY 2025	4,857.94
01/21/2025	CRC - MOREY COURTS REC CTR	CONTRACT SVCS - FALL BB AND YOUTH VB	9,180.00
02/06/2025	CUMMINS SALES AND SERVICE	CONTRACT SVCS FOR CITY HALL	1,602.98
01/24/2025	D. CLARE SERVICES	CONTRACT SVCS DPS	970.00
01/24/2025	D. CLARE SERVICES	CONTRACT SVCS DPS	410.00
02/06/2025	DAWN WINKELMAN	REIMBURSEMENT METER READER MILEAGE JAN 2	69.58
01/21/2025	DENALI CONSTRUCTION & ENGINEERING	CONTRACT SVCS NELSON PARK GLASS FIX	512.68
02/06/2025	DTE ENERGY	UTILITIES	4,054.26
02/06/2025	DTE ENERGY	UTILITIES	1,967.46
02/06/2025	DTE ENERGY	UTILITIES	5,458.33
02/06/2025	DTE ENERGY	UTILITIES	4,328.39
02/06/2025	DTE ENERGY	UTILITIES	7,423.43
02/06/2025	DTE ENERGY	UTILITIES	570.86
02/06/2025	DTE ENERGY	UTILITIES	516.10
02/06/2025	DTE ENERGY	UTILITIES	103.21
02/06/2025	ELECTIONSOURCE	ANNUAL MAINT CONTRACT	4,049.70
02/06/2025	ELECTIONSOURCE	ANNUAL MAINT CONTRACT	789.90
01/24/2025	ENVIRONMENTAL RESOURCE ASSOCIATES	SUPPLIES- WATER TREATMENT PLANT	1,194.71
01/21/2025	FERGUSON ENTERPRISES LLC 2000	SUPPLIES	222.42
01/21/2025	FERGUSON WATERWORKS #3386	PRO READ TOUCH PAD	208.21
01/24/2025	FIDELITY SECURITY LIFE INSURANCE CO	OPTICAL INSURANCE PREMIUMS - JAN 25	1,156.50
02/06/2025	FIDELITY SECURITY LIFE INSURANCE CO	OPTICAL INSURANCE PREMIUMS - FEBRUARY 25	1,256.88
01/21/2025	FLEIS & VANDENBRINK	CONTRACT SVCS MILL POND PARK DAM IMPROVE	8,050.00
01/21/2025	FLEX ADMINISTRATORS	FSA ADMINISTRATIVE FEE	214.20
02/06/2025	FOSTER, SWIFT, COLLINS & SMITH, P.C	CONTRACT SVCS - DEC 2024	2,223.00
01/24/2025	FREDRICKSON SUPPLY, LLC	SUPPLIES MOTOR POOL	2,885.64
01/24/2025	FRONT LINE SERVICES, INC	CONTRACT SVCS FIRE	23.25
01/21/2025	GALLS, LLC	UNIFORMS - POLICE	83.49
01/21/2025	GATEWAY REFRIGERATION, INC.	BOILER REPLACEMENT 2024 DPW	147,098.05
02/06/2025	GILL-ROY'S HARDWARE	SUPPLIES POLICE DEPT	9.59
02/06/2025	GREEN SCENE LANDSCAPING, INC.	WINTERIZATION NELSON PARK NOV	98.00
01/21/2025	GREEN'S 24-HOUR TOWING, INC.	TOW FREIGHTLINER DEC 24	750.00
01/21/2025	HACH COMPANY	SUPPLIES WRRF	1,182.76
01/24/2025	HARRINGTON INDUSTRIAL PLASTICS LLC	SUPPLIES- WATER TREATMENT PUMP	709.49
01/24/2025	HAVILAND PRODUCTS COMPANY	CHEMICALS WRRF	3,281.00
02/06/2025	HAVILAND PRODUCTS COMPANY	CHEMICALS WRRF JAN 25	8,655.12
01/21/2025	HEATHER BOUCK	REIMBURSEMENT MILEAGE DEC	200.33
02/06/2025	HEATHER BOUCK	REIMBURSEMENT MILEAGE JAN 2025	18.00
02/06/2025	HEATHER BOUCK	REIMBURSEMENT MILEAGE JAN 2025	243.60
01/21/2025	HIRERIGHT	CONTRACT SVCS	70.20
02/06/2025	HOFFMAN'S POWER EQUIPMENT	SUPPLIES PARKS/CEMETERY	3,191.89
01/21/2025	HYDROCORP, INC.	CROSS CONNECTION INSPECTIONS/REPORTING D	4,829.50
01/24/2025	INTERNATIONAL CODE COUNCIL	MEMBERSHIP FEE	170.00
02/06/2025	ISABELLA COUNTY	BUILDING INSPECTIONS	300.00
01/24/2025	ISABELLA COUNTY FIRE CHIEFS	ANNUAL DUES - HAZ MAT TEAM	500.00
01/24/2025	ISABELLA COUNTY FIRE CHIEFS	ANNUAL DUES - HAZ MAT TEAM	100.00
02/06/2025	JARED BOUMAN	REIMBURSEMENT CELL PHONE FOR DECEMBER 20	50.00
01/21/2025	JASON MOORE	MILEAGE REIMBURSEMENT DECEMBER	93.67
02/06/2025	JOHNSON CONTROLS	DOG PARK SUPPLIES	1,425.25
02/06/2025	KAMDEN WILLIAMS	CONTRACT SVCS- K-2ND BASKETBALL JAN 23 A	45.00
01/21/2025	KENNEDY INDUSTRIES, INC	SUPPLIES-WASTEWATER PUMP	15,976.25
02/06/2025	KINETICO WATER SYSTEMS	CONTRACT SVCS - FIRE WATER	433.00
02/06/2025	KINETICO WATER SYSTEMS	CONTRACT SVCS - FIRE WATER	87.92
02/06/2025	KOPY KORNER	BUSINESS CARDS	84.00
02/06/2025	KRAPOHL FORD LINCOLN MERC	LEASE ON VEHICLE FOR POLICE DEPT	17,084.36
02/06/2025	LAURA BIGARD	CONTRACT SVCS- K-2ND BASKETBALL JAN 23-3	75.00
01/24/2025	LEADER LIGHTS	WASTEWATER LIGHTS PARKING LOT	843.06

02/06/2025	LETAVIS ENTERPRISES INC.	CAR WASHES POLICE DEPT	165.00
01/24/2025	LEXIPOL, LLC	CONTRACT SVCS FIRE	16,227.19
02/06/2025	LEXIPOL, LLC	CONTRACT SVCS FIRE	6,578.77
02/06/2025	LILY PIERCE	CONTRACT SVCS- K-2ND BASKETBALL JAN 23 A	60.00
01/21/2025	LITHOPREP	BUSINESS CARDS-DPS ANDREA REAM	45.00
01/24/2025	LUMINARE HEALTH BENEFITS	HEALTH INS ADMIN	2,583.87
01/21/2025	MACALLISTER RENTALS	SNOW REMOVAL RENTAL NOV-DEC	3,391.14
01/21/2025	MANER COSTERISAN	DECEMBER SERVICES	8,581.50
01/21/2025	MANNIK SMITH GROUP	CONTRACT SVCS M3460002 FORMER LAND FILL	11,671.08
01/21/2025	MEAD & HUNT	CONTRACT SVCS DECEMBER 2024	17,135.31
02/06/2025	MELISSA WANINK	CONTRACT SVCS- K-2ND BASKETBALL JAN 23-3	90.00
02/06/2025	METRON-FARNIER, LLC	METER REPLACEMENT WATER/WRRF	39,195.07
02/06/2025	MICHIGAN PIPE & VALVE	SUPPLIES WATER	1,658.00
02/06/2025	MICHIGAN PIPE & VALVE	SUPPLIES WATER	4,173.50
01/21/2025	MID-MICHIGAN INDUSTRIES	RECYCLING AT CITY HALL	8,833.75
02/06/2025	MID-MICHIGAN INDUSTRIES	RECYCLING AT DPS	96.94
02/06/2025	MID-MICHIGAN INDUSTRIES	RECYCLING AT STREETS/CURBSIDE	1,751.76
01/21/2025	MISSION COMMUNICATIONS, LLC	CONTRACT SVCS	1,121.40
01/24/2025	MRWA	CONFERENCE REGISTRATION	415.00
01/24/2025	MRWA	MEMBER REGISTRATION	435.00
01/24/2025	MRWA	MEMBER REGISTRATION- VALVE MAINT AND HYD	370.00
02/06/2025	MSA SAFETY SALES LLC	SUPPLIES SAFETY FOR WATER TREATMENT PLAN	4,092.00
02/06/2025	MSA SAFETY SALES LLC	SUPPLIES WATER TREATMENT PLANT	1,321.44
02/06/2025	MSA SAFETY SALES LLC	SUPPLIES WATER TREATMENT PLANT	338.55
02/06/2025	MT PLEASANT KIWANIS CLUB	MISCELLNEOUS - DUES - OCT TO DEC 2024	121.00
02/06/2025	MWEA	2025 TRAINING JOINT EXPO & OPERATOR DAYS	640.00
01/24/2025	MYMICHIGAN HEALTH	CONTRACT SVCS 700002727 HR NEW HIRE	130.00
01/21/2025	N500 MP	REFUND - CORP HANGAR PER TERMS OF LEASE	1,200.00
01/24/2025	NCH CORPORATION	SUPPLIES- WASTEWATER	808.93
01/24/2025	NCL OF WISCONSIN	CHEMICALS WATER PLANT	652.22
01/24/2025	NCL OF WISCONSIN	CHEMICALS WATER	4,062.49
01/24/2025	NCL OF WISCONSIN	CHEMICALS WATER	4,391.35
02/06/2025	NCL OF WISCONSIN	CHEMICALS WATER WATER PLANT	280.70
02/06/2025	NCL OF WISCONSIN	CHEMICALS WATER	224.00
02/06/2025	NCL OF WISCONSIN	CHEMICALS WATER	728.23
02/06/2025	NCL OF WISCONSIN	CHEMICALS WATER	395.97
02/06/2025	NICOLAS KUCHEK	REIMBURSEMENT FOR PROTECTIVE FOOTWEAR 20	95.35
02/06/2025	NOLAN CASZATT	CONTRACT SVCS- K-2ND BASKETBALL JAN 23 -	60.00
01/21/2025	ODP BUSINESS SOLUTIONS LLC	SUPPLIES	125.28
01/24/2025	ODP BUSINESS SOLUTIONS LLC	SUPPLIES- CITY HALL	108.59
01/24/2025	ODP BUSINESS SOLUTIONS LLC	SUPPLIES-UTILITY BILLING	38.87
02/06/2025	OMARI BOOKER	CONTRACT SVCS- K-2ND BASKETBALL JAN 23 A	60.00
01/24/2025	O'NEIL & DUSO PLLC	PROSECUTORIAL SVCS RETAINER JANUARY 2025	7,941.70
01/24/2025	ORKIN	CONTRACT SVCS - CITY HALL	140.68
02/06/2025	OTIS ELEVATOR COMPANY	BORDEN ELEVATOR MAINTENANCE	485.13
01/21/2025	PEERLESS MIDWEST, INC.	CONTRACT SVCS - ANNUAL WELL AND PUMP MAI	3,900.00
02/06/2025	PETTY CASH - TIM STANDEN	PETTY CASH REIMBURSEMENTS THRU	244.72
01/24/2025	PHIL KRUSKA	REIMBURSEMENT OF PLUMBER BILL DUE TO SEW	506.36
01/21/2025	PHILIP BISCORNER	REIMBURSEMENT MILEAGE NOV	229.14
02/06/2025	PRO COMM, INC	CONTRACT SVCS DPS	400.00
01/21/2025	PURE PLUMBING LLC	CONTRACT SVCS - WATER TREATMENT PLANT	6,253.00
01/21/2025	PURITY CYLINDER GASES INC	WATER DEPT	51.99
02/06/2025	RAE ANN DOEPKER	PATCHES FOR SWEATSHIRTS FIRE	270.00
01/21/2025	REGINA LAWRENCE	TRAINING FOR WATER READING	1.07
02/06/2025	REGINA LAWRENCE	MILEAGE METER READER JAN 2025	35.70
02/06/2025	RENT-RITE OF MT PLEASANT	EQUIP RENTAL ISLAND RESTROOM	867.64
02/06/2025	RENT-RITE OF MT PLEASANT	EQUIP RENTAL ISLAND RESTROOM	284.56
01/24/2025	RENT-RITE, INC - ALMA	PORTABLE RESTROOM	307.84
01/30/2025	REPUBLIC SERVICES #239	CONTRACT SVCS DPW JAN 25	548.80
01/30/2025	REPUBLIC SERVICES #239	CONTRACT SVCS DPS JAN 25	672.71
02/06/2025	REPUBLIC SERVICES #239	CONTRACT SVCS DPS	767.71
01/21/2025	ROMANOW BUILDING SERVICES	CONTRACT SVCS - JANITORIAL - SUPPLIES DP	744.26
02/06/2025	ROMANOW BUILDING SERVICES	SUPPLIES - JANITORIAL - JAN 2025	314.03

02/06/2025	ROMANOW BUILDING SERVICES	CONTRACT SVCS - JANITORIAL - JAN 2025	5,945.36
01/21/2025	RON TURLEY ASSOCIATES	ANNUAL RENEWAL 2025	4,200.00
01/10/2025	RONDA HAINES	UB PETTY CASH	1,800.30
01/17/2025	RONDA HAINES	UB PETTY CASH	1,856.25
02/03/2025	RONDA HAINES	UB PETTY CASH BAG/TAG REFUND REFRESH	1,558.65
02/06/2025	SARAH MARSHALL	REIMBURSEMENT - TRAINING - CONFERENCE JA	95.20
02/06/2025	SENSAPHONE	SUB RENEWAL	419.40
02/06/2025	SHERWIN WILLIAMS	SUPPLIES POLICE DEPT	493.60
01/21/2025	STATE OF MICHIGAN	INSPECTION WATER TREATMENT PLANT	305.00
02/06/2025	STATE OF MICHIGAN	CONTRACT SVCS WEATHER OBS AND DATA DISSE	638.05
02/06/2025	STATE OF MICHIGAN	CONTRACT SVCS MDOT00803 AIRPORT	900.00
02/06/2025	STATE OF MICHIGAN	CITY OF MT PLEASANT 2024 IMAGERY	4,650.24
01/21/2025	STERICYCLE, INC.	PAPER SHREDDING AT DPS DEC	713.89
01/24/2025	STERICYCLE, INC.	PAPER SHREDDING AT DPS	325.38
02/06/2025	STERICYCLE, INC.	PAPER SHREDDING AT CITY HALL JAN 17 25	436.40
02/06/2025	STERICYCLE, INC.	PAPER SHREDDING AT DPS	350.53
02/06/2025	STEVE WASSEGJIG	REIMBURESMENT - SAFETY FOOTWEAR - JAN 20	100.00
01/24/2025	SUMMIT FIRE PROTECTION	CONTRACT SVCS DPS ALARM MONITORING	331.00
02/06/2025	SUNRISE ASSESSING SERVICES, LLC	ASSESSING SVCS FEB 2025	8,575.00
01/21/2025	T.H. EIFERT, LLC	CONTRACT SVCS DPS	572.06
01/24/2025	T.H. EIFERT, LLC	CONTRACT SVCS CITY HALL	439.00
01/24/2025	T.H. EIFERT, LLC	CONTRACT SVCS DPS	458.45
02/06/2025	T.H. EIFERT, LLC	CONTRACT SVCS REMAINING BALANCE ON INVOI	356.27
02/06/2025	T.H. EIFERT, LLC	CONTRACT SVCS DPS	500.85
02/06/2025	THE DJ LLC	DJ SERVICES FOR DADDY DAUGHTER EVENT	1,200.00
01/21/2025	THE ISABELLA CORPORATION	CONTRACT SVCS	3,370.00
02/06/2025	TIM HUNT	REFUND FOR HEALTHCARE DECEMBER	848.00
02/06/2025	TOMCO2 SYSTEMS	WATERPLANT SERVICES	3,397.50
02/06/2025	TRACE ANALYTICAL LABORATORIES, INC.	WRRF - SAMPLES - JANUARY 25	19.50
02/06/2025	TRAVIS MCALLISTER	REIMBURSE PPE FOOTWEAR JAN 2025	100.00
01/21/2025	TRAVIS WELSH	REIMBURSEMENT - PHONE NOVEMBER	88.69
02/06/2025	TYLER LOOMIS	REIMBURSEMENT CELL PHONE JAN 25	50.00
01/24/2025	ULLIANCE, INC	LIFE ADVISOR EMP ASSISTANCE PROGRAM 2025	1,875.00
01/24/2025	UNIFIRST CORPORATION	MOTOR POOL MATS JAN 25	78.00
01/24/2025	UNIFIRST CORPORATION	MOTOR POOL MATS	78.00
02/06/2025	UNIFIRST CORPORATION	MOTOR POOL MATS	78.00
01/21/2025	VERIZON WIRELESS	COMMUNICATIONS	251.10
01/30/2025	VERIZON WIRELESS	COMMUNICATIONS	251.10
01/24/2025	VICTORS HOME SOLUTIONS	REFUND-CANCELLED BUILDING PERMIT	268.00
02/06/2025	WILLIAM ALBAUGH EXCAVATING, LLC	REIMBURSEMENT PERMIT FEES NOT NEEDED	80.00
01/21/2025	WRIGHT EXPRESS FINANCIAL SERVICES	WEX PAYMENT	119,830.71
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ES TRAINING	2.66
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	509.82
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	96.33
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	167.47
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	27.67
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	66.24
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	141.06
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	1,288.44
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	79.95
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	BUSINESS LICENSE BACKGROUND CHECK	20.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	BUSINESS LICENSE BACKGROUND CHECK	10.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	AV BALLOT POSTAGE	40.40
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	AV BALLOT POSTAGE	20.20
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	474.32
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	410.96
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	27.97
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	193.28
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	31.86
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	34.78
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	16.18
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	11.69
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	13.76

01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	14.37
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	29.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	129.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	0.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	19.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	39.98
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	140.63
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TECH RESCUE TRAINING EQUIPMENT	1,970.08
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	THIS HAS BEEN CANCELED	110.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	AA BATTERIES FOR IT	29.94
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PENDAFLEX EXPANDING FILE POCKETS FOR JAM	27.37
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	REPLACEMENT CAMERA FOR THE CHAMBERS	750.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ANKER POWER BANK BATTERY CHARGERS FOR ME	74.06
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SPLITTING GOTO MY PC UP INTO TWO TRANSAC	88.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MONTHLY ZOOM SUBSCRIPTION	15.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	208.24
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	30.26
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	NORTH BASEMENT CLEANUP	126.86
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	26.96
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	32.38
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FLEX ROOM CLEAN	14.04
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	78.95
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	239.72
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	84.69
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PUMP 1 UNIVERSITY PARK LIFT	634.41
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	LABELS	30.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	REGISTRATION FOR WEBINAR FOR CITY COMMIS	25.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	DONUTS & COFFEE FOR ALL STAFF TRAINING	156.24
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	HOLIDAY BUSINESS AFTER HOURS REGISTRATIO	5.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MAILING OF CHARTER FRANCHISE AGREEMENT	32.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MAILING OF A PROCLAMATION	32.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	163.91
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	139.90
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	55.93
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	29.16
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	208.03
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	DPW OFFICE SUPPLIES	36.75
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ELECTION SATURDAY LUNCH - HEATHER, MARIL	53.30
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ELECTION DAY LUNCH - HEATHER, MARILYN, A	58.05
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	STAMPS FOR ELECTION BALLOTS	40.40
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	NEW VENDOR-USA ARCHERY-ONLINE LEVEL 1 AR	40.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	NEW VENDOR-NORTH OTTAWA RECREATION AUTHO	126.25
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	RAPID PHONE CHARGER	70.04
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MENTAL HEALTH RECORDS SUBSCRIPTION	110.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CRIMINAL SUSPECT SUMMARIES	75.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ONLINE ARCHERY CLASS-NEW VENDOR	40.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	IN PERSON ARCHERY CLASS-NEW VENDOR	126.25
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	8.43
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	9.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	31.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	46.94
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	155.29
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	217.21
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	51.28
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	OSHA- CONFINED SPACE TRAINING	120.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	OSHA- CONFINED SPACE TRAINING	20.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	WWADCON	395.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MONTHLY LAB SAMPLES (CAUGHT UP)	2,843.40
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MONTHLY LAB SAMPLES	635.50
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TRAINING	129.30
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	48.98
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	STICKERS	276.75
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	HOTEL FOR TRAINING	697.90

01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	DECORATIONS	676.51
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	LUNCH FOR MEETING	60.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FLYERS	453.58
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES FOR DECORATIONS	384.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CORPORATE HANGER SUPPLIES	38.93
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CORPORATE HANGER SUPPLIES	258.87
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	GOTOMYPC SUBSCRIPTION FOR ASSESSORS	44.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ADOBE SOFTWARE	59.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PROMOTIONAL PHOTOS	39.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FACEBOOK POLLS	217.94
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FARMERS MARKET	31.33
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FARMERS MARKET	50.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 418	224.75
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 438	117.05
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 484	89.08
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 519	341.78
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 498	147.11
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 498	169.97
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	36.72
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	193.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	137.68
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	29.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 418	118.35
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 501	15.81
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 519	805.62
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 457	339.06
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	354.59
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	RETURN OF EQUIPMENT	125.27
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PICK UP FEE FOR RETURN	13.90
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ENGINE 1 REPAIR	2,963.80
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CANDY FOR TRUNK OF TREAT/PUBLIC EDUCATIO	206.40
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FIRE INSTRUCTORS SOCIETY MEMBERSHIP	100.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MID-MICHIGAN CITY MANAGER'S LUNCH	19.96
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	NEW EMPLOYEE CUPS	626.65
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FINANCE DIRECTOR JOB POSTING	500.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	JOB POSTING	150.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	HARDWARE	15.20
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	HARDWARE	9.29
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	DOORS FOR BREAKROOM	275.98
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SHIPPING FOR METER READING EQUIPMENT	35.80
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	233.98
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	21.59
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	14.94
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNIT 461	58.32
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	REPLACEMENT HOSES FOR TRASH PUMP	1,982.08
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	UNI STRUT NUTS	6.88
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	HINGE TIES	14.94
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PLUMBING SUPPLIES TO CAP OFF HOT WATER R	83.25
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PAINT SUPPLIES FOR GARAGE PROJECT	47.30
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	WIRING SUPPLY FOR RETURN WELL VEGA PROJE	141.91
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	REPLACED TIRES ON THE TRASH PUMP	313.38
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CONTRACTED SERVICES	257.11
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CONTRACTED SERVICES	231.20
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	COMMUNICATIONS	1,852.45
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CEILING TILE	47.25
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CONTRACTED SERVICES	81.26
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	COMMUNICATIONS	50.02
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TOOLS/SUPPLIES	430.33
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	GARAGE DOOR OPENER	516.94
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	GENERATOR OIL CHANGE SUPPLIES	47.14
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SHIPPING	14.62
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	BATTERY CHARGER/BUCKETS	59.92
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	EQUIPMENT LABELS	20.70

01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	LADDER/SUPPLIES	168.82
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	HOVERCRAFT ENGINE REBUILD PARTS	75.08
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SALVAGE TARP	170.16
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PUMP HOUSE BLOWER MOTOR X 2	349.18
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PAGER ANTENNA X 4	61.04
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	BRUSH 1 RUNNING BOARD REPLACEMENT	227.62
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	NRPA MEMBERSHIP	870.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SHOP SUPPLIES	24.48
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TRAINING	115.49
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	DOG PARK PHONELINE	82.98
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	COMMISSION NAME PLATE	7.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	115.83
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	171.73
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PAPER ORGANIZERS	29.70
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	EFF SAMPLE PUMP	179.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	LAB PRACTICES SEMINAR	195.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	BIOSOLIDS SAMPLE	15.11
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ELECTRICAL SUPPLIES	174.03
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CAMLOCK FITTINGS	56.85
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	GARAGE DOOR/GATE OPENERS	1,113.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CLEANING/OFFICE SUPPLIES	42.97
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CO2 DETECTORS	150.92
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	45.96
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	BUILDING KEYS	15.54
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	CAMLOCK FITTINGS	214.48
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TOOLS/HEATER	134.94
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	EGLE SARA TITLE LLL WORKSHOP	65.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FLOOR MAT	146.31
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	OFFICE SUPPLIES	80.75
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	LAB WATER	19.98
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	LAB WATER	29.97
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES - MONITOR FOR SECURITY CAMERAS	299.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	66.06
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	38.29
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES - POSTAGE	78.50
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FOOD FOR EMPLOYEES	79.96
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	46.78
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TRAINING	75.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TRAINING	25.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	10.73
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	56.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	269.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	40.40
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	82.40
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	199.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	OFFICE SUPPLIES	41.97
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	EE RECOGNITION MILESTONE CERTIFICATE FRA	188.91
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SAFETY GLASSES DISPENSERS	173.85
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	VAN BULKHEAD	767.23
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	GOOGLE SKETCH UP SOFTWARE	349.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MSPI CLASS	825.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	HAZARD CONTROL CLASS	215.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SHOP SUPPLIES	31.77
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PARK SUPPLIES	15.18
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PARK SUPPLIES	29.15
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	152.88
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MINI-SHARPS CONTAINERS FOR THE PATROL CA	111.96
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	RUBBER GLOVES	101.90
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	EVIDENCE SUPPLIES FOR ROAD PATROL	245.17
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	DRUG TESTING KITS	101.05
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SAFETY GLASSES	159.30
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	44.92
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PLUMBING SUPPLIES	111.52

01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	32.19
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PAINT & SUPPLIES	84.10
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES/HSP BUILDING ROOF REPAIR	209.50
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TOOLBOX FOR SERVICE VAN	599.79
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SCREWDRIVERS	35.68
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	LAB WATER.	29.97
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	LAB WATER.	29.97
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	AFTER SCHOOL SUPPLIES	4.98
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	AFTER SCHOOL SNACKS	531.12
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	HARDWARE	7.32
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	HARDWARE	9.18
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	194.74
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	91.52
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	7.51
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	39.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	191.86
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	KELSEY FLETCHER FINGERPRINTS	66.25
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	IAN DEVINE CPR CERTIFICATE	90.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	74.63
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	143.26
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	AFTER SCHOOL SUPPLIES	33.97
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	MOUNTS FOR MULTI-TOOL IN PATROL CARS	16.99
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	BRACKETS TO MOUNT AED'S IN PATROL CARS	24.49
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TRUNK OR TREAT EVENT	86.49
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	FASTENERS FOR CAMERA MONITOR	5.39
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	TRUNK OR TREAT EVENT	99.53
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	PAINT FOR THE TRAINING ROOM	63.97
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	STATE EMT LICENSE	40.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	88.30
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	80.46
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	20.71
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	177.37
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ONLINE COURSE FEE FOR ARCHERY TRAINING.	40.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	ARCHERY TRAINING FEE. NEW VENDOR - NORTH	126.25
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	770.96
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	38.37
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	69.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	74.00
01/30/2025	WRIGHT EXPRESS FINANCIAL SERVICES	SUPPLIES	186.85
01/24/2025	YEO & YEO TECHNOLOGY	VEEAM CLOUD CONNECT JANUARY	900.00
02/06/2025	YEO & YEO TECHNOLOGY	CONTRACT SVCS	12,575.00
Bank COMM COMMON CASH			
COMM TOTALS:			
Total of 497 Checks:			973,940.89
Less 19 Void Checks:			0.00
Total of 478 Disbursements:			973,940.89
Bank TAX TAX COLLECTION			
01/21/2025	ANDERSON KATHERINE	2024 Win Tax Refund 17-000-13903-00	100.00
01/21/2025	LERETA, LLC	2024 Win Tax Refund 17-000-09704-00	383.18
01/21/2025	LERETA, LLC	2024 Win Tax Refund 17-000-18117-00	37.47
01/21/2025	LERETA, LLC	2024 Win Tax Refund 17-000-17982-00	372.96
01/21/2025	SOUTHWIND RESTAURANTS LLC	2024 Win Tax Refund 17-000-09464-00	272.48
02/06/2025	CAPITAL REAL ESTATE TAX SERV.	2024 Win Tax Refund 17-000-03435-00	429.05
TAX TOTALS:			
Total of 6 Checks:			1,595.14
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			1,595.14
REPORT TOTALS:			
Total of 503 Checks:			975,536.03

Less 19 Void Checks:	0.00
Total of 484 Disbursements:	975,536.03

Memorandum



TO: Aaron Desentz, City Manager

FROM: Lauren Pavlowski, Finance Director

DATE: February 3, 2025

SUBJECT: Commit Unassigned Fund Balance

The City of Mt. Pleasant ended fiscal year 2024 with an unassigned fund balance of an estimated unaudited amount of \$7,894,840 (42% of expenditures). This balance currently exceeds the industry standards and can be committed to capital improvement projects to assist with bringing this balance down closer to the generally accepted percentage of 15-25% of the annual operating budget.

Retaining Wall Repair/Replacement – total project estimates \$1,400,000; City responsibility \$1,150,000.

Parking Lot 4 – total project estimates \$152,000.

Parking Lot 5 – total project estimates \$674,000.

The retaining walls are more than 100 years old and have been showing signs of cracking, spalling and areas where the wall is leaning causing the sidewalk to fail. The project will be completed in two phases. The first being the west side of the bump out that will extend to the City Hall sign structure. The remaining work will be covered under the Borden Building Condo Association, with the City being responsible for 75% of the total cost. The other condo member will be responsible for 25% or \$350,000.

In the December 9th City Commission meeting, there was a memorandum to obligate ARPA funding to the Unassigned Fund Balance within the General Fund as the Parking Lot 4 and 5 projects could not be obligated at that time due to a project delay. These funds can now be obligated from the Unassigned Fund Balance to cover the two (2) projects totaling \$826,000 and would fund the reconstruction of these two (2) lots.

Requested Action:

City Commission is requested to commit \$1,976,000 for the Retaining Wall, Parking Lot 4, and Parking Lot 5 projects, reducing the unassigned fund balance to an estimated amount of \$5,918,840 (32% of expenditures).

Memorandum



TO: Aaron Desentz, City Manager

FROM: Stacie Tewari, City Engineer

DATE: January 29, 2025

SUBJECT: Award Contract for the 2025 Parking Lots 4 & 5 Reconstruction Project

Request:

The City Commission is requested to award the contract for the 2025 Parking Lots 4 & 5 Reconstruction Project to McGuirk Sand-Gravel of Mt. Pleasant, MI.

Reason:

The 2025 Parking Lots 4 & 5 Reconstruction Project is part of the 2025 Capital Improvement Plan. The parking lot 4 project includes the removal and replacement of the existing pavement and subbase with the existing curbs remaining. The project also includes installation of an underground storm water detention system and replacement of the existing parking lot light pole.

The parking lot 5 project includes the removal and replacement of the existing pavement, subbase, curb and gutter, drive approaches, portions of sidewalk, parking lot lights, trees and new storm sewer including an underground storm water detention system. The project also includes irrigation and electrical replacement. Construction is scheduled for July 21-September 12, 2025.

The existing masonry walls at parking lots 4 and 5 will be cleaned and grout repaired in 2025 as part of a separate masonry repair bid project. The masonry repair project will also include replacement of wall caps.

On January 28, 2025, three bids were received:

Bidder	Location	Parking Lot 4 Bid	Parking Lot 5 Bid	Total Bid
McGuirk Sand & Gravel	Mt. Pleasant, MI	\$105,041.52	\$493,202.48	\$598,244.00
Robbin Harsh Ex	Clare, MI	\$106,902.75	\$605,593.00	\$712,495.75
The Isabella Corporation	Mt. Pleasant, MI	\$128,270.34	\$614,635.40	\$742,905.74

Budget (excluding wall repair work – separate contract)

Construction Budget Parking Lot 4 = \$141,000

Construction Budget Parking Lot 5 = \$642,000

Construction Budget Total = \$783,000

Recommendation:

We recommend the City Commission award the contract for the 2025 Parking Lots 4 & 5 Reconstruction Project to McGuirk Sand-Gravel for \$598,245.

CITY OF MT. PLEASANT
2025 Budget

FUND	General	101
DEPT	CBD	719
PROGRAM	Capital Projects	400
ACCOUNT	PRKGL4 (.400)	702 - 956

Budget Form #2 - PROPOSED BUDGET
EXPENDITURE ACCOUNT DETAIL

Item Description		2024 Original Budget	2024 Proposed Amendment	2025 Proposed Budget
Parking Lot 4 Reconstruction (2025)				
702 - Wages				
703 - Engineering			2,500	
740 - Supplies				
741 - Fuel				
801 - Contracted Services				152,000
940 - Fuel				
956 - Misc				

Total	0	2,500	152,000
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Percentage Change (calcd)	#DIV/0!	5980.0%
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designing in 2023 for 2025 construction.

CITY OF MT. PLEASANT
2025 Budget

FUND	General	101
DEPT	CBD	719
PROGRAM	Capital Projects	400
ACCOUNT	PRKGL5 (.400)	702 - 956

Budget Form #2 - PROPOSED BUDGET
EXPENDITURE ACCOUNT DETAIL

Item Description		2024 Original Budget	2024 Proposed Amendment	2025 Proposed Budget
Parking Lot 5 Reconstruction (2025)				
702 - Wages				
703 - Engineering			7,500	
740 - Supplies				
741 - Fuel				
801 - Contracted Services				674,000
940 - Fuel				
956 - Misc				

Total		0	7,500	674,000
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Percentage Change (calced)		#DIV/0!	8886.7%
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designing in 2023 for 2025 construction.
Engineering costs bundled with lot 4.

**CITY OF MOUNT PLEASANT
ANNUAL PERFORMANCE REVIEW
2023**

Employee:

Date:

Title:

Evaluated By:

Please rate the Manager's performance in the following key areas:

- 1. CUSTOMER SERVICE: Responds in a timely, courteous and effective manner to the hundreds of annual calls for service received from Mount Pleasant residents.**

☐ Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐ Excellent

Comments:

- 2. PLANNING/PROBLEM SOLVING: Anticipates and/or analyzes problem areas; researches and establishes alternative solutions; makes sound decisions; is skillful in conflict resolution.**

☐ Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐ Excellent

Comments:

- 3. INTERPERSONAL RELATIONS: Cooperates effectively with governing body, department heads, supervisors, unions, employee relations and/or the public; exhibits tact and sensitivity to the needs of others.**

☐ Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐ Excellent

Comments:

8. FINANCIAL MANAGEMENT: Accurately and effectively manages financial and material resources; maintains policies in purchasing procedures, materials replacement; equipment, etc. Prioritizes expenditures to reflect Commission policies.

☐ Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐ Excellent

Comments:

9. CITY GOALS AND ACCOMPLISHMENTS: Has the ability to focus efforts to accomplish City goals and needs as outlined by the Commission, able to effectively work as a team player.

☐ Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐ Excellent

Comments:

10. OVERALL PERFORMANCE FOR 2023:

☐ Unacceptable ☐ Needs Improvement ☐ Meets Expectations ☐ Exceeds Expectations ☐ Excellent

Comments:

Narrative Comments:

4. ORGANIZATION: Ability to arrange work and to respond to conflicting or changing priorities; ability to maintain orderliness of documentation and to assure effective functioning of City government.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Excellent

Comments:

5. COMMUNICATION: Ability to effectively communicate, in oral and written form, with governing body, department heads, supervisors, employees, media, other government leaders and/or the public; ability to keep others informed of pertinent information; ability to listen to the position of others.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Excellent

Comments:

6. WORK ATTITUDES/ETHICS: Is open and straight-forward; accepts responsibility; responds to direction of the governing body; conforms to high ethical standards.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Excellent

Comments:

7. SUPERVISION/LEADERSHIP: Ability to motivate others; effectively assigns work to others; encourages and affords the opportunity to employees to increase skills.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Excellent

Comments:

Goals and Objectives:

City Manager

Date

Mayor

Date

City Manager Performance Evaluation

City of _____

Evaluation period: _____ to _____

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and will to adapt

_____ Mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____



**CITY OF PORT HURON
MAYOR AND CITY COUNCIL
CITY MANAGER PERFORMANCE EVALUATION**

PERIOD BEING EVALUATED: July 1, 2014, through June 30, 2015

This performance evaluation form is designed to assist in the evaluation of the City Manager's performance, to provide the necessary feedback to identify areas in need of improvement and to recognize positive contributions and achievements.

Carefully consider each characteristic to be evaluated. Each characteristic will receive one of six different ratings determined by the level of performance. In the event that "unacceptable" is circled, comments should be included in order to make the evaluation process constructive. For all categories, specific comments will improve communication.

Please use the following ratings and circle the appropriate number corresponding to your evaluation of the City Manager's performance in the space provided after each question. Any additional comments may be written in the comments section.

- 5: Outstanding – This rating reflects a thorough, efficient and exceptional effort
- 4: Exceeds Expectations – Above average performance, performance in excess of expected results
- 3: Meets Expectations – Satisfactory performance, all expectations met
- 2: Needs improvement – Performance is inconsistent and often ineffective
- 1: Unacceptable – Performance consistently fails to meet the minimum requirements of the job
- N/A: Not Applicable – Unable to rate; no opportunity to observe

After completing the evaluation form, it should be returned to the Mayor who will tabulate the evaluations for City Council's review and discussions with the City Manager.

The form has nine general categories for rating evaluations: (1) Relationship with City Council; (2) Management; (3) Economic Development; (4) Accomplishments; (5) Leadership; (6) Interpersonal Relations; (7) Communications; (8) Decision-Making, Problem Solving and Judgment; and (9) Personal and Professional. Additional comments may be attached.

A tenth category is for written comments on Strengths, Weaknesses, Failures and Accomplishments. Specific facts, examples and citations are very much appreciated. The final tenth category is an overall evaluation using the five point scale.

It may be helpful to ask yourself the following questions as you work through your evaluation form:

Service Delivery Management – How well is the City Manager managing the various departments? How well are those departments performing?

Human Resources Management – How effective are City employees overall? How responsive are City employees to citizens and businesses, what is the service orientation and how is the follow-through? What is the level of overall morale within the organization? How much are employees improving their work skills and what is employee retention like? How well are employee evaluations done and is discipline, when necessary, applied appropriately, fairly and even-handedly?

Financial Management – How efficiently does the organization use its limited financial resources? How good, and appropriate, is the budget process, presentation and implementation? How well is financial planning and management undertaken and, given relative economic conditions and factors outside the control of the City, is the financial condition of the City improving?

Economic Development – How well have meaningful goals and objectives been developed? How well have City programs and projects been developed? How well has Council policy-making been facilitated by good advance staff work?

Accomplishments – Have established goals and objectives been met? How well have city programs and projects been implemented? How well have Council policy directives been carried out?

City Council Relationships – How effective is the City Manager's communication and support of City Council's policy development and problem-solving?

Leadership – Has the City Manager been an effective leader and advocate for Port Huron in the regional community? Has the City Manager led the organization by creating a good example? Does the City Manager display foresight, imagination and vision and demonstrate reasonable risk-taking where rewards may be great? Does the City Manager display strategic thinking?

Interpersonal Relations – What is the status of the City Manager's relationship with the City Council? With citizens and community groups? With City employees generally? With other government agencies? With the press?

Communications – How well does the City Manager communicate orally? In written form? Does the City Manager project a positive image of the City in his/her communications? How responsive is the City Manager to citizen complaints and inquiries?

Decision-making, Problem-solving and Judgment – Does the City Manager display integrity, honesty and ethical behavior? Is the City Manager fair, impartial and objective? Are the City Manager's analyses and reports logical, clear and concise? How successful are outcomes of various negotiations the City Manager been part of? Does the City Manager display a good sense of timing? Does the City Manager exercise good judgment?

Personal and Professional – Does the City Manager approach the job with enthusiasm, energy and a positive attitude? Is the City Manager good at self-assessment and improvement? How good is the City Manager's personal and professional reputation? How good are the city Manager's listening skills? Is the City Manager full engaged in the job and fully dedicated and committed? How well does the City Manager handle stressful situations? How much job knowledge does the City Manager possess and does the City Manager diligently pursue professional development opportunities?

Other – Additional written comments and suggestions are very much appreciated and need not wait until the next formal performance evaluation.

Rating Key: 5-Outstanding; 4-Exceeds Expectations; 3-Meets Expectations; 2-Needs Improvement; 1-Unacceptable;
N/A-Unable to Rate

Rating

1. RELATIONSHIP WITH COUNCIL

Supports City Council Vision

Maintains effective communications, both verbal and written

Maintains availability to Council either personally or through designated subordinate

Plans and organizes materials for presentations to the Council either verbally or orally in the most concise, clear and comprehensive manner possible

Provides Council with sufficient alternatives to avoid being forced into a decision

Responds in a positive way to suggestions and guidance from Council

Meets time estimates

Maintains a system of reporting to Council current plans and activities of the staff

2. MANAGEMENT

Service Delivery Management

City Manager/City Clerk's Office

Economic Development

Community Safety (Police/Fire)

Public Works Department

Human Services

Administrative/Business Systems

Parks and Recreation

Human Resource Management

Staff effectiveness: How effective are City employees overall?

Staff responsiveness and follow-through: How responsive are City employees to citizens and businesses? What is the service orientation and how is the follow-through?

Rating Key: 5-Outstanding; 4-Exceeds Expectations; 3-Meets Expectations; 2-Needs Improvement; 1-Unacceptable;
N/A-Unable to Rate

Rating

Staff morale: What is the level of overall morale within the organization?

Staff development and retention: How much are employees improving their work skills and what is employee retention like?

Staff evaluations (and discipline as necessary): How well are employee evaluations done and is discipline, when necessary, applied appropriately, fairly and even-handedly?

Financial Management

Organizational efficiency: How efficiently does the organization use its limited financial resources?

Budget: How good, and appropriate, is the budget process, presentation and implementation?

Financial position: How well is financial planning and management undertaken and, given relative economic conditions and factors outside the control of the City; is the financial condition of the City government improving?

3. ECONOMIC DEVELOPMENT

Maintains knowledge of new technologies, systems and methods in relation to city services.

Keeps Council advised of new and impending legislation and developments in the area of public policy.

Plans and organizes a process of program planning in anticipation of future needs and problems.

Establishes and maintains an awareness of developments occurring within other cities or jurisdictions that may have an impact on city activities.

Overall degree of confidence that Council will be setting policy with City Manager's help in a proactive manner, rather than a reactive manner.

4. ACCOMPLISHMENTS

Goals and objectives: Have established goals and objectives been met?

Program implementation: How well have City programs and projects been implemented?

Policy execution: How well have Council policy directives been carried out?

Rating Key: 5-Outstanding; 4-Exceeds Expectations; 3-Meets Expectations; 2-Needs Improvement; 1-Unacceptable;
N/A-Unable to Rate

Rating

5. LEADERSHIP

Regional leadership: Has the City Manager been an effective leader and advocate for Port Huron in the regional community?

Leadership by example: Has the City Manager led the organization by creating a good example?

Foresight, imagination and vision: Does the City Manager display foresight, imagination and vision and demonstrate reasonable risk-taking where rewards may be great?

Strategic thinking: Does the City Manager display strategic thinking?

6. INTERPERSONAL RELATIONS

What is the status of the City Manager's relationship with the City Council? With citizens and community groups? With City employees generally? With other government agencies? With the press?

Council relations

Citizen and community relations

Public and press relations

7. COMMUNICATIONS

How well does the City Manager communicate orally? In written form? Does the City Manager project a positive image of the City in his communications? How responsive is the City Manager to citizen complaints and inquiries?

Oral communications

Written communications

Projection of a positive image of the City

Responsiveness to citizen complaint and inquiries

8. DECISION-MAKING, PROBLEM-SOLVING AND JUDGMENT

Integrity, honesty and ethical behavior: Does the City Manager display integrity, honesty and ethical behavior?

Fairness and objectivity: Is the City Manager fair, impartial and objective?

Analysis and reporting skills: Are the City Manager's analyses and reports logical,

Rating Key: 5-Outstanding; 4-Exceeds Expectations; 3-Meets Expectations; 2-Needs Improvement; 1-Unacceptable;
N/A-Unable to Rate

Rating

clear and concise?

Negotiation skills and outcomes: How successful are outcomes of various negotiations the City Manager has been part of?

Sense and good use of timing: Does the City Manager display a good sense of timing?

Good judgment: Does the City Manager exercise good judgment?

9. PERSONAL AND PROFESSIONAL

Attitude and energy: Does the City Manager approach the job with enthusiasm, energy and a positive attitude?

Self-assessment and improvement: Is the City Manager good at self-assessment and improvement?

Personal and professional reputation: How good is the City Manager's personal and professional reputation?

Listening skills: How good are the City Manager's listening skills?

Dedication and commitment: Is the City Manager fully engaged in the job and fully dedicated and committed to the city organization and the community?

Stress management: How well does the City Manager handle stressful situations?

Job knowledge and professional development: How much job knowledge does the City Manager possess and does the City Manager diligently pursue professional development opportunities?

10. STRENGTHS, WEAKNESSES, FAILURES AND ACCOMPLISHMENTS

Areas for City Manager to seek to improve his performance and constructive ideas for improvement

Most significant organizational failures in the last 12 months.

Most significant organizational accomplishments in the last 12 months.

11. OVERALL EVALUATION OF CITY MANAGER'S PERFORMANCE

Overall evaluation on scale of 1 to 5: _____