

Regular Meeting of the City Commission
Monday, November 28, 2016
7:00 p.m.

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

1. City Manager report on pending items.
2. Minutes of the Airport Advisory Board (October).
3. Communication from city resident Marie Koper regarding a request for City Commission support in signing an open letter to Congress and state lawmakers calling for action to address climate change.

CONSENT CALENDAR: DESIGNATED (*) ITEMS

CITY COMMISSION MINUTES:

- * 4. Approval of the minutes of the special meeting held November 2, 2016.
- * 5. Approval of the minutes of the regular meeting held November 14, 2016.

PUBLIC HEARINGS:

STAFF RECOMMENDATIONS AND REPORTS:

- * 6. Receive Brownfield Plan amendment for 1040 E. Broomfield and consider setting a public hearing for December 12, 2016 on the same.
- * 7. Consider resolution in support of the 2016 Le Frost Cross Bicycle Race.
- 8. Consider amendment to sole source purchase of playground equipment for TimberTown 2.0.
- 9. Consider contract with Isabella County for building inspection services.
- 10. Consider approval of revised 2017-2021 Capital Improvement Plan.

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

- * 11. Consider resolution authorizing Michigan Department of Transportation (MDOT) contract for partial reimbursement for the 2017 Pickard Avenue Bridge project.
- 12. Consider resolution for restructuring the Principal Shopping District Board formerly (DDB), Downtown Development Authority (DDA) and Tax Increment Finance Authority (TIFA).
- 13. Consider appointments to the various City boards and commissions as recommended by the Appointments Committee.
- 14. Consider closed session pursuant to subsection 8 (c) of the Open Meetings Act for strategy and negotiation session connected with the negotiation of a collective bargaining agreement.
- 15. Consider closed session pursuant to subsection 8 (d) of the Open Meetings Act to discuss the possible purchase or lease of real property.
- * 16. Approval of payrolls and warrants.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

RECESS:

CLOSED SESSION:

RECESS:

STAFF RECOMMENDATIONS AND REPORTS (CONTINUED):

- 17. Consider approval of contract for Mount Pleasant Association of Fire Fighters of the Police Officers Labor Council.
- 18. Consider approval of easement purchases.

RECESS:

WORK SESSION:

- 19. Review and discuss requested changes to draft ordinance language restricting solid waste pickup hours and exception policy.
- 20. Budget discussion on remaining items.

ADJOURNMENT:

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

TO: MAYOR AND CITY COMMISSION NOVEMBER 22, 2016
FROM: NANCY RIDLEY, CITY MANAGER *Nes*
SUBJECT: CITY MANAGER REPORT ON PENDING ITEMS

This communication will serve as a brief update on the status of items that have been referred to staff for potential future City Commission action. *Please note that items that have changed or been updated since the report two weeks ago are highlighted in yellow for easy reference.* A new format for this pending item report is provided in an attempt to make it easier to follow. I am interested in your feedback on the new format.

Shorter-Term

- Zoning text changes regarding redevelopment of non-conforming properties (September 28, 2015 meeting)
 - Report every 6 months on how new ordinance language is working: next report due May 2017.
- Downtown Board Research (August 8, 2016 and November 14, 2016 work session)
 - Staff to research potential separation of TIFA/DDA Boards. Also look at potential memberships of TIFA and Downtown Development Board to maximize crossover members: Research memo provided at October 24 meeting. Work session discussion occurred November 14. Based on work session discussion, staff will draft resolutions to separate DDA Board from TIFA, create a 9 member TIFA Board, create a 9 member DDB Board with 7 crossover members on both TIFA and DDB.
- Solid Waste Ordinance Changes (August 8, 2016)
 - Staff to identify how many dumpsters exist on paved residential alleys and whether there is connection between alley condition and dumpster pickup.
- Solid Waste Pickup Times (September 12, 2016 and September 26, 2016 work session)

- Staff to update recommended ordinance based on September 26 work session and develop an exception policy and bring back for future discussion; Draft language will be provided for November 28 work session discussion.
- Outdoor Burning Ordinance (September 12, 2016 work session)
 - Staff to research other communities' outdoor burning ordinances to consider additional language that would allow for wood fires under certain circumstances: **Staff will have draft ordinance ready for discussion in January.**

Longer-Term

- Tobacco Free Zone Policy (February 8, 2016 meeting)
 - Staff and Parks and Recreation Commission to provide report on effectiveness of policy: Report due February 2017.
- Indian Pines Park (July 25, 2016 meeting)
 - Staff to report back on actual staff time spent at park: Due January 2017.
- Purchasing Policy (October 10, 2016 meeting)
 - Recommend policy options for situations involving contracts/purchases with City employees or companies involving City employees. Due before April 2017.
- Items identified during the budget review process and timelines committed to. (November 2 special meeting work session)
 - Staff to develop internal policy regarding City paid service club memberships in 2017.
 - Complete streets-staff to propose guidelines/ best practices for street design by first quarter 2017 before any 2017 street projects are bid. **Since the 2017 construction projects were discussed during the CIP and need to be bid in early 2017 for favorable pricing, it may be necessary to confirm on just the 2017 projects at a work session before the best practices/guidelines are finalized.**
 - Tax capture boards-report on indicators to determine whether tax capture investments are effective and services provided are not duplicative- 2017

- Brownfield Policy- schedule joint meeting with Brownfield Redevelopment Board and discuss potential policies to limit future Brownfield eligible expenses – 1st quarter 2017
- Fee setting policy- research policies for setting fees and charges and recommend policy for consideration before analyzing future fee adjustments – by March 2017
- Building Inspection- No fee changes until above policy agree to and analysis is complete. Review whether there is value in “one stop shopping” by contracting with the county do building inspections in coordination with the electrical, mechanical and plumbing inspections they already do – in 2017
- Rental Housing Unlicensed Rentals – draft ordinance amendment and resolution to set graduated penalties to impose when unlicensed rentals are identified – by end of 2016
- Rental housing initial licensing fee for converted dwellings – recommend an initial fee for initial licensing of converted units based on the additional time for the first inspection – by end of 2016
- Rental Housing initial approval of converted units- recommend ordinance amendments to require mechanical, electrical and plumbing inspections for all converted dwellings before first license is obtained – mid-2017
- Rental licensing fees- recommend increased rental licensing fees based on full direct cost plus appropriate overhead and develop a tier structure to allow for reduction in future licensing fees and/or less frequent inspection.
 - ✓ Staff recommend criteria for tiers Late February 2017
 - ✓ Staff recommend fee structure to cover full direct cost of fire inspection (as calculated in 2016) with appropriate overhead calculation Late February 2017
 - ✓ City Commission decide discount % for silver and gold tier Early March 2017
 - ✓ Staff draft resolution for increased fees and structure based on tiers Mid-March 2017
 - ✓ City Commission consider and

- | | |
|---|-------------------------|
| approve increased fees and tier structure | April 1, 2017 |
| ✓ Increased fees go into effect based on bronze level | July 1, 2017 |
| ✓ All properties for 2017-18 would be in bronze tier and based on the quantifiable measures collected during 2017-18 could “earn” way into silver or gold tier for the following year | July 2017-
June 2018 |

- Downtown Planning (November 14, 2016 work session)

- Staff to provide proposal from TPUDC for amendments to contract to include advanced design concepts for downtown redevelopment sites
- Staff to provide timeline for development of a RFP for a retail target market analysis for both Mission Street and Downtown showing steps needed to get appropriate input into RFP from City Commission, TIFA, DDA, and DDB.

NJR/ap

COMMISSION LETTER #197-16
MEETING DATE: NOVEMBER 28 2016

TO: MAYOR AND CITY COMMISSION

FROM: NANCY RIDLEY, CITY MANAGER *Nes*

SUBJECT: CITY MANAGER REPORT ON PENDING ITEMS

NOVEMBER 22, 2016

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 11.22.16
Zoning text changes regarding redevelopment of non-conforming properties (Report every 6 months on how new ordinance language is working)	September 28, 2015	May 2017	
Downtown Board Research Staff to research potential separation of TIFA/DDA Boards. Also look at potential memberships of TIFA and Downtown Development Board to maximize crossover members	August 8, 2016 and November 14, 2016 work session		Research memo provided at October 24 meeting. Work session discussion occurred November 14. Based on work session discussion, staff will draft resolutions to separate DDA Board from TIFA, create a 9 member TIFA Board, create a 9 member DDB Board with 7 crossover members on both TIFA and DDB.
Solid Waste Ordinance Changes Staff to identify how many dumpsters exist on paved residential alleys and whether there is connection between alley condition and dumpster pickup	August 8, 2016		
Solid Waste Pickup Times Staff to update recommended ordinance based on September 26 work session and develop an exception policy and bring back for future discussion	September 12, 2016 and September 26, 2016 work session		Draft language will be provided for November 28 work session discussion.
Outdoor Burning Ordinance Staff to research other communities' outdoor burning ordinances to consider additional language that would allow for wood fires under certain circumstances	September 12, 2016 work session		Staff will have draft ordinance ready for discussion in January.
Tobacco Free Zone Policy Staff and Parks and Recreation Commission to provide	February 8, 2016 meeting	February 2017	

COMMISSION LETTER #197-16
 MEETING DATE: NOVEMBER 28, 2016

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SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 11.22.16
report on effectiveness of policy			
Indian Pines Park Staff to report back on actual staff time spent at park	July 25, 2016 meeting	January 2017	
Purchasing Policy Recommend policy options for situations involving contracts/purchases with City employees or companies involving City employees	October 10, 2016 meeting	Before April 2017	
Service Clubs Staff to develop internal policy regarding City paid service club memberships	November 2 special meeting work session	in 2017	
Street Design Staff to propose guidelines/ best practices for street design	November 2 special meeting work session	by first quarter 2017 before any 2017 street projects are bid	Since the 2017 construction projects were discussed during the CIP and need to be bid in early 2017 for favorable pricing, it may be necessary to confirm on just the 2017 projects at a work session before the best practices/guidelines are finalized.
Tax Capture Board Report on indicators to determine whether tax capture investments are effective and services provided are not duplicative	November 2 special meeting work session	2017	
Brownfield Policy Schedule joint meeting with Brownfield Redevelopment Board and discuss potential policies to limit future Brownfield eligible expenses	November 2 special meeting work session	1st quarter 2017	
Fee Setting Policy Fee setting policy- research policies for setting fees and charges and recommend policy for consideration before analyzing future fee adjustments	November 2 special meeting work session	by March 2017	
Building Inspections Building Inspection- No fee changes until above policy agree to and analysis is complete. Review whether there is value in "one stop shopping" by contracting with the county do building inspections in coordination with the electrical, mechanical and plumbing inspections they already do	November 2 special meeting work session	in 2017	

COMMISSION LETTER #197-16
 MEETING DATE: NOVEMBER 28, 2016
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SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 11.22.16
Rental Housing Unlicensed Rentals Draft ordinance amendment and resolution to set graduated penalties to impose when unlicensed rentals are identified	November 2 special meeting work session	by end of 2016	
Rental housing initial licensing fee for converted dwellings Recommend an initial fee for initial licensing of converted units based on the additional time for the first inspection)	November 2 special meeting work session	by end of 2016	
Rental housing initial approval of converted units Recommend ordinance amendments to require mechanical, electrical and plumbing inspections for all converted dwellings before first license is obtained	November 2 special meeting work session	mid-2017	
Rental licensing fees Recommend increased rental licensing fees based on full direct cost plus appropriate overhead and develop a tier structure to allow for reduction in future licensing fees and/or less frequent inspection <ul style="list-style-type: none"> ✓ Staff recommend criteria for tiers ✓ Staff recommend fee structure to cover full direct cost of fire inspection (as calculated in 2016) with appropriate overhead calculation ✓ City Commission decide discount % for silver and gold tier ✓ Staff draft resolution for increased fees and structure based on tiers ✓ City Commission consider and approve increased fees and tier structure ✓ Increased fees go into effect based on bronze level ✓ All properties for 2017-18 would be in bronze tier and based on the quantifiable measures collected during 2017-18 could "earn" way into silver or gold tier for the following year 	November 2 special meeting work session	Late February 2017 Late February 2017 Early March 2017 Mid-March 2017 April 1, 2017 July 1, 2017 July 2017- June 2018	

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 11.22.16
<p>Downtown Planning</p>	<p>November 14 work session</p>		<p>Staff to provide proposal from TPUDC for amendments to contract to include advanced design concepts for downtown redevelopment sites.</p> <p>Staff to provide timeline for development of a RFP for a retail target market analysis for both Mission Street and Downtown showing steps needed to get appropriate input into RFP from City Commission, TIFA, DDA, and DDB.</p>

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

City of Mt. Pleasant, Michigan
Airport Advisory Board
Thursday, October 13, 2016
Meeting Minutes

- I. Call to Order / Roll Call
The meeting was called to order at 5:33 p.m.
Present: Glen Irwin, Cathy Tilmann, Sam Staples, and Mark Drumheller (couple minutes late)
Staff Present: Bill Brickner, DPW Director John Zang
Public Present: None
- II. Approval of Agenda
Motion by Tilmann, support by Staples
Motion passed
- III. Public Comment on Agenda Items
None
- IV. Approval of Meeting Minutes
Motion by Staples, support by Tilmann
Motion passed
- V. Airport Manager's Report
It was reported that jet fuel sales are up.
- VI. Old Business
 - A. Update on airport manager hiring process. Bill Brickner named new airport manager. Date he will start work at the airport will be determined after a transition meeting that will be held next week.
 - B. Farming Bid – Discussion
Need to lease farm land to reduce grass cutting costs. Board given copy of the proposed bid spec for review.
 - C. Update on FBO – After proper notice, the door locks on Pat McCarty's business were changed because he had not paid rent on city owned hangar.
 - D. Todd Tarlton sold his last hangar. A new tenant is expected in by next month.
 - E. Distributed "Rules and Regulations" draft and had discussion on same.

- a. P.7 spelling “aAn”
- b. Article VII Section 2 – question for necessity for license
- c. Asked if City Manager needed to sign hangar rental contracts

VII. Comments

- A. Beacon and parking lights not on after dusk. Brickner will follow up and check.
- B. Need to clean security camera lens

IX. Adjournment

Motion by Tilmann, support by Staples to adjourn the meeting at 6:32 p.m.
Motion passed.

From: Marie Koper [mkoper5@gmail.com]
Sent: Sunday, November 13, 2016 10:33 PM
To: Ling, Kathy
Subject: Michigan Leaders Letter for climate

The Honorable Kathleen Ling
Mayor of Mt. Pleasant, Michigan

Dear Mayor Ling,

I am writing as a resident of Mt. Pleasant for 44 years and a mother and grandmother who is deeply concerned about what scientists, doctors, and national security experts are saying about climate change risks and impacts. My concerns led me to volunteer with Citizens' Climate Lobby<<http://citizensclimatelobby.org/>> (CCL), a non-partisan, grassroots organization working to build the political will for effective national climate legislation. Our Mt. Pleasant chapter has a mailing list of over 460 people who represent just some of the people in our area who are concerned about climate issues.

Michigan CCL chapters are collaborating with the Michigan Climate Action Network (MICAN)<<http://miclimateaction.org/>> to circulate a Michigan Leaders' Letter on Climate Change Action<<http://tiny.cc/MichiganLeadersLetter>>. The purpose is to invite business, faith, government, community, and other leaders in Michigan to sign an open letter to Congress and state lawmakers calling for action to address climate change.

The letter is modeled after one used by CCL in Florida which played an important role in building the political will for Representative Carlos Curbelo (R) to join Florida Representative Ted Deutch (D) in forming the House Bipartisan Climate Solutions Caucus<<http://citizensclimatelobby.org/a-successful-liftoff-for-climate-solutions-caucus/>>. This caucus, representing a crucial shift in climate change discourse, has 20 members and growing. Just this week some of those members have introduced a bill to establish a bipartisan commission of non-profit and private sector groups to recommend climate change legislation to Congress.

As you are an important leader in our area, I am asking that you consider signing this letter and sharing it with the City Commission for their signatures, individually or as a group. Your signature would be both meaningful to our lawmakers and valuable in drawing more supporters. Some Michigan leaders that have already signed include: David Stevens, Senior Vice President, American Mitsuba Corp., Mt. Pleasant; George K. Heartwell, Former Mayor, Grand Rapids; Bob Sutherland, President, Cherry Republic; John Austin, President, Michigan State Board of Education; Jim MacInnes, President, Crystal Mountain Resort; Juan Olivarez, President, Aquinas College; and Rev. Craig Satterlee, Bishop, North/West Lower Michigan Synod, Evangelical Lutheran Church of America.

CCL will be in Washington, DC on November 15 to meet with congressional offices and will deliver signatures at that time. The letter, with the list of signatories, will be available on the MICAN website and MICAN will deliver copies to state lawmakers in November.

To sign on, please fill out this Google form<<http://tiny.cc/MichiganLeadersLetter>> and submit it online. I have attached the letter as a pdf for your convenience as well. If you have any questions or reservations please give me a call. Thank you for your consideration.

Sincerely,
Marie Koper

Group Leader

Mt. Pleasant Citizens' Climate Lobby

Mt. Pleasant Citizens' Climate Education mtp.mi.ccl@gmail.com<mailto:mtp.mi.ccl@gmail.com>

989-944-5858<tel:989-944-5858>; 989-772-0543<tel:989-772-0543>

Facebook.com/Mt.PleasantCitizensClimateLobby<<http://facebook.com/Mt.PleasantCitizensClimateLobby>>

citizensclimatelobby.org<<http://citizensclimatelobby.org/>>

Michigan Leaders' Letter To Congress and State Lawmakers

Month Day, 2016

To: Michigan Delegation in the U.S. House of Representatives and U.S. Senate, Michigan Governor, Michigan Legislature, and Michigan Attorney General

RE: Open Letter Requesting Action to Address Climate Impacts

Dear Michigan Congressional Delegation and State Lawmakers,

We believe it is time for Michigan's elected leaders to acknowledge that escalating climate impacts pose a serious threat to our state's economic stability and the health and safety of its citizens. Current efforts to mitigate change in climate are insufficient to avoid major negative consequences. Therefore, we request that you support solutions to protect the interests of all the people and businesses of Michigan from this threat. Please consider:

1. Ninety-seven percent of climate scientists are convinced, based upon the evidence, that human actions have warmed the atmosphere and oceans causing our climate to change.
2. Michigan is already experiencing climate change impacts and they are expected to worsen in the next several decades. According to the 2014 National Climate Assessment Report, climate impacts in Michigan include increased heat wave intensity and frequency, more extreme rainfall events and flooding, and changes to our forests and certain fish species. These combined stresses are leading to detrimental effects like crop failures and decreased agricultural productivity; increased invasive species, reduced ice cover, and more toxic blooms of algae in the Great Lakes; and sewage overflows that contaminate our waterways and put increased stress on aging infrastructure in our cities.
3. A 2015 joint report by the Michigan Department of Health and Human Services and University of Michigan scientists found that current and predicted future impacts of climate change are detrimental to the health of Michigan citizens, especially children and senior citizens. The report documents increases in respiratory illnesses, vector-borne diseases like West Nile Virus, and water related diseases in certain areas from sewage and septic failures and from toxic algae blooms.
4. Climate impacts are disproportionately impacting the health, safety and economic stability of low-income and minority communities. People with lower incomes living in urban areas are especially at risk from exposure to extreme heat, and are less equipped to recover from extreme weather events that damage their homes and property. A warming climate intensifies allergies, asthma, and other respiratory problems from air pollution, sources of which are often located near low-income, minority communities.

5. Businesses of all sizes and from all sectors face serious economic risks because of climate change. Disruptions to supply chains, increasing insurance premiums, escalating energy costs and lost productivity due to power outages are all concerns. Additional public sector expenditures on hardening our infrastructure will be borne in large part by businesses due to weather disasters.
6. Action on climate has co-benefits including reduced air and water pollution, and improved public health.
7. The U.S. Department of Defense recognizes climate change as a threat multiplier in unstable regions in the world.
8. There are effective response options for Congress and State leaders to consider, which can be economically prudent, politically viable, and scientifically sound. Such options could substantially lessen future impacts.
9. Michigan is well positioned to benefit economically, including more jobs, from action to reduce emissions while remaining a leader in technological solutions such as our growing solar and wind industries.
10. Businesses will benefit from greater certainty regarding policies to address this problem.
11. The longer we wait to act on climate, the greater, and more irreversible, will be the harm done.
12. The world's major faith groups and religious leaders have all made powerful statements saying that climate change is real and that we have a moral responsibility to take action to correct it.

In light of the above, we urge you to support meaningful discussions and actions on climate that lead to reducing emissions of greenhouse gases. The United States and Michigan must lead in solutions to this global problem that affects all of us.

Respectfully,

Minutes of the special meeting of the City Commission held Wednesday, November 2, 2016, at 7:00 p.m., at City of Mt. Pleasant City Hall, 320 W. Broadway St.

Commissioners Present: Mayor Ling and Vice Mayor Lents; Commissioners Gillis, Kulick, Madaj and Verleger (left @ 8:23)

Commissioners Absent: Commissioner Holton

Others Present: City Manager Ridley, City Clerk Howard, Directors Feldhauser, Kornexl, Mrdeza, Zang and Assistant Finance Director Saladine

Public Input on Agenda Items

Kathy Smith, spoke in favor of downtown lighting and recommended budget amendment.

Steve Bissell, Blackstone Bar Owner, had a question regarding where the lighting was going to be located downtown.

Receipt of Petitions and Communications

Received the following petitions and communications:

1. Signatures received regarding downtown Christmas lights.

Staff Recommendations and Reports

Moved by Commissioner Kulick and supported by Commissioner Verleger to not allocate funds for Christmas lights in the downtown trees in 2016 and reconsider the recommendations for 2017.

AYES: Commissioners Kulick and Verleger
NAYS: Commissioners Gillis, Lents, Ling and Madaj
ABSENT: Commissioner Holton
Motion failed.

Moved by Vice Mayor Lents and supported by Commissioner Madaj to accept the Downtown Development Board (DDB) recommendation for street tree Christmas lights as presented which includes \$10,100 allocated from the Downtown Fund Balance; \$5,100 from the remaining 2016 Economic Development Fund allocation for long-lasting holiday décor; and authorize the purchase of LED professional grade lights at a cost not to exceed \$10,700 based on quotes.

AYES: Commissioners Gillis, Lents, Ling and Madaj
NAYS: Commissioners Kulick and Verleger
ABSENT: Commissioner Holton
Motion carried.

Moved by Vice Mayor Lents and supported by Commissioner Verleger to accept the TIFA/DDA recommendation for downtown building light screen budget allocation request as presented which includes the parameters of the program, 2016 budget allocation of \$20,000, and exception to bidding for a sole source purchase of up to \$40,000.

AYES: Commissioners Gillis, Lents, Ling, Madaj and Verleger
NAYS: Commissioners Kulick
ABSENT: Commissioner Holton
Motion carried.

Announcements on City-Related Issues and New Business

Commissioner Gillis announced that League of Women Voter forums are available for viewing on-line at MACtv.

Public Comment on Agenda and Non-Agenda Items

Rich Swindlehurst, 110 W. Michigan, thanked the board for supporting downtown lighting.

Peggy Bongard, Isabella Community Credit Union, thanked the board for supporting downtown lighting.

The Commission recessed at 7:43 p.m. and went into a work session at 7:52 p.m.

Work Session

City Manager Ridley and Mayor Ling led a discussion on the proposed 2017 Operating Budget.

Discussion ensued.

Mayor Ling adjourned the meeting at 9:06 p.m. without objection.

Kathleen Ling, Mayor

Jeremy Howard, City Clerk

Minutes of the regular meeting of the City Commission held Monday, November 14, 2016, at 7:00 p.m., in the City Commission Room.

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

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

Commissioners Absent: Commissioner Verleger

Others Present: City Manager Ridley and City Clerk Howard

Proclamations and Presentations

City Planner Kain gave a presentation encouraging participation in Planapalooza, November 18 - 21, 2016 at City Hall.

Receipt of Petitions and Communications

Received the following petitions and communications:

1. City Manager report on pending items;
 - a. One-year update on the M-2 Redevelopment Procedures,
 - b. Downtown Master Plan information.
2. Notice of Temporary Traffic Control Order #1-2017.
3. Notice of Temporary Traffic Control Order #2-2017.
4. Parks and Recreation Commission Minutes. (September)
5. Planning Commission Minutes. (October)
6. Receipt of 2016 eCities Honored Community Award.

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

1. Minutes of the meeting of the City Commission held October 24, 2016.
2. Minutes of the closed session of the City Commission held October 24, 2016.
3. Bid of Advanced Underground of Westland, Michigan for the 2016 manhole rehabilitation project in an amount not-to-exceed \$100,000.
4. Bid of F & K's Tree Service of Mt. Pleasant, Michigan for the 2017 tree trimming and removal project in an amount not-to-exceed \$33,400.
5. Bids for 2016 Water Treatment Plant treatment (bulk) chemicals as follows:

Lime	Graymont Western Lime, Inc.	\$ 142.00/ton
Caustic	Alexander Chemical Corp.	\$ 569.00/ton*
Ferric Chloride	PVS Technologies, Inc.	\$ 445.00/ton
Sodium Hypochlorite	Alexander Chemical Corp.	\$ 0.768/gal
Anionic Polymer	Polydyne, Inc.	\$1668.00/ton
Polyphosphate	Elhorn Engineering Co.	\$ 6.726/gal
Sodium Fluoride	Alexander Chemical Corp.	\$1680.00/ton

*Caustic bid is for a six month period.
6. Resolution to opt out of health care limits:

WHEREAS, the Publicly Funded Insurance Contribution Act 152 of 2011 establishes standards and a process with respect to a medical plan and rules, and

WHEREAS, the City of Mt. Pleasant believes it is in compliance with the law, but due to being self-funded believes that interpretation could result in non-compliance,

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Mt. Pleasant hereby exercises its option under the law to opt out of the caps for 2017.
7. Authorize Finance Director Mary Ann Kornexl to sign a contract with AIG, for health insurance stop loss coverage at the rate of \$36.47 per month for single coverage and \$116.07 per month for family coverage with a \$150,000 deductible.
8. Payrolls dated October 21 and November 11, 2016 and warrants dated October 18 and 27 and November 2, 3, 8 and 10, 2016 all totaling \$2,413,406.62.

Motion unanimously adopted.

A public hearing was held on proposed amendment to Section 51.126 of the Mt. Pleasant City Code of Ordinances to adopt numbering corrections. There being no public comments or communications, the Mayor closed the public hearing.

Moved by Commissioner Holton and supported by Commissioner Madaj that Ordinance 1019, an Ordinance to amend Section 51.126 of the Mt. Pleasant City Code of Ordinances to adopt numbering corrections having been introduced and read, now be passed, ordained and ordered published.

AYES: Commissioners Gillis, Holton, Kulick, Lents, Ling and Madaj

NAYS: None

ABSENT: Commissioner Verleger

Motion unanimously adopted.

A public hearing was held on proposed 2017 Operating Budget. There being no public comments or communications, the Mayor closed the public hearing. No Commission action is required at this time.

Moved by Commissioner Kulick and supported by Commissioner Holton to adopt a Resolution Authorizing Issuance of Water Supply System Refunding Bonds. (CC Ex. 4-2016) Motion unanimously adopted.

Moved by Commissioner Kulick and supported by Commissioner Gillis to adopt a Resolution Authorizing Issuance of General Obligation Limited Tax Refunding Bonds, Series 2016. (CC Ex. 5-2016) Motion unanimously adopted.

Announcements on City-Related Issues and New Business

Commissioner Kulick thanked voters for electing him to another term on the City Commission. He thanked the community for behaving appropriately on Halloween; He announced that the fall leaf collection schedule is winding down with the week of November 14 remaining for raking leaves and the week of November 21 being the final week for citywide sweeping. Commissioner Kulick also announced that overnight parking restrictions begin at 12:01 a.m. on Thursday, December 1.

Commissioner Holton congratulated Commissioners Kulick and Ling on being elected to another term on the City Commission.

Commissioner Gillis questioned what should be done if someone puts leaves into the street after pickups are over? Commissioner Gillis was instructed that Code Enforcement should be notified.

Mayor Ling announced that she handed out a preliminary copy of the City Manager evaluation to fellow Commissioners and advised that they should let the ad hoc committee know if they have any concerns. She thanked the Clerk's office for all their hard work on the election and thanked the Parks and Recreation staff for their work on Timber Town fundraising.

WORK SESSION

1. Configuration of downtown boards.

Mayor Ling led a discussion on the configuration of downtown boards.

Discussion ensued.

Recommendation will be on an upcoming agenda.

2. Downtown Master Plan next steps.

Mayor Ling led a discussion on the Downtown Master Plan next steps.

Discussion ensued.

Staff will do further research on advanced design concepts for Downtown redevelopment and a target market analysis and report back to the Commission.

Mayor Ling adjourned the meeting at 8:49 p.m. without objection.

Kathleen Ling, Mayor

Jeremy Howard, City Clerk

COMMISSION LETTER #198-16
MEETING DATE: NOVEMBER 28, 2016

TO: MAYOR AND CITY COMMISSION NOVEMBER 22, 2016
FROM: NANCY RIDLEY, CITY MANAGER *Nes*
SUBJECT: RECEIVE BROWNFIELD PLAN AMENDMENT FOR 1040 E. BROOMFIELD
AND CONSIDER SETTING A PUBLIC HEARING FOR DECEMBER 12,
2016 ON THE SAME.

Attached is a communication from Director of Community Services and Economic Development William Mrdeza which provides background on the recommended Brownfield Plan for 1040 E. Broomfield. On November 17 the revised plan was recommended by the majority vote of the Brownfield Redevelopment Authority (one vote of 4-1 and one member abstaining due to a conflict).

This Brownfield Plan is based on the eligible criteria of the structures on the property being functionally obsolete. All of the requested eligible expenses are allowed under the state law. Although the City Commission has suggested considering policy changes regarding Brownfield reimbursement, the discussion is not scheduled until early 2017.

This plan is fairly consistent with other approved plans in regard to length of tax capture, and that the eligible expenses are as allowed in the state law.

The only action the City Commission needs to take at this meeting is to set a public hearing for December 12, 2016 on the proposed plan.

Recommended Motion:

Move to set a public hearing for December 12, 2016 on the proposed amended recommended Brownfield Plan for 1040 East Broomfield.

NJR/ap



MEMORANDUM

TO: Nancy Ridley, City Manager

FROM: William R. Mrdeza
Community Services and Economic Development Director *W.R.M.*

DATE: November 21, 2016

SUBJECT: Request to Set a Public Hearing on Brownfield Plan Amendment #19 at 1040 E. Broomfield and Consider Approval the Plan Following the Public Hearing

Background

The City staff have been working with developers on a proposal to construct new student housing units at 1040 E. Broomfield, to be built in phases over a four year period. The property has been determined to be Functionally Obsolete by the City's Assessor and therefore qualifies as a Brownfield site. An initial meeting of the Brownfield Redevelopment Authority Board was held on November 10th to consider recommending the plan to the City Commission. At that time the Brownfield Board had some concerns with the plan, primarily the type and amount of eligible reimbursement expenses being requested, and the length of time of the plan. The Board tabled action on the plan and directed the applicant to request the Board consider action on a revised plan at a later date.

On November 17th the Board met again with the applicant to consider a revised Brownfield Plan for 1040 E. Broadway which included reductions in both the amount of eligible reimbursable expenses and the duration of the plan. The Brownfield Board considered a revised plan that:

- Constructed four, six unit apartments to be constructed in phases over four years
- Contained eligible expenses including on-site storm water retention, fencing, site work, demolition, storm sewers, and cost sharing of infrastructure costs
- Had a duration of 17 years but captured 75% of the generated taxes for 15 years
- Contained reimbursable costs of \$399,704, including \$2,000 of eligible costs to the City
- Anticipated a contribution to the Local Site Remediation Fund of \$26,258 in the final year of the plan
- Increased the taxable value of the property from the current value of \$75,200 to \$1,374,500 upon buildout

Upon reconsidering the Brownfield Plan for 1040 E. Broomfield at their November 17, 2016 meeting, the Brownfield Redevelopment Authority voted to support the revised Brownfield plan, recommended the City Commission hold a public hearing on the plan, and recommended plan approval after the public hearing has been held.

Requested Action

The Brownfield Redevelopment Authority recommends the City Commission schedule a public hearing on the attached Brownfield Plan Amendment #19 for 1040 E. Broomfield and further recommends the City Commission approve the plan as written after comments have been received at the public hearing.



**City Of Mt. Pleasant
Brownfield Redevelopment Authority**

**Brownfield Plan Amendment
For**

**Brownfield Site #19
1040 E. Broomfield Road (The Lofts on Broomfield)**

Approved: Mt. Pleasant Brownfield Redevelopment Authority –
Mt. Pleasant City Commission -

PROJECT SUMMARY

Project Name:	The Lofts on Broomfield
Project Location:	1040 East Broomfield Street, Mt. Pleasant, MI
Property Eligibility:	Functionally Obsolete
Eligible Activities: Activities	Demolition, Site Preparation, Infrastructure and Plan Preparation
Reimbursable Costs:	\$397,704 Developer \$2,000 City
Local Remediation Revolving Fund Capture:	\$26,258 final year of plan and \$0 (5 years)
Total Tax Capture:	\$448,380
Annual Tax Revenue Before Improvements:	\$4,675
Annual Tax Revenue First Year After Improvements:	\$19,895
Annual Tax Revenue After Four Years of Improvements:	\$80,778

Project Overview:

Demolish current buildings that was previously used as a Veterinary Clinic

Construct four (4) new buildings of six (6) 1,900 square foot apartments per building. Buildings to be phased in over the next four years.

This Plan has been prepared to identify the eligible activities and to provide tax increment financing for their reimbursement.

I. INTRODUCTION

The City of Mt. Pleasant established a Brownfield Redevelopment Authority by adoption of a resolution on May 13, 1997, pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, as amended (Act 381). The resolution was filed with the Michigan Department of State, Office of the Great Seal, on May 23, 1997. The purpose of this plan amendment, to be implemented by the City of Mt. Pleasant Brownfield Redevelopment Authority, is to satisfy the requirements for a Brownfield Plan as specified in Act 381, Michigan Compiled Laws (MCL) 125.2651, et seq., which is known as the "Brownfield Redevelopment Financing Act." The City of Mt. Pleasant Brownfield Redevelopment Authority (Authority) proposes to implement this plan amendment in an effort to promote economic development and redevelopment within the City.

II. PROJECT DESCRIPTION

The property consists of a single parcel located at 1040 East Broomfield Street with a total land area of approximately 2.01 acres. The legal description of the property and a location map of the subject property are attached as Exhibit A.

The property currently includes one building with a residential and commercial portion that used to be used for veterinary clinic and residence built in 1950 and last upgraded in 1969. Originally the property was in the Charter Township of Union and prior to annexation had a well and septic system. There also is a well house and block storage on the property. These buildings will be demolished. 1040 East Broomfield LLC proposes to demolish the existing buildings, which have been found to be functionally obsolete. The new development will be four (4) buildings with six (6) 1,900 square foot apartments. The complex is being marketed as student housing known as The Lofts at Broomfield. The apartments are planned to contain 4 bedrooms & 4.5 baths. The new development will serve students and be marketable due to its close proximity to CMU, in a very competitive student rental market in Mt. Pleasant. The developer plans to have one building available for lease for Fall 2017 semester and will build one additional building each of the three following years.

The proposed site plan and elevations have not received final approval of the Planning Commission pending meeting the conditions described by the Planning Commission. Once final approval is received they will be included as Exhibit B. The private investment in the property would be more than \$4,300,000.

III. BASIS OF ELIGIBILITY

The Property is an "eligible property" as defined by Act 381 because it has been utilized for a commercial purpose and meets the definition of "functionally obsolete" as defined by Act 381. Under Act 381, "Functionally Obsolete" means that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property.

The property has been inspected by David S. Rowley, City Assessor for the City of Mt. Pleasant, and verified as functionally obsolete. His determination is attached as Exhibit C.

IV. BROWNFIELD PLAN ELEMENTS

Section 13(1) of the Act 381 includes the minimum elements that must be included in the Brownfield Plan. The following sections are intended to address the statutory requirements of the Act.

A. Description of the costs intended to be paid with tax increment revenues, including a brief summary of eligible activities.

Eligible activities intended to be reimbursed under this Plan include the demolition of the on-site structures and surface improvements, site preparation, infrastructure and Brownfield Plan preparation costs. All activities are intended to be “eligible activities” as defined in Act 381.

A summary of the eligible activities and anticipated costs are summarized in the table below:

ITEM	ESTIMATED COST
Demolition of On-Site Structures	\$17,665
Architectural & Engineer Fees	4,875
Site Survey	4,000
On-site Storm Water Retention System	142,707
Right of Way Improvements	35,211
Infrastructure Improvements	8,800
Fence	21,911
Environmental Due Care & Analysis	7,295
Place & Compact Class 2 Fill Sand	25,000
Clearing & Grubbing	6,865
Erosion Control	1,524
Storm Sewers	59,036
Sanitary Sewer (1/2 of cost)	35,065
Water (45% of cost)	27,750
Brownfield Plan Preparation (City)	2,000
Eligible Activity Subtotal	\$399,704
Financing Costs	0
Authority Administrative Expenses	22,418
Local Site Remediation Revolving Fund Deposit	26,258
TOTAL COSTS	\$448,380

B. An estimate of the captured taxable value and the tax increment revenues for each year of the plan.

The current taxable value prior to completion of the proposed improvements, estimated taxable value following completion of the improvements, and the estimated captured taxable value are as follows:

Initial Taxable Value	\$ 75,200
Estimated Taxable Value Following Improvements (all phases)	\$1,374,500
Estimated Captured Taxable Value	\$1,299,300

Personal property will not be subject to capture under the Plan, as personal property less than \$40,000 in value is exempt from taxes. Taxes levied for school operating purposes will not be captured.

It is the intention of the Authority to collect only so much tax increment financing as is required to pay all obligations of the Authority and the developer as incurred and approved pursuant to this Plan. Due to the phasing of the project and the duration of the Plan, the does not call for deposits to the local site remediation revolving fund for a period of five (5) years following the reimbursement of expenses to the developer, as permitted by Act 381. Should the City Commission decide to capture local site remediation revolving funds after the developer has been paid, the plan can be amended prior to its expiration.

An estimate of the annual tax increment revenues and capture is included in Exhibit D.

C. The method by which the costs will be financed, including any advances made or anticipated.

Eligible costs will be paid by the developer, with the exception of the Brownfield Plan preparation that will be paid to the City. Provided that the development is completed as presented, the Authority will reimburse the developer for the costs of its eligible activities to the extent tax increment finance is available. The plan doesn't provide for payment of interest on the developers eligible costs. The Authority has not made any advances and will not advance any funds prior to completion of the eligible activities.

An estimated reimbursement schedule is included in Exhibit E. The schedule may be modified by the Authority without notice. The schedule includes an estimate of revenue and allocations and is subject to amendments and adjustments to reflect the actual amount of investment, millages, expenses and other related economic variables.

The terms associated with the reimbursement of eligible expenses will be formalized in a Reimbursement and Brownfield Redevelopment Plan Implementation Agreement between the developer and the Authority, attached as Exhibit F.

D. The maximum amount of note or bonded indebtedness to be incurred, if any.

Neither the City of Mt. Pleasant nor the Authority will incur any bonded debt for the proposed project.

E. Duration of the Brownfield Plan.

This Brownfield Plan amendment will remain in effect for as many years as is required to fully address all eligible project issues, and will not exceed the limits established in Act 381. As is noted in the estimated reimbursement schedule, it is anticipated that reimbursement of eligible expenses and capture for the local site remediation revolving fund will take the total duration of the plan to seventeen (17) years with fifteen (15) years of tax capture.

F. An estimate of the impact of tax increment financing on the revenues of the taxing jurisdictions.

The estimated annual and total impact to the taxing jurisdictions can be found in the table included in Exhibit D.

G. Legal description, location map, statement of qualifying characteristics, and statement related to personal property.

The legal description and location map is attached as Exhibit A. The proposed site plan and elevations have not received final approval of the Planning Commission pending meeting the conditions described by the Planning Commission. Once final approval is received they will be included as Exhibit B.

As was noted previously, the property is an eligible property as defined by Act 381 because it has been utilized for a commercial purpose and meets the definition of functionally obsolete as defined by Act 381. A copy of the determination of functional obsolescence from City Assessor David S. Rowley is attached as Exhibit C.

Personal property is not subject to capture in this Plan, as personal property less than \$40,000 is tax exempt.

H. Estimates of the number of persons residing on the subject property and the number of families and individuals to be displaced.

There are no persons residing on the subject property at the time of demolition as the property is presently vacant, there are no residents or families to be displaced.

I. Plan for establishing priority for relocation of persons displaced by implementation of the Brownfield Plan.

There will be no persons residing on the subject property; therefore, there is no need for a relocation plan.

J. Provision for costs for relocation of persons displaced by implementation of the Plan, and financial assistance and reimbursement of expenses.

There will be no persons residing on the subject property; therefore, there is no need to provide for relocation costs.

K. Strategy for compliance with the Michigan Relocation Assistance Act.

There will be no persons residing on the subject property; therefore, there is no need to comply with 1972 PA 227, the Michigan Relocation Assistance Act.

L. A description of the proposed use of the local site remediation revolving fund.

The Authority will not expend any portion of the local site remediation revolving fund to address eligible expenses on this project.

M. Other material that the Authority or City Commission considers pertinent.

Any new eligible activity cost or approved cost which, in combination with other approved costs, exceeds the anticipated costs described in this Plan shall require amendment of this plan by the Authority and the Mt. Pleasant City Commission.

Exhibit A

Legal Description of Property:

SEC 26, COM AT PT 87 FT W OF NE COR OF NW 1/4 OF NW 1/4, TH W 174 FT, S 503.25 FT, E 174 FT, N 503.25 FT TO POB.

Location Map of Property: (to be added)

Exhibit B

Site and Elevation Plan: (to be added upon final approval of Planning Commission)

Exhibit C

Assessor Affidavit of Functionally Obsolete Status (received 9-25-15 to be added to final draft)

EXHIBIT D

1040 East Broomfield LLC
17-000-17136-00
1040 East Broomfield

Millage Rates

City of Mt. Pleasant	16.25
Chippewa District Library	1.75
Gratiot Isabella RESD	5.2985
Mt Pleasant School Operating	18
Mt Pleasant School Debt	5.7
State Education Tax	6
County Operating	6.61
County MCF	0.7
County COA	0.65
County Parks	0.35
I.C.T.C.	0.862
Total Levied	62.1705
Total Captured Millage	32.4705

Excluded from Capture

<u>Percentage Captured - Other</u>	75%
<u>Percentage Captured - School</u>	0%

<u>Annual Increase Factor</u>	1%
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Estimated Tax Increment Revenues

Tax Year	Captured Value	Captured Millage	Annual Revenue	Cumulative Revenue
2018	\$320,000	32.4705	\$7,793	\$7,793
2019	643,200	32.4705	15,664	23,457
2020	969,600	32.4705	23,613	47,070
2021	1,299,300	32.4705	31,642	78,712
2022	1,312,300	32.4705	31,958	110,670
2023	1,325,400	32.4705	32,277	142,947
2024	1,338,700	32.4705	32,601	175,548
2025	1,352,100	32.4705	32,928	208,476
2026	1,365,600	32.4705	33,256	241,732
2027	1,379,300	32.4705	33,590	275,322
2028	1,393,100	32.4705	33,926	309,248
2029	1,407,000	32.4705	34,264	343,512
2030	1,421,100	32.4705	34,608	378,120
2031	1,435,300	32.4705	34,954	413,074
2032	1,449,700	32.4705	35,304	448,378

Tax Year	Value	City	CRDL	RESD	School	SET	County	MCF	COA	Parks	I.C.T.C.	Total
2018	\$320,000	\$3,900	\$420	\$1,272	\$0	\$0	\$1,586	\$168	\$156	\$84	\$207	\$7,793
2019	643,200	7,839	844	2,556	0	0	3,189	338	314	169	416	15,665
2020	969,600	11,817	1,273	3,853	0	0	4,807	509	473	255	627	23,614
2021	1,299,300	15,835	1,705	5,163	0	0	6,441	682	633	341	840	31,640
2022	1,312,300	15,994	1,722	5,215	0	0	6,506	689	640	344	848	31,958
2023	1,325,400	16,153	1,740	5,267	0	0	6,571	696	646	348	857	32,278
2024	1,338,700	16,315	1,757	5,320	0	0	6,637	703	653	351	865	32,601
2025	1,352,100	16,479	1,775	5,373	0	0	6,703	710	659	355	874	32,928
2026	1,365,600	16,643	1,792	5,427	0	0	6,770	717	666	358	883	33,256
2027	1,379,300	16,810	1,810	5,481	0	0	6,838	724	672	362	892	33,589
2028	1,393,100	16,978	1,828	5,536	0	0	6,906	731	679	366	901	33,925
2029	1,407,000	17,148	1,847	5,591	0	0	6,975	739	686	369	910	34,265
2030	1,421,100	17,320	1,865	5,647	0	0	7,045	746	693	373	919	34,608
2031	1,435,300	17,493	1,884	5,704	0	0	7,115	754	700	377	928	34,955
2032	1,449,700	17,668	1,903	5,761	0	0	7,187	761	707	381	937	35,305
Total		\$224,392	\$24,165	\$73,166	\$0	\$0	\$91,276	\$9,667	\$8,977	\$4,833	\$11,904	\$448,380

EXHIBIT E

1040 East Broomfield LLC

17-000-17136-00

1040 East Broomfield

Estimated Eligible Costs \$ 397,704

Reimbursement Schedule

<u>Tax Year</u>	<u>TIF Revenue</u>	<u>Developer Principal</u>	<u>Interest</u>	<u>City Admin</u>	<u>City Plan Fee</u>	<u>Remediation</u>	<u>Total</u>	<u>Developer Balance</u>
2018	\$7,793	\$5,403		\$390	\$2,000		\$7,793	\$392,301
2019	15,665	14,882	0	783	0		15,665	377,419
2020	23,614	22,433	0	1,181	0		23,614	354,986
2021	31,640	30,058	0	1,582	0		31,640	324,928
2022	31,958	30,360	0	1,598	0		31,958	294,568
2023	32,278	30,664	0	1,614	0		32,278	263,904
2024	32,601	30,971	0	1,630	0		32,601	232,933
2025	32,928	31,282	0	1,646	0		32,928	201,651
2026	33,256	31,593	0	1,663	0		33,256	170,058
2027	33,589	31,910	0	1,679	0		33,589	138,148
2028	33,925	32,229	0	1,696	0		33,925	105,919
2029	34,265	32,552	0	1,713	0		34,265	73,367
2030	34,608	32,878	0	1,730	0		34,608	40,489
2031	34,955	33,207	0	1,748	0		34,955	7,282
2032	35,305	7,282	0	1,765	0	26,258	35,305	0
Total	\$448,380	\$397,704	\$0	\$22,418	\$2,000	\$26,258	\$448,380	

EXHIBIT F

BROWNFIELD REIMBURSEMENT AGREEMENT

This Brownfield Reimbursement Agreement (“Agreement”) is made as of _____, 2016, among the City of Mt. Pleasant, a Michigan municipal corporation, with offices at 320 West Broadway, Mt. Pleasant, MI 48858 (the “City”), the City of Mt. Pleasant Brownfield Redevelopment Authority, a public body corporate, with offices at 320 West Broadway, Mt. Pleasant, MI 48858 (“Authority”); and 1040 East Broomfield, LLC, a Michigan corporation, with offices at 805 West Broadway Suite 1, Mt. Pleasant, MI 48858 (the “Developer”).

RECITALS

- A. The City created the Authority pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended (“Act 381”), and, pursuant to Act 381, the Authority has prepared an amendment to its Brownfield Plan to include the Property (as defined below) which was duly approved by the City Commission on December 12, 2016, following a public hearing on that same date (the “Brownfield Plan”).
- B. The Developer owns and controls a parcel located in the City at 1040 East Bloomfield Street, as legally described in the attached **Exhibit 1** (the “Property”).
- C. The Property is considered “eligible property,” as defined by Act 381, Section 2, and is commonly referred to as a “brownfield,” because a level 3 assessor has determined the buildings on the property to be “functionally obsolete” as defined by MCL 125.2652(q).
- D. The Developer plans to demolish the buildings on the Property and construct four (4) new apartment buildings with six (6) apartments per building and to be known as The Lofts at Broomfield (the “Project”),
- E. The Project will have a significant visual and aesthetic impact on the Property, create temporary construction jobs, increase the tax base of the City, and otherwise enhance the economic vitality of the City.
- F. Act 381 permits the use of the captured real and personal property tax revenues generated from the increase in value to brownfield sites constituting “eligible property” under Act 381 resulting from their redevelopment to pay or to reimburse the payment of costs of conducting activities that meet the requirements under Act 381 to be “eligible activities” (“Eligible Costs”) and, unless the property owner or developer is a “liable party” for the site contamination, permits the reimbursement to the property owner or developer of such Eligible Costs incurred by the property owner or developer.
- G. In order to complete the Project on the Property, the Developer will incur Eligible Costs on the Property as more fully described in the Brownfield Plan.
- H. In accordance with Act 381 and the Brownfield Plan, the parties desire to use the property tax revenues that are generated from an increase in the taxable value of the Property resulting from its development (“Tax Increment Revenues”) to reimburse the Developer for Eligible Costs it incurs in improving the Property.
- I. The parties are entering into this Agreement to establish the conditions and the procedure for such reimbursement from Tax Increment Revenues.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. Due Care. The Developer shall proceed with due care and diligence to complete the Project and the Eligible Activities in accordance with this Agreement, the Brownfield Plan, and all applicable laws, rules, regulations, permits, orders, and directives of any official or agency of competent jurisdiction. The Developer shall make reasonable efforts to minimize the extent and expense of the Eligible Activities.

2. Acknowledgments.
 - a. The parties acknowledge that the City and the Authority are entering into this Agreement only to provide incentives for the completion of the Project.
 - b. The parties acknowledge that the City and the Authority have relied on the Developer's promise to complete the Project as consideration for the benefits extended under this Agreement.
 - c. The parties acknowledge that this Agreement and the Tax Increment Revenues collected and distributed pursuant to the Brownfield Plan are intended to fund only the Eligible Costs and the Authority's administrative expenses.

3. Capture of Taxes. The City shall, during the term of this Agreement, collect all Tax Increment Revenues from the Property and transmit the Tax Increment Revenues to the Authority for use only as provided in this Agreement.

4. Submission of Costs. The Developer shall submit the following items to the Authority for each of the Eligible Costs, within thirty (30) days of incurring the cost, for which the Developer seeks reimbursement:
 - (a) A written statement detailing the costs,
 - (b) A written explanation as to why reimbursement is appropriate under the Brownfield Plan and this Agreement,
 - (c) Copies of invoices from the consultants, contractors, engineers, attorneys or others who provided services relating to the eligible activities,
 - (d) Detailed time records showing any Eligible Activities performed by the Developer's personnel,
 - (e) Copies of waivers of liens by the contractors, subcontractors and material suppliers;
 - (f) Copies of the contract with the contractor or supplier providing the services or supplies for which reimbursement is sought;
 - (g) A statement from the engineer and project manager overseeing the work recommending payment;
 - (h) Any other information which may be required by state authorities or reasonably required by the Authority.

5. Payments. Payments to the Developer shall be made as follows:
 - (a) Within a reasonable time after the receipt of the materials identified in paragraph 4 above, the Authority shall decide whether the payment request is for Eligible Costs and whether such costs are accurate. If the Authority determines all or a portion of the requested payment is for Eligible Costs and is accurate, it shall see that the portion of the payment request that is for Eligible Costs and is accurate is processed as provided in subparagraph (b) below. If the Authority disputes the accuracy of any portion of any payment request or that any portion of any payment is for Eligible Costs, it shall notify the Developer in writing of its determination and the reasons for its determination. The Developer shall have 28 days to address the reasons given by the Authority and shall have an opportunity to meet with the Authority's representatives or, if the Authority Board consents, to meet with the Authority's Board to discuss and resolve any remaining dispute. In doing so, the Developer shall provide the Authority a written response to the Authority's decision and the reasons given by the Authority. If the parties do not resolve the dispute in such a manner, it shall be resolved as provided in paragraph 6 below.
 - (b) Once it approves any request for payment as Eligible Costs and approves the accuracy of such costs, the Authority shall pay to the Developer the amounts for which submissions have been made pursuant to paragraph 4 of this Agreement within 30 days after the Authority receives Tax Increment Revenues from which the submission may be wholly or partially paid. If a partial payment is made by the Authority because of insufficient Tax Increment Revenues, the Authority shall make additional payments toward the remaining amount within 30 days of its receipt of additional Tax Increment Revenues until all of the amounts for which submissions have been made have been fully paid to the Developer, or the repayment obligation expires, whichever occurs first. The Authority shall only be obligated to reimburse the

Developer to the extent of available Tax Increment Revenues that are funded with property taxes paid by the owner of the Property and by the owner of personal property located at the Property.

(c) Except as further provided in this section, no interest on the obligation of the Authority to reimburse the Developer for the Eligible Costs shall accrue.

(d) The repayment obligation under this Agreement shall expire upon the payment by the Authority to the Developer of all amounts due the Developer under this Agreement or on December 31, 2032, whichever occurs first.

(e) The amount to be reimbursed under this Agreement is subject to the following:

(1) The maximum amount to be reimbursed under this Agreement is \$397,704.

6. Dispute As To Eligible Costs. If there is a dispute over whether a cost submitted by the Developer is an Eligible Cost, the dispute shall be resolved by an independent knowledgeable professional chosen by mutual agreement of the parties. If the parties are unable to agree upon a knowledgeable professional, then the City and the Authority shall together choose an independent knowledgeable professional and the Developer shall choose an independent knowledgeable professional to review the Authority's decision. If and to the extent that the two knowledgeable professionals so selected agree that costs submitted are eligible, then the Developer shall be reimbursed those costs in accordance with this Agreement. The fees for the professionals contemplated by this paragraph shall be reimbursed with Tax Increment Revenues.

7. Adjustments. If, due to an appeal of any tax assessment or reassessment or any other reason, the Authority is required to reimburse any Tax Increment Revenues, the Authority may deduct the amount of any such reimbursement from any amounts due and owing the Developer or, if all amounts due the Developer under this Agreement have been fully paid, the Authority may invoice the Developer for the amount of such reimbursement and the Developer shall pay the Authority such invoiced amount within 30 days of the Developer's receipt of the invoice from the Authority. Nothing in this Agreement shall limit the right of the Developer to appeal any tax assessment. Interest shall not accrue during any period for which the Developer has filed a property tax appeal with the Michigan Tax Tribunal regarding the assessed value of the Property.

8. Obligation to Fund Eligible Activities. The Developer shall pay for the Eligible Costs with its own funds and receive reimbursement for the Eligible Costs from the Authority by available Tax Increment Revenues. It is anticipated that there will be sufficient available Tax Increment Revenues to pay for all Eligible Costs plus accrued interest under this Agreement. However, if for any reason Tax Increment Revenues generated from the Project do not result in sufficient revenues to satisfy such obligations, the Developer agrees and understands that it will have no claim or further recourse of any kind or nature against the City or the Authority, and the Developer shall assume full responsibility for any such loss or costs.

9. Indemnification. The Developer shall defend, indemnify, and hold the City and the Authority, and their agents, representatives, and employees (hereinafter "**Indemnified Persons**") harmless from any loss, expense (including reasonable legal counsel fees) or liability of any nature due to any and all suits, actions, legal or administrative proceedings, or claims arising or resulting from injuries to persons or property as a result of the ownership, operation, use or maintenance of the Project from and after the date of this Agreement.

10. Miscellaneous.

(a) This is the entire agreement between the parties as to its subject. It shall not be amended or modified except in writing signed by all the parties. It shall not be affected by any course of dealing and the waiver of any breach shall not constitute a waiver of any subsequent breach of the same or any other provision.

(b) This Agreement and the rights and obligations under this Agreement are unassignable and non-transferable without the consent of the other parties. It shall, however, be binding upon any successors or permitted assigns of the parties.

(c) This Agreement shall terminate when all reimbursements required under this Agreement have been made or upon the expiration of the obligation to make such reimbursements, whichever occurs first.

(d) To the extent provisions of the Brownfield Plan conflict with this Agreement, the terms and conditions of the Brownfield Plan control. To the extent provisions of the Brownfield Plan or this Agreement conflict with Act 381, Act 381 controls.

(e) To the extent permitted by law, the jurisdiction and venue for any action brought pursuant to, arising from or to enforce any provision of this Agreement shall be solely in the state courts in Isabella County, Michigan, and the prevailing party in any such action shall, in addition to any other remedy, be entitled to recover its costs, including, without limitation, actual, reasonable filing fees, legal fees, expert fees, discovery expenses and other costs incurred to investigate, bring, maintain or defend any such action for its first accrual or first notice thereof through all appellate and collection proceedings.

The parties have signed this Agreement as of the date first written above.

CITY OF MT. PLEASANT

**CITY OF MT. PLEASANT BROWNFIELD
REDEVELOPMENT AUTHORITY**

By: _____
Kathleen Ling, Mayor

By: _____
Jeff Smith, Chair

By: _____
Jeremy Howard, Clerk

By: _____
William Mrdeza, Secretary

Date signed: _____, 2016

Date signed: _____, 2016

1040 East Broomfield, LLC

By: _____
Its:

Date signed: _____, 2016

EXHIBIT 1
Property Description

**SEC 26, COM AT PT 87 FT W OF NE COR OF NW 1/4 OF NW 1/4, TH W 174 FT, S 503.25 FT,
E 174 FT, N 503.25 FT TO POB.**

COMMISSION LETTER #199-16
MEETING DATE: NOVEMBER 28, 2016

TO: MAYOR AND CITY COMMISSION NOVEMBER 22, 2016
FROM: NANCY RIDLEY, CITY MANAGER *NJR*
SUBJECT: CONSIDER RESOLUTION IN SUPPORT OF THE 2016 LE FROST
CROSS BICYCLE RACE

The Mid Michigan Cycling Club and Revolution Racing Club has proposed a special event of a cyclocross race on a portion of the grounds at the Mt. Pleasant Center on Saturday December 3. The City's Special Events Committee has reviewed the request to insure it meets all of the City's requirements for such an event to be held on City owned land and has approved the event.

Therefore it is recommended the City Commission approve the attached resolution indicating that partnership which provides the City with \$1 million dollars of liability coverage through USA Cycling for the event.

Recommended Motion:

Move to approve the resolution in support of the Le Frost Cross Bicycle Race on December 3 as presented.

NJR/ap

RESOLUTION

Le Frost Cross Bicycle Race 2016

WHEREAS, *the City of Mt. Pleasant, Michigan is dedicated to providing quality community services to the area it serves; and*

WHEREAS, *community leadership and involvement through partnerships with community organizations is a crucial element in the accomplishment of that mission; and*

WHEREAS, *The Mid Michigan Cycling Club is hosting a community and county wide event entitled "Le Frost Cross," as part of a series of community and pro-racing bicycling events and on December 3rd of 2016 wishes to partner with the City of Mt. Pleasant,*

WHEREAS, *the City of Mt. Pleasant wishes to partner with the Mid Michigan Cycling Club to provide a positive economic impact in the county and surrounding area,*

WHEREAS, *the City of Mt. Pleasant will be named as additional insured and shall indemnify and keep indemnified its officers, commission members, and employees from all claims, suits, and judgments, through insurance coverage from USA Cycling,*

NOW THEREFORE BE IT RESOLVED *that the City of Mt. Pleasant and the Mid Michigan Cycling Club are formally expressing their desire to work together and partner to host "Le Frost Cross" bicycling event to be held in on the 3rd of December in 2016.*

COMMISSION LETTER #200-16
MEETING DATE: NOVEMBER 28, 2016

TO: MAYOR AND CITY COMMISSION NOVEMBER 22, 2016
FROM: NANCY RIDLEY, CITY MANAGER *Nes*
SUBJECT: CONSIDER AMENDMENT TO SOLE SOURCE PURCHASE OF
PLAYGROUND EQUIPMENT FOR TIMBERTOWN 2.0

Earlier this year, the City Commission approved a not to exceed sole source contract with GameTime and Sinclair Recreation for \$235,000 for services and purchase of equipment for the “budget design” of the replacement playscape project. As Director of Parks and Public Spaces Director Chris Bundy’s attached memo indicates, the fundraising has been so successful that we have more than enough funds to provide for the “high design” option that was presented in July. For reference purposes we have attached the July rendering of the high design.

We are therefore recommending the Commission increase the approval for the contract with Game Time and Sinclair Recreation by \$116,500 for a not to exceed amount of \$351,500 to take advantage of the 2016 year end grant process from GameTime. Even with this recommended contract amendment, there will be additional funds available from the successful fundraising. As Chris’ memo indicates, community stakeholders and donors have suggested additional enhancements.

Recommended Motion

Move to increase the contract with GameTime and Sinclair Recreation to a not to exceed amount of \$351,500 along with the appropriate 2016 budget amendments.

NJR/ap

MEMO TO: Nancy Ridley, City Manager
FROM: Chris Bundy, Director of Parks & Public Spaces
DATE: November 21, 2016
SUBJECT: Timber Town 2.0 Project
CC: Bill Mrdeza



Staff, the Parks and Recreation Commission, and the TimberTown 2.0 committee continue to work together toward successful completion of the Playscape redevelopment project at Island Park. In April the City Commission approved working with GameTime and Sinclair Recreation for design/construction services and furnishing all playground elements to complete the community designed Playscape. Since that time we have worked with Sinclair to conduct our design days in May with over 240 area children participating.

Based on that public input and desire The Playscape Committee was interested in further developing options to the core design to add additional play value and conduct community fundraising efforts to pay for enhancements proposed to the base design. In July the City Commission approved:

- The Playscape Citizen Committee work with staff to further fundraise to attain additional funds and in-kind donations to construct any of the improved designs presented once all appropriate funds are collected and in-kind donations secured.
- Adjusting the construction/build timetable from fall 2016 to spring 2017 to allow for additional fundraising efforts to occur.
- Removal of current structure in 2016 to accommodate remediation and site preparation.

I am very excited to report that the community fundraising efforts has been very successful and the Playscape Committee has met their goal to complete the highest design option and is on track to remove the existing 22 year old structure by year end. Additionally, because the community has been both very generous and very passionate towards this project, the committee has not only met, but markedly exceeded their goal and has also received additional project enhancement requests from community stakeholders and donors.

In order to keep the current process moving forward and to meet our build date deadline, staff, The Playscape Citizen Committee, and the Parks and Recreation Commission is recommending the purchase and delivery of the equipment needed to construct the highest design option that was proposed during the design phase. Once this equipment has been ordered, staff recommends addressing additional project enhancement requests with the City Commission in the near future.

When the summer amended budget was completed, staff recommended moving all funds for Timber Town 2.0 to the 2017 budget year due to the fundraising effort and deferment of the build to 2017. Shortly thereafter staff realized that move did not allow the City to take advantage of the GameTime grant program which requires the order and delivery of equipment to take place by year end 2016. To take advantage of the grant savings, staff is also recommending a budget amendment for 2016 reallocating funds for the purchase and delivery of the needed playground and taking full advantage of the GameTime grant program.

Recommendation:

Based on input and support from the Playscape Committee and the Parks and Recreation Commission staff recommends:

- 2016 budget amendment of \$351,500 to purchase playground equipment and construction support to complete the Timber Town Project.
- Purchase and delivery of the playground equipment and construction support from Sinclair Recreation and GameTime to assist in building the approved “High Design” as presented during the design phase at a cost from Sinclair Recreation and GameTime not to exceed \$351,500 allowing for full participation in the GameTime Grant Program.
- Addressing any additional project enhancement requests with the City Commission at a future date.

Funds for the base project were budgeted and approved in the capital improvement plan all funds above the base project amount will come from donated funds.

CB/lmw

Rendered in Forest Palette with Blue Tire Swing and Tot/Expression Swing Frames and Green HDPE. Custom Citadel Tower and PrimeTime Roof.



COMMISSION LETTER #201-16
MEETING DATE: NOVEMBER 28, 2016

TO: MAYOR AND CITY COMMISSION NOVEMBER 22, 2016
FROM: NANCY RIDLEY, CITY MANAGER *Nes*
SUBJECT: CONSIDER CONTRACT WITH ISABELLA COUNTY FOR BUILDING
INSPECTION SERVICES

As the attached memo from Building Official Brian Kench indicates, the City has had a contract with Isabella County since 2010 for assistance with building inspection services. The current contract expires December 31, 2016 so we are recommending approval of a new three-year contract to continue the current services.

As Mr. Kench's memo and the attached contract indicate, the price is based on per unit cost for inspection and an hourly rate for required meetings. The contract allows for amendment if both parties mutually agree and also allows for termination with 60 day notice.

The reduction in inspections provided by Isabella County over the last two years is a result of reassigning code enforcement duties to the Department of Public Safety. This reassignment presented an opportunity for the Building Official to complete more of the inspections role.

We recommend the City Commission approve the contract as presented.

Recommended motion:

Move to authorize the Mayor and City Clerk to sign the contract with Isabella County for inspection service assistance for 2017-2019 as presented.

NJR/ap



MEMORANDUM

TO: Nancy Ridley, City Manager
Bill Mrdeza, Director of Community Services

FROM: Brian Kench, Building Official

DATE: Monday, November 21, 2016

SUBJECT: Building Inspection Services 2017

The contract with the Isabella County Community Development Department, to provide assistance for building inspection services, is due to expire on December 31, 2016. Staff worked with the City Attorney earlier this year to develop a new contract, which was approved by the County Board of Commissioners on November 15, 2016. The new contract represents the third since 2010, following staffing reductions.

The following Table represents the inspection activity since 2011:

YEAR	TOTAL INSPECT	UNIT COST	TOTAL INSPECT	BILLABLE HOURS	RATE PER HR.	TOTAL HOURS	TOTAL PAID
2011	313	\$25.00	\$7,825.00	1.25	\$39.00	\$48.75	\$7,873.75
2012	680	\$26.00	\$17,680.00	2.50	\$39.00	\$97.50	\$17,777.50
2013	575	\$27.00	\$15,525.00	11.00	\$40.00	\$440.00	\$15,965.00
2014	282	\$28.00	\$7,896.00	0.00	\$40.00	\$0.00	\$7,896.00
2015	153	\$28.00	\$4,284.00	5.50	\$40.00	\$220.00	\$4,504.00
2016	28	\$30.00	\$840.00	2.50	\$40.00	\$100.00	\$940.00
TOTALS	2031		\$54,050.00	22.75		\$906.25	\$54,956.25

The Isabella County Community Development Department has agreed to provide services to the City's Department of Building Safety at the following rates:

	Inspection Rate	Hourly Rate
2017	\$30.00 Per Inspection	\$40.00 Per Hr.
2018	\$32.00 Per Inspection	\$40.00 Per Hr.
2019	\$33.00 Per Inspection	\$40.00 Per Hr.
2020	<i>1-Year Extension, as agreed upon by both parties</i>	

REQUESTED ACTION:

Recommend that the City Commission award a contract to the Isabella County Community Development, Inspection Division for on-call building inspection services beginning January 1, 2017 through December 31, 2020, with the ability to extend the contract by one full year under the mutual agreement of both parties.

BUILDING INSPECTION SERVICES

This Building Inspection Services Agreement is made as of November 15, 2016, between the City of Mount Pleasant, a Michigan municipal corporation, whose principal business address is 320 West Broadway, Mount Pleasant, MI 48858 (the "City"), and Isabella County Community Development Department Inspections Division, located at 200 North Main Street, Mt Pleasant, Michigan 48858 (the "Contractor").

RECITALS

1. The City seeks a qualified individual to perform Building Inspections for the City as scheduled through their Department of Building Safety.
2. The Isabella County Community Development Department Inspection Division is seeking and has submitted a proposal to provide such Inspection services.
3. The Isabella County Community Development Department Inspection Division is willing to contract with the City as an independent contractor to perform inspections and related duties on behalf of the City's Department of Building Safety in accordance with the terms and conditions of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. Compliance with Stille-DeRossett-Hale Single State Construction Code Act. Pursuant to the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1501 *et seq.*, as amended, (the "Act"), and the State Construction Code, Mich. Admin Code, R 408.30101-408.31194 (the "Code"), the Building Official for the City shall serve as the enforcing agency in the administration and enforcement of the Act and the Code. The Contractor shall not serve as the enforcing agency, but rather shall provide only inspection and other technical assistance to the Building Official in the course of the Building Official's administration and enforcement of the Act and the Code.
2. Independent Contractor. At all times during the performance of any services under this Agreement, the Contractor shall be acting and discharging their duties and responsibilities as an independent contractor. The Contractor agrees and acknowledges that they are not an employee, agent of, or a partner, or joint venturer with the City. The Contractor shall be solely responsible for all federal, state and local, taxes due on all compensation paid by the City under this Agreement. The Contractor acknowledges their arrangement with the City under this Agreement is contractual and is terminable at will by either party.
3. Duties and Responsibilities. In accordance with the City's generally accepted operating practices and policies and under the direct supervision and direction of the City Building Official, the parties agree the Contractor shall assist the City's Department of Building Safety in completing inspections and related duties in accordance with the following:
 - a) Maintain current registration with the State of Michigan as a Building Inspector and Plan Reviewer in accordance with PA 54, of 1986, a copy of which shall be filed with the Department of Building Safety.
 - b) Conduct all inspections as requested by the Building Official for zoning, residential and commercial construction projects within the City of Mt. Pleasant, such as, but not limited to, footings, foundations, rough-in framing, finals, certificate of occupancies, decks, swimming pools, accessory buildings, and residential and commercial alterations and additions, etc.

- c) Assist the Building Official with investigation of complaints related to the State Building Codes, Michigan licensing laws, occupying a building without a C/O, working without a building/zoning permit, etc.
 - d) Coordinate specific times for access to properties for inspection with homeowners and contractors once a request for inspection is scheduled through the Department of Building Safety.
 - e) Return calls to homeowners and contractors for clarification of an inspection.
 - f) Prepare for an inspection, *i.e. review the construction documents, the plan review conducted by the Building Official and the application materials approved by the Department of Building Safety.*
 - g) Attend meetings as requested by the Building Official.
 - h) Return all field reports/inspection slips to the Department of Building Safety upon completion of the inspection.
 - i) Provide a monthly report of all related inspection activity performed in the City in an electronic format to the Department of Building Safety.
 - j) The Inspector will be required to pick up all requests for inspections and return the completed inspection slips to the Building Official for review. All inspections shall be performed during normal business hours from 8:00 am to 5:00 pm Monday through Friday.
 - k) The Contractor's duties shall not include formal action or enforcement taken on the basis of such inspections and/or other technical assistance provided by the Contractor to the Building Official.
3. Compliance with Laws. The Contractor shall fulfill all duties and responsibilities under this Agreement in an efficient and conscientious manner in compliance with applicable laws, rules, regulations, ordinances, orders, permits, and licenses required by any governmental agency of competent jurisdiction. In addition, the Contractor shall be responsible for obtaining and maintaining all required licenses and other approvals relating to performing all responsibilities under this Agreement.
4. Schedule. This Agreement specifies the Contractor shall be available to the Building Official and Department Staff by telephone, email, and facsimile to respond to inquiries and provide and receive information. The Contractor will be responsible for returning inquiries from a permittee regarding an inspection within 24-hours, unless waived by the Building Official.
5. Supplies and Equipment. The City agrees to provide the Contractor with inspection report forms and approval stickers. The Contractor agrees to provide all other equipment and supplies necessary to perform duties and responsibilities under this Agreement.
6. Vehicle. The Contractor shall be responsible for providing a vehicle and shall not be reimbursed for mileage or other vehicle related expenses.
7. Administration and Compensation. The City shall pay the Contractor once a month for services in accordance with the City's payment schedule at the following rates:

Inspection Rate	Hourly Rate	
2017	\$30.00 Per Inspection	\$40.00 Per Hr.
2018	\$32.00 Per Inspection	\$40.00 Per Hr.
2019	\$33.00 Per Inspection	\$40.00 Per Hr.
2020	<i>1-Year Extension, as agreed upon by both parties.</i>	

- a) The Contractor shall be responsible for submitting invoices that specifies the total number of inspections that were performed and/or other services provided for under the agreement.
- b) The Contractor shall not allow a *sub-contractor* to perform inspections or other related duties under this agreement without written approval by the Building Official.
- c) The Contractor shall not receive insurance coverage, pension benefits, paid holidays, vacation pay, sick leave, or any other benefits provided to employees of the City. The Contractor agrees they will not be eligible for such benefits.
- d) The Contractor shall be responsible for all costs or expenses incurred in the performance of responsibilities under this Agreement unless the payment of such cost or expense received prior approval by the Building Official.

10. Term and Termination.

- a) This Agreement shall commence on January 1, 2017 and shall terminate at on December 31, 2019.
- b) This Agreement may be terminated by the City or the Contractor upon 60 days written notice.
- c) Upon termination of this Agreement, neither party shall have any further obligations, except for: (i) obligations occurring prior to the date of termination, and (ii) obligations or promises made in this Agreement which are expressly made to extend beyond the term of this Agreement. Upon receiving the City's notice of termination, the Contractor shall immediately discontinue all services (unless the notice directs otherwise).

11. Work Product. All reports, work sheets, plans, tables, supportive data, documents, and other materials, whether produced or stored on paper, electronically or otherwise, which are produced by the Contractor in the course of and for the purpose of performing services for the City according to this Agreement are the property of the City. Except to the extent disclosure is required by applicable law, the Contractor shall not disclose work produced to any third party without the City Building Official's prior approval. The requirements of this paragraph shall survive the expiration or termination of this Agreement.

13. Indemnification. To the extent permitted by law, the Contractor shall indemnify the City (defined for purposes of this paragraph to include the City's officers and employees) and hold the City harmless, from any demand, claim, judgment, award, legal proceeding, or loss of any kind arising from or pursuant to this Agreement, except where caused by negligence or wrongdoing of the City. The requirements of this paragraph shall survive the expiration or termination of this Agreement for a period of 3 years.

14. Insurance. The City shall not be required to obtain or maintain any insurance covering the Contractor. The Contractor shall obtain and maintain all necessary and appropriate insurance policies covering negligent and wrongful acts, including public liability and property damage in the following amounts: \$300,000 each person for bodily injury, \$500,000 each occurrence for bodily injury, and \$250,000 for property damage, and

workers compensation insurance as required by law. The City shall be named as an additional insured on each policy. The Contractor shall provide copies of all insurance policies upon the City's request, together with copies of certificates of insurance showing the premiums to be fully paid.

15. Assignment Prohibited. The Contractor may not assign this Agreement or its rights, privileges, duties, or obligations without the City's prior written approval.
16. Interpretation. This is the entire agreement between the parties as to its subject matter. This Agreement may not be modified except in writing signed by the parties (in the case of the City, such modification shall require City Commission approval). Its interpretation shall not be affected by any course of dealing. The captions are for convenience and form no part of this Agreement, but the recitals are an integral part of this Agreement. This Agreement shall be construed as if it were mutually drafted.
16. Governing Law. To the extent permitted by law, jurisdiction and venue pertaining to any action arising from or pursuant to this Agreement shall be with the state courts in Isabella County, Michigan.
17. Notice. Any notices shall be made in writing to the addresses first written above or such other addresses as indicated by notice and shall be made by personal delivery or by postage prepaid United States first-class mail and shall be deemed completed when actually received or, if by first-class mail, three business days after mailing.

The parties have signed this Agreement as of the date first above written.

CITY OF MOUNT PLEASANT

By: _____
Kathleen Ling, Mayor

ISABELLA COUNTY

George Green, Chairperson
Isabella County Board of Commissioners

By _____
Jeremy Howard, Clerk

GRAPIDS 57654-1 427722v1

COMMISSION LETTER #202-16
MEETING DATE: NOVEMBER 28, 2016

TO: MAYOR AND CITY COMMISSION NOVEMBER 22, 2016
FROM: NANCY RIDLEY, CITY MANAGER *Nes*
SUBJECT: CONSIDER APPROVAL OF REVISED 2017-2021 CAPITAL
IMPROVEMENT PLAN

As Finance Director Mary Ann Kornexl's attached memo outlines, the Downtown Development Board and the Central Business District TIFA Board met jointly earlier this year to review the five-year Capital Improvement Plan. This review was done jointly to reach agreement on priorities because the expenditure needs exceed the projected available funding. In addition, there was a desire to add a new project for fire suppression to assist with second floor residential redevelopments.

For reference purposes, the summary page of the Downtown Projects in the currently approved CIP is attached.

Although it has not been the City's practice to amend the Capital Improvement Plan, based on the significant changes to the proposed projects, we felt it appropriate to have the City Commission officially amend the plan.

Recommended motion:

Move to amend the 2017-2021 Capital Improvement Plan for downtown projects as presented.

NJR/ap

MEMO

DATE: 11/17/2016
TO: NANCY RIDLEY
FROM: MARY ANN KORNEXL
RE: AMENDED CAPITAL IMPROVEMENT PLAN

On June 13th the City Commission approved the 2017-2021 Capital Improvement Plan. Pages 37-56 contain a summary and details of the Downtown Development Projects. This summer the Downtown Development Board (DDB) & CBD TIFA Board met jointly to review the priority of these projects. On October 12th, in a joint meeting, the boards adopted an amended Capital Improvement Plan for 2017-2022. They also looked at 2022 as the large parking lot project in 2021 was delayed a year. The amended Capital Improvement Plan eliminated some projects, delayed some and added a project to address the fire suppression deficiency that has been identified that is hindering the development of second floor apartments. The CBD TIFA met on November 10th and added the Christmas Light program that was approved.

The Boards are hopeful the fire suppression project will be considered by Michigan Economic Development Corporation (MEDC) in future grant opportunities. MEDC requires that projects be included in the Capital Improvement Plan to be considered for a grant. We have been informed that there currently isn't a grant opportunity available but want to be positioned to apply should an opportunity arise prior to adopting our next Capital Improvement Plan in June 2017.

I recommend the City Commission adopt the attached revised 2017-2021 Capital Improvement Plan for Downtown Development Projects. The 2022 year is included for information purposes only and will be considered next spring in the 2018-2022 Capital Improvement Plan.

SUMMARY OF PROJECTS

Project Title	Source of Funding	Fiscal Year Program Proposed					2022 For Information Purposes Only	Total Estimated Capital Costs
		2017	2018	2019	2020	2021		
Bike Shelters and Corrals		<i>Removed by CBD TIFA / DDB June 2016</i>						
Banner Poles	DF/TI	\$1,000	<i>Lowered by CBD TIFA / DDB June 2016</i>					\$1,000
Downtown Improvement Program	TI	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$180,000
Pedestrian Lighting	SG	<i>PEDESTRIAN LIGHTING TO BE FUNDED BY GRANTS ONLY</i>						
Renovation and Maintenance of Downtown Parking Lots	CI/TI/SG	\$35,000	\$35,000	\$310,000	\$35,000	\$185,000	\$285,000	\$885,000
Wayfinding		<i>Removed by CBD TIFA / DDB June 2016</i>						
Fire Supression	TI	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Christmas Lights	TI	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000
Downtown Streetscape Improvements	TI/SG	\$0	\$0	\$0	\$75,000	\$75,000	\$75,000	\$225,000
Downtown Alleyways	TI	\$0	\$0	\$0	\$0	\$102,000	\$141,000	\$243,000
Annual CIP Total		\$176,000	\$75,000	\$350,000	\$150,000	\$402,000	\$541,000	\$1,694,000

CBD TIFA capture available for capital projects:

Projected 2016 TIFA Fund Balance:

Projected Annual Fund Balance:

\$110,000	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000	\$110,001
\$435,000						
\$369,000	\$404,000	\$164,000	\$124,000	(\$168,000)	(\$598,999)	

Capture (less operating expenses) + fund balance - proposed projects = projected annual balance.

-
 = new projects since CIP adoption
-
 = updated projects since CIP adoption

COMMISSION LETTER #203-16
MEETING DATE: NOVEMBER 28, 2016

TO: MAYOR AND CITY COMMISSION NOVEMBER 22, 2016
FROM: NANCY RIDLEY, CITY MANAGER *Nes*
SUBJECT: CONSIDER RESOLUTION AUTHORIZING MICHIGAN DEPARTMENT
OF TRANSPORTATION (MDOT) CONTRACT FOR PARTIAL
REIMBURSEMENT FOR THE 2017 PICKARD AVENUE BRIDGE
PROJECT

In January of 2016 the City Commission authorized a contract with Rowe Professional Services for the engineering design of the Pickard Avenue Bridge project. The design phase has been completed and the Michigan Department of Transportation (MDOT) is ready to send the project out for bid for 2017 construction.

As the attached memo from City Engineer Stacie Tewari outlines, MDOT requires execution of the contract between the City and MDOT for the grants received for this project. These numbers are within the approved budget for 2016 for design services and the proposed 2017 budget that has been presented to the City Commission.

Recommended motion:

Move to adopt the resolution for the MDOT contract for Pickard Street Bridge rehabilitation as presented.

NJR/ap

MEMO TO: Nancy Ridley, City Manager
FROM: Stacie Tewari, City Engineer
SUBJECT: Approval of a Resolution to Authorize
MDOT Contract Number 16-5509

November 18, 2016

The Michigan Department of Transportation (MDOT) has prepared a contract to allow for partial reimbursement to the City for the 2017 Pickard Avenue Bridge over the Chippewa River Rehabilitation Project, which will replace the bridge deck, sidewalk, concrete approaches and railings on the existing bridge.

The approved Capital Improvement Plan projects a 2017 \$712,000 construction project with a \$71,000 design and construction engineering projection. The city is responsible for 100% of the design engineering, construction staking, construction engineering, and bridge name plate and 5% of the actual construction costs. 95% of the actual construction costs will be funded with MDOT local bridge funds. Funding for the city's share of the project will be provided by the Major Street budget as approved by the City Commission. Per the attached MDOT contract, the current estimated city share of construction costs is \$51,800. The city's design engineering and construction engineering costs are \$83,160.

The Pickard bridge project design is complete and is currently being let by MDOT. The bridge deck will be replaced to match the existing width, due to the fact that this is a rehabilitation project and the substructure will not be replaced as part of this project. The bridge will be striped for 4 lanes to match the existing lane configuration to the east and west of the bridge. If it is determined that a road diet is recommended, the bridge deck width would allow for the striping to be redone to accommodate three lanes with bike lanes.

I recommend that the attached resolution be approved by the City Commission authorizing the Mayor and Clerk to sign the Agreement so that MDOT can proceed with the project letting and grant distribution.

RESOLUTION

At a regular meeting of the City of Mt. Pleasant, Michigan, on November 28, 2016, held at City Hall, 320 W. Broadway Street:

The following resolution was offered by member _____,
and supported by member _____.

WHEREAS, a Grant Agreement (MDOT Contract No. 16-5509) has been submitted by the Michigan Department of Transportation, which requires the City of Mt. Pleasant to adopt a resolution authorizing the approval of the contract for reimbursement of funds to the City for the 2017 Pickard Avenue Bridge over the Chippewa River Rehabilitation Project, including all related work, and

WHEREAS, the reconstruction and improvements made to the Pickard Avenue Bridge will improve safety for both motoring and pedestrian traffic; and

WHEREAS, the Agreement has been approved by the City Manager as to substance,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Clerk be authorized to execute said Agreement on behalf of the City of Mt. Pleasant.

Resolution duly adopted.

Kathleen Ling, Mayor

Certified to be a true copy, _____
(Date)

Jeremy Howard, City Clerk

COMMISSION LETTER #204-16
MEETING DATE: NOVEMBER 28, 2016

TO: MAYOR AND CITY COMMISSION NOVEMBER 22, 2016

FROM: NANCY RIDLEY, CITY MANAGER *Nes*

SUBJECT: CONSIDER RESOLUTION FOR RESTRUCTURING THE PRINCIPAL SHOPPING DISTRICT BOARD FORMERLY (DDB), DOWNTOWN DEVELOPMENT AUTHORITY (DDA) AND TAX INCREMENT FINANCE AUTHORITY (TIFA)

At the November 14 work session the City Commission had discussion regarding various boards and commissions. The overall goal was summarized as: Since the boards exist to increase the tax base, they should utilize market strategies that are specific to their areas of focus. Based on that goal, the question becomes whether they are configured in the best way to accomplish the goal, increase communication amongst the boards that impact downtown, and increase the likelihood that the downtown boards are using similar or complimentary strategies for downtown.

Based on the general agreement reached during the work session discussion, the City Attorney has drafted the attached resolution for consideration to be implemented for the next two years.

The resolution accomplishes the following:

- Separates the Mission/Pickard Downtown Development Authority (DDA) to be its own board and defines the membership.
- Separates the Tax Increment Finance Authority (TIFA) into its own board and defines the membership.
- Defines the membership of the Principal Shopping District Board (PSD). Which has formerly been referred to as the Downtown Development Board (DDB)
- Outlines the expectation that there will be 7 crossover members on both the TIFA and PSD if practical.

Assuming the resolution is approved, the appointments committee will then make recommendations to the City Commission for membership to all three boards based on the defined membership in the resolution. The expectation for 2017 is that the Mission/Pickard DDA Board would meet separately (as needed) to address matters for the Mission/Pickard corridor. The TIFA and DDB boards would have joint meetings to address matters relative to downtown.

The City Commission has the following three options.

Recommended Motion:

1. *Move to approve the resolution as presented.*

OR

2. *Make changes to the resolution and move to approve the resolution as amended.*

OR

3. *Give staff additional direction for rewriting the resolution and postpone action to the December 12 City Commission meeting.*

NJR/ap

CITY COMMISSION
CITY OF MOUNT PLEASANT
ISABELLA COUNTY, MICHIGAN

RESOLUTION RE-ESTABLISHING MEMBERSHIP OF THE TAX INCREMENT
FINANCE AUTHORITY BOARD, DOWNTOWN DEVELOPMENT AUTHORITY BOARD
AND PRINCIPAL SHOPPING DISTRICT BOARD

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

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

Whereas, the City Commission now believes separate boards will better serve the needs of the DDA district, the two TIFA development areas and the principal shopping district, but that some overlap of the TIFA Board and the PSD Board will enhance their collaborative efforts.

Now therefore be it resolved that:

1. The TIFA Board shall be a 9 member board. The members shall be appointed through the Mayor's recommendation to the Appointments Committee, subject to the City Commission's approval, and the members shall meet the following criteria:

- A. One member shall be a City Commissioner;
- B. One member shall represent Isabella County;
- C. Three members shall have an interest in property located in the TIFA's Central Business District development area;
- D. Three members shall be officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the TIFA's Central Business District development area; and
- E. To the extent reasonably practical, one member shall have an interest in property located in the TIFA's Industrial Park North development area or shall be an officer, member, trustee, principal, or employee of a legal entity having an interest in property located in the TIFA's Industrial Park North development area.

2. The PSD Board shall be a 9 member board. The members shall be appointed through the Mayor's recommendation to the Appointments Committee, subject to the City Commission's approval, and the members shall meet the following criteria:

- A. One member shall be a City Commissioner;
- B. One member of the PSD Board shall be from the adjacent residential area; and
- C. Not less than 5 members nor more than 7 members of the PSD Board shall be nominees of individual businesses located within the principal shopping district.

3. To the extent reasonably practical, the members of the TIFA Board and the PSD Board should be the same persons, and the City Commission shall make all possible efforts to ensure that at least seven persons who meet the requirements of both the TIFA Board and the PSD Board are appointed to serve simultaneously on those two boards.

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

- A. One member shall be the City Manager;
- B. One member shall represent Isabella County;

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

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

5. Based on information provided by the boards and City staff, the City Commission will review the effectiveness of this board restructuring prior to the end of December 2018 to determine if any changes are needed.

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

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

COMMISSION LETTER #205-16
MEETING DATE: NOVEMBER 28, 2016

TO: MAYOR AND CITY COMMISSION NOVEMBER 22, 2016
FROM: NANCY RIDLEY, CITY MANAGER *Nes*
SUBJECT: CONSIDER APPOINTMENTS TO THE VARIOUS CITY BOARDS AND
COMMISSIONS AS RECOMMENDED BY THE APPOINTMENTS
COMMITTEE

The Appointments Committee recently met to review the applications received for the various board and commission vacancies. They have provided their recommendations for the vacancies in the attached memo. The remaining vacancies will be addressed at the City Commission meeting December 12. It is recommended the Commission approve the appointments as recommended by the Appointments Committee outlined in the attached memo.

Recommended motion:

Move to approve the appointments as recommended by the Appointments Committee.

NJR/ap

MEMO

November 10, 2016

To: Mt. Pleasant City Commission

From: Appointment Committee

Subject: 2017 Board and Commission Recommendations

The Appointment Committee met on November 10, 2016 to review the vacancies on various Boards and Committees beginning January 1, 2017. The Appointment Committee unanimously recommends the following appointments:

Airport Advisory Board for a term expiring December 31, 2019

Mark Drumheller

Glen Irwin II

Board of Review for a term expiring December 31, 2018

Chris Cantrell

Anne Swift

Building Fire & Sanitary Sewer Board of Appeals for a term expiring December 31, 2019

Tim Nieporte

David Allen

Center for Applied Research Technology / Local Development Finance Authority for a term expiring December 31, 2020

Tim Brockman

City / CMU Student Liaison Committee for a term expiring December 31, 2019

Edward Clayton

David Stairs

Joe Oliveri - for a partial term expiring December 31, 2017

Economic Development Corporation (EDC) / Brownfield Redevelopment Authority (BRA) for a term expiring December 31, 2022

Tom Krapohl

Jeff Smith

Fire and Police Retirement Board for a term expiring December 31, 2020

Randy Ball

Bradley Wahr – for a partial term expiring December 31, 2017

Historic District Commission for a term expiring December 31, 2019

Adam Hamlin

Lara Raisanen

Anne Swift

ITC for a term expiring December 31, 2019

Sam Staples

Local Officers Compensation Commission for a term expiring December 31, 2023

Cynthia Kilmer

Parks and Recreation Commission for a term expiring December 31, 2019

James Batcheller

Peter Little

Liz Busch

The Appointments Committee will meet again on November 30, 2016 to consider appointments to the Planning Commission, Zoning Board of Appeals, Building, Fire & Sanitary Sewer Board of Appeals, Isabella County Material Recovery Facility Governing Board, Principal Shopping District Board (Downtown Development Board), and Tax increment Finance Authority / Downtown Development Authority. It is hoped that the Appointments Committee will have these final recommendations for the December 12, 2016 City Commission meeting.

11/23/2016

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 11/23/2016 - 11/23/2016

Check Date	Bank	Vendor	Vendor Name	Description	Amount
Bank COMM COMMON CASH					
11/14/2016	COMM	CITREUTIL	CITY TREASURER - UTILITIES	WWTP - 11/15/16	6,929.13
11/16/2016	COMM	CITP/R	CITY TREASURER-PAYROLL FUND	18NOVPAYROLL	249,169.32
11/23/2016	COMM	21CENT	21ST CENTURY MEDIA - MICHIGAN	PUBLICATIONS - OCTOBER - 2016	784.00
11/23/2016	COMM	AIRGRE	AIRGAS USA, LLC	CONTRACT SERVICES	45.24
11/23/2016	COMM	AIROXY	AIRWAY OXYGEN, INC.	CONTRACT SERVICES	10.00
11/23/2016	COMM	AMEPAV	AMERICAN PAVEMENT SAWING, LLC	CONTRACT SERVICES	574.00
11/23/2016	COMM	ARRUNI	ARROW UNIFORM RENTAL	UNIFORM/CONTRACT SERVICES	68.12
11/23/2016	COMM	ATCO	ATCO INTERNATIONAL	SUPPLIES	557.50
11/23/2016	COMM	AUTBUS	AUTOMATED BUSINESS EQUIPMENT	CONTRACT SERVICES	358.65
11/23/2016	COMM	AVFUEL	AVFUEL CORPORATION	EQUIPMENT RENTAL/INV&CREDITS THRU 11/14/16	12,931.68
11/23/2016	COMM	BAYLAN	BAY LANDSCAPING	SUPPLIES	3,145.00
11/23/2016	COMM	BEABRE	BRENDA BEACH	CONTRACT SERVICES	5,240.00
11/23/2016	COMM	BRABUS	BRADY'S BUSINESS SYSTEMS	CONTRACT SERVICES	5.56
11/23/2016	COMM	BS&ASO	BS&A SOFTWARE	ASSESSING/DELINQUENT PERSONAL/TAX SYSTEM	3,686.00
11/23/2016	COMM	C&OSPO	C & O SPORTSWEAR	SUPPLIES	1,044.00
11/23/2016	COMM	CAPTIR	CAPITAL TIRE INC	SUPPLIES	514.37
11/23/2016	COMM	CARLIM	CARMEUSE LIME, INC.	CHEMICALS	5,537.96
11/23/2016	COMM	CDWGOV	CDW GOVERNMENT, INC	SUPPLIES	2,586.14
11/23/2016	COMM	CENASP	CENTRAL ASPHALT, INC	SUPPLIES	680.16
11/23/2016	COMM	CENCON	CENTRAL CONCRETE INC	SUPPLIES	810.50
11/23/2016	COMM	CHACOM	CHARTER COMMUNICATIONS	DPS - 11/12-12/11-16	137.42
11/23/2016	COMM	CITRET	CITY TREASURER-CONTR RETAINAGE	LABELLE - CONNECTOR RD - PAY #2	47,711.99
11/23/2016	COMM	CLAHIL	CLARK HILL P.L.C.	SERVICES THROUGH 10/31/16	328.00
11/23/2016	COMM	CMUPOW	CENTRAL MICHIGAN UNIVERSITY	2016 ANNUAL COOLING TOWER SEWER CREDIT F	845.74
11/23/2016	COMM	CMUWAR	CENTRAL MICHIGAN UNIVERSITY	COPIES-DECEMBER 2016-ONE MACHINE	183.00
11/23/2016	COMM	CMUWAR	CENTRAL MICHIGAN UNIVERSITY	COPIES-DECEMBER 2016-THREE MACHINES	735.00
11/23/2016	COMM	COLELE	COLEMAN ELECTRIC, INC.	CONTRACT SERVICES	229.50
11/23/2016	COMM	CONENE	CONSUMERS ENERGY	UTILITIES	38,091.18

11/23/2016	COMM	COYNE	COYNE OIL CORPORATION	FUEL - 11/15/16	3,197.35
11/23/2016	COMM	CRACONINC	CRAWFORD CONTRACTING, INC	CHIPP RIVER CORRIDOR IMPROVEMENTS	35,800.00
11/23/2016	COMM	CSMSER	CSM SERVICES	SUPPLIES/CONTRACTED SERVICES	5,182.36
11/23/2016	COMM	DENREF	DENT REFUSE	AIRPORT - 4 YD	65.00
11/23/2016	COMM	DISGRO	DISTRIBUTORS GROUP, INC	SUPPLIES	230.21
11/23/2016	COMM	DIXENG	DIXON ENGINEERING, INC	CONTRACT SERVICES	3,000.00
11/23/2016	COMM	DORKAT	KATE DORNOS	GRAVEL APPROACH PAVING REIMBURSEMENT	263.41
11/23/2016	COMM	DORSIG	DORNOS SIGN & SAFETY, INC.	SUPPLIES	146.46
11/23/2016	COMM	ENVCHE	ENVIRONMENTAL CHEMICAL ENTERPRISES	SUPPLIES	792.90
11/23/2016	COMM	ETNASU	ETNA SUPPLY COMPANY	SUPPLIES	949.10
11/23/2016	COMM	FASCOM	FASTENAL COMPANY	SUPPLIES	96.10
11/23/2016	COMM	FERENT	FERGUSON ENTERPRISES	SUPPLIES	6.15
11/23/2016	COMM	FISHSA	FISHER CONSTRUCTION AGGREGATES	CONTRACT SERVICES	286.92
11/23/2016	COMM	FOR&FU	FORM & FUNCTION	SUPPLIES	5,593.50
11/23/2016	COMM	FROLIN	FRONT LINE SERVICES, INC	SUPPLIES	81.85
11/23/2016	COMM	GALLS	GALLS, LLC	UNIFORMS	488.92
11/23/2016	COMM	GARCON	GARBER CONTRACTING	NELSON PARK GAZEBO PAY #1	34,600.00
11/23/2016	COMM	GILHAR	GILL-ROY'S HARDWARE	SUPPLIES	43.52
11/23/2016	COMM	GRAING	GRAINGER	SUPPLIES	58.72
11/23/2016	COMM	HALFIR	HALT FIRE	SUPPLIES	49.68
11/23/2016	COMM	INTSTE	INTERNATIONAL STEEL SERVICES INC.	CHEMICALS	1,824.00
11/23/2016	COMM	ISACOR	THE ISABELLA CORPORATION	CONTRACT SERVICES	1,490.00
11/23/2016	COMM	ISACOUCODE	ISABELLA COUNTY - COMMUNITY DEVELOP	BUILDING INSPECTIONS - OCTOBER 2016	60.00
11/23/2016	COMM	J&BMED	J & B MEDICAL SUPPLY, INC.	SUPPLIES	379.70
11/23/2016	COMM	KENIND	KENNEDY INDUSTRIES, INC	WWTP LIFT STATION PUMP REPLACEMENT	20,958.00
11/23/2016	COMM	KRAPOH	KRAPOHL FORD LINCOLN MERC	SUPPLIES - VEHICLE MAINTENANCE	39.95
11/23/2016	COMM	LABLIM	LABELLE LIMITED LIABILITY PARTNERSH	CONNECTOR ROAD PAY #2	270,367.95
11/23/2016	COMM	LOCTIG	LOCK TIGHT STORAGE AND SIGNS	PORTABLE SIGN PERMIT REFUND	30.00
11/23/2016	COMM	MARHAC	MHOK	DECEMBER 2016 - RETAINER	6,914.00
11/23/2016	COMM	MCLHOS	MCLAREN HOSPITAL	2016 ANNUAL SEWER CREDIT FOR COOLING TOW	6,761.66
11/23/2016	COMM	MCLMEDMAN	MCLAREN CORPORATE SERVICES	CONTRACT SERVICES	235.00
11/23/2016	COMM	MEAHUN	MEAD & HUNT, INC.	MOP LAND ACQ RW 9-PHASE I	25,785.62
11/23/2016	COMM	MICDEQ	STATE OF MICHIGAN	CONTRACT SERVICES	216.00
11/23/2016	COMM	MIDANS	MID MICHIGAN ANSWERING SERVICE	DPW - NOVEMBER - 2016	110.51

11/23/2016	COMM	MIDCAB	MID MICHIGAN AREA CABLE	VIDEO PRODUCTIONS - DECEMBER - 2016	450.00
11/23/2016	COMM	MIDDAI	MIDLAND DAILY NEWS	CLASSIFIEDS - OCTOBER - 2016	294.30
11/23/2016	COMM	MIDIND	MID-MICHIGAN INDUSTRIES	RECYCLING & CURBSIDE RECYCLING	6,314.00
11/23/2016	COMM	MILSUP	MILAN SUPPLY COMPANY	SUPPLIES	308.75
11/23/2016	COMM	MODMAR	MODERN MARKETING	SUPPLIES	839.68
11/23/2016	COMM	MPCOMED	MT PLEASANT PUBLIC SCHOOL	PUHLMAN - NOVEMBER 2016	3,892.74
11/23/2016	COMM	MPTIRE	MT PLEASANT TIRE SERVICE, INC	SUPPLIES - VEHICLE MAINTENANCE	817.52
11/23/2016	COMM	MPTIRECOMM	MP TIRE COMMERCIAL TRUCK CENTER	CONTRACT SERVICES	49.00
11/23/2016	COMM	MSFIRE	MICHIGAN STATE FIREMEN'S ASSOC	2017 MEMBERSHIP	75.00
11/23/2016	COMM	MUNCOM	MUNICIPAL COMMERCE INC	SUPPLIES	1,681.73
11/23/2016	COMM	MURPHR	R & T MURPHY TRUCKING, LLC	CONTRACT SERVICES-LEAF REMOVAL	6,313.00
11/23/2016	COMM	MYSINC	MYSTAIRE, INC.	SUPPLIES	9,872.00
11/23/2016	COMM	NATFIR	NATIONAL FIRE CODES	ANNUAL RENEWAL	1,345.50
11/23/2016	COMM	NFPA	NFPA	ANNUAL RENEWAL	175.00
11/23/2016	COMM	NGSCOR	MEDICAL EXCESS	ADMIN - STOP LOSS INS	17,047.50
11/23/2016	COMM	NORCEN	NCL OF WISCONSIN	CHEMICALS	217.09
11/23/2016	COMM	NYEUNI	NYE UNIFORM COMPANY	UNIFORMS	3,428.14
11/23/2016	COMM	OFFDEP	OFFICE DEPOT	SUPPLIES	265.65
11/23/2016	COMM	PARLAB	PARAGON LABORATORIES, INC.	CONTRACT SERVICES	705.00
11/23/2016	COMM	PLEGRA	PLEASANT GRAPHICS, INC	SUPPLIES/CONTRACTED SERVICES	2,480.00
11/23/2016	COMM	PROCOM	PRO COMM, INC	COMMUNICATIONS/SUPPLIES/CAP ACQUISITION	10,853.31
11/23/2016	COMM	REPSER	REPUBLIC SERVICES #239	CONTRACT SERVICES	14,035.77
11/23/2016	COMM	RITEC	RITEC INDUSTRIAL PRODUCTS INC	SUPPLIES	645.00
11/23/2016	COMM	ROTCLU	ROTARY CLUB OF MT. PLEASANT	MEALS/DUES	196.00
11/23/2016	COMM	RYDDEC	RYDIN	SUPPLIES	489.67
11/23/2016	COMM	SEECLI	SEELCLICKFIX	SUPPLIES	7,000.00
11/23/2016	COMM	SHREDIT	SHRED-IT USA LLC	CONTRACT SERVICES	323.68
11/23/2016	COMM	SPIGRO	SPICER GROUP	2016 MP CENTER ASSISTANCE THRU 10/29/16	39,618.95
11/23/2016	COMM	SPOMIC	MICHELLE SPONSELLER	PETTY CASH FOR PANCAKE BREAKFAST	400.00
11/23/2016	COMM	THITUR	THIELEN TURF IRRIGATION, INC	CONTRACT SERVICES	1,600.00
11/23/2016	COMM	TIMEME	TIME EMERGENCY EQUIPMENT	SUPPLIES	2,815.97
11/23/2016	COMM	TOWPLA	TOWN PLANNING & URBAN DESIGN	CONTRACT SERVICES	10,956.50
11/23/2016	COMM	UBREFUND	HABITAT FOR HUMANITY	UB REFUND	21.53
11/23/2016	COMM	UBREFUND	KIEFT, ADAM	UB REFUND	71.46

11/23/2016	COMM	UBREFUND	KIEFT PROPERTIES	UB REFUND	7.81
11/23/2016	COMM	UBREFUND	GORTON, PETER	UB REFUND	8.78
11/23/2016	COMM	UBREFUND	PARTLO PROP MGT	UB REFUND	23.98
11/23/2016	COMM	USABLU	USABLUBOOK	SUPPLIES	191.95
11/23/2016	COMM	VANDAV	DAVID VANDYKE	ACTIVE SHOOTER TRAINING	396.00
11/23/2016	COMM	WCZYFM	LATITUDE MEDIA LLC WCZY/WMMI	CONTRACTED SERVICES	1,190.00
11/23/2016	COMM	WINTEL	WINN TELECOM	CHARGES - 11/15/16	2,240.72
11/23/2016	COMM	WONTRE	WONSEY TREE SERVICE, INC.	CONTRACTED SERVICES	19,700.00
11/23/2016	COMM	WUPS	WUPS98.5 FM	CONTRACTED SERVICES	<u>1,120.00</u>

COMM TOTALS:

Total of 103 Checks:	979,522.38
Less 0 Void Checks:	<u>0.00</u>
Total of 103 Disbursements:	<u>979,522.38</u>