

City of Mt. Pleasant, Michigan



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**PRINCIPAL SHOPPING DISTRICT BOARD
DECEMBER 10, 2020
2:00PM VIRTUAL MEETING VIA ZOOM**

Principal Shopping District Board Members:

R. Agardy	12/31/21	C. Ritchie, Vice Chair	12/31/22
K. Batzner	12/31/23	G. Ronan	12/31/20
S. Bissell	12/31/21	M. Sponseller	Staff Liaison

- I. CALL TO ORDER**
- II. ROLL CALL AND INTRODUCTIONS**
- III. ELECT CHAIR PRO TEM**
- IV. CHANGES/ADDITIONS TO AGENDA**
- V. MINUTES**
 - a. November 2020 Minutes
- VI. RECEIPT OF COMMUNICATION**
 - a. December 2020 Downtown Directors Report

- VII. PUBLIC COMMENT**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
 - a. Downtown Sidewalk Snow Removal Bid
- X. OTHER/ADDITIONS TO THE AGENDA**
- ADJOURNMENT**

Website: www.mt-pleasant.org

All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the human resources office at 779-5314. A 48-hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the city via the Michigan Relay Service by dialing 7-1-1.

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Date: December 8, 2020
To: Principal Shopping District Board
From: Michelle Sponseller, Downtown Development Director
Re: December 2020 Downtown Development Director's Report

I. CALL TO ORDER

II. ROLL CALL AND INTRODUCTIONS

With the Electronic Participation Procedure adopted by the city commission on Monday, October 26, 2020 you will be asked to state the physical location from which you are attending the meeting from.

III. ELECTION OF CHAIR PRO TEM

As the PSD board does not currently have a chair and the vice chair has not indicated his attendance, this agenda item is to select a chair pro tem to lead the PSD meeting.

Requested Motion:

- Motion to nominate _____ as chair pro tem.
- Motion to elect _____ as chair pro tem.

IV. CHANGES TO THE AGENDA

Unless there are changes to the agenda no action is necessary.

V. MINUTES

Review of the November 2020 PSD meeting minutes.

Requested Motion:

- Motion to accept the November 2020 minutes as presented.

VI. RECEIPT OF COMMUNICATION

A.) DOWNTOWN DIRECTORS REPORT

Downtown Directors report covers description of communication and background information on agenda items.

- No action is required.

VII. PUBLIC COMMENT

VIII. OLD BUSINESS

A.) NONE

IX. NEW BUSINESS

A.) DOWNTOWN SIDEWALK SNOW REMOVAL BID

As indicated at the November 9, 2020 City Commission meeting our downtown parking lot sidewalk snow removal contractor informed us they would no longer be performing the work moving forward. The current budget amount is \$6,900.

Staff examined the current level of service, best practices and provided detailed maps of the service areas so a bid could be developed. As this activity was bid late in the year, staff intends on examining bid specifications and rebidding in the late spring/early summer 2021.

Bid highlights:

- Plow, shovel, etc., all sidewalks bordering (12) parking lots within the Downtown Business District and all four crosswalks at the downtown roundabout at the discretion of the City's Downtown Development Director in consultation Street Department Supervisor;
- Snow removal shall be accomplished with a minimum of interference to residents, business owners, customers, and employees;
- All snow must be removed from the sidewalks with no piles remaining;
- All sidewalks shall have an application of ice control material (salt) as needed based on the discretion of the City's Downtown Development Director in consultation Street Department Supervisor.

The bid documents were published on November 18 and closed on December 1. One bid was received by Green Scene Landscaping.

- Green Scene Landscaping has agreed to a per-event basis, \$600 for snow removal and \$700 for salting up to \$40,000. Once the \$40,000 threshold is met, Green Scene will provide service for the remainder of the season with no additional charges.

Requested Motion:

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

IX. OTHER/ADDITIONS TO THE AGENDA

X. ADJOURNMENT

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November 4, 2020 MINUTES – PRINCIPAL SHOPPING DISTRICT (PSD)

MEMBERS PRESENT

R. Agardy (Mt. Pleasant, Isabella Co.)	P	12/31/2021	G. Ronan (Mt. Pleasant, Isabella Co.)	P	12/31/2020
S. Bissell	A	12/31/2021	C. Ritchey	A	12/31/2022
K. Batzner (Mt. Pleasant, Isabella Co.)	P	12/31/2023	M. Sponseller, Staff (Mt. Pleasant, Isabella Co.)	P	N/A

A = Absent without notification

P = Present

EA = Excused Absence

N/A = Not Applicable

Guests: None

Roll Call Notes: None

I.) CALL TO ORDER

Call to order at 3:02pm

II.) ELECTION OF CHAIR PRO TEM

Motion to elect Rachel Agardy as chair pro tem for the November 4, 2020 meeting.

M = Ronan

S = Batzner

Motion approved

II.) ROLL CALL AND INTRODUCTIONS

IV.) CHANGES/ADDITIONS TO AGENDA

No changes or additions to the agenda.

V.) MINUTES

Motion to approve the regular PSD meeting from May 2019 minutes as presented.

M = Agardy

S = Ronan

Motion approved

VI.) RECEIPT OF COMMUNICATION

a.) Downtown Directors Report

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

VII.) PUBLIC COMMENT

No public comments.

VIII.) OLD BUSINESS

None.

IX.) NEW BUSINESS

a.) December 2020 Special Assessment Billing

Motion to waive the December 2020 special assessment billing.

M = Agardy

S = Batzner

Motion approved

X.) OTHER/ADDITIONS TO AGENDA

None.

XI.) ADJOURNMENT

Meeting adjourned 3:24pm.