

Regular Meeting of the City Commission  
Monday, April 27, 2020  
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. First Quarter Investment Report.

CONSENT CALENDAR: DESIGNATED (\*) ITEMS

CITY COMMISSION MINUTES:

- \* 3. Approval of the minutes of the regular meeting held April 13, 2020.

PUBLIC HEARINGS:

STAFF RECOMMENDATIONS AND REPORTS:

- \* 4. Consider amendment to construction engineering and design services contract with Rowe Professional Services Company for IMG Reservoir Bypass Project and consider budget amendment on the same.
- \* 5. Consider Michigan Department of Transportation (MDOT) resolution authorizing the approval of a contract for partial reimbursement of funds for 2020 M-20 (High Street) Pump Station Rehabilitation Project.
- 6. Consider resolution confirming administrative actions regarding recreational marijuana licensing dates.
- \* 7. Approval of payrolls and warrants.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

*All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the Human Resources Office at 989-779-5313. A 48-Hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the City via the Michigan Relay Service by dialing 7-1-1.*

RECESS:

CLOSED SESSION: (None scheduled at this time)

RECESS:

WORK SESSION:

8. Potential options for local relief.

ADJOURNMENT:

TO: MAYOR AND CITY COMMISSION APRIL 22, 2020  
 FROM: NANCY RIDLEY, CITY MANAGER *Nes*  
 SUBJECT: CITY MANAGER REPORT ON PENDING ITEMS

This report on pending items reflects the current status of tasks that were previously agreed to and a listing of potential items for discussion during 2020. A draft work session schedule for future meetings will be provided after all surveys are completed by the City Commission and daily business begins to return to normal.

**1. Task Related Issues:**

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 4-22-2020
<b>Non-motorized Plan/Complete Streets</b> Recommend amendments to ordinances, plan and/or guidelines to reduce requirement to implement on all streets	May 13	None	Should evaluate after master plan is recommended
<b>Website Content Policy</b> Develop draft policy regarding purpose of website and what information should/should not be posted	May 28	Anytime in the next year.	
<b>New Motions/Amended Motions Onscreen</b> Staff to investigate ability to put typed version of new and amended motions on big screen	July 8	None	
<b>Principal Shopping District</b> Investigate for next assessment roll whether new businesses can be granted a lower special assessment amount in first years of business	July 8	None	
<b>Fee for Christmas Tree Curbside Pickup</b> Gather information on whether other cities charge for curbside pickup. Also gather data in 2020 on how many trees are actually picked up in the City.	November 25	Sometime in 2020	

**2. Potential Work Session Discussion Items**

**a. Items that were to be scheduled for work session in 2019, but did not occur: (These will be moved to 2020)**

Potential Airport Partners Agreement

Rental Housing-additional inspections for converted units

**b. Items from 2019 that were not prioritized or removed-will need further discussion/direction during 2020:**

Property Maintenance Ordinance

Policy issues follow-up from OMA/FOIA Training

Building inspection-coordination of inspections with County

Dumpsters located in paved alleys

Effectiveness of storm water ordinance-(Note: still working with partners county-wide on stormwater matters)

Rental Housing Inspections: frequency based on good inspections

Sustainability goals

Incentives/strategy for owner-occupied conversions

Homeowner loan and emergency program-needs to be coordinated with above topic

Mt. Pleasant Center preferred development

Review of general guidelines used for snow removal on streets and parking lots

Review ordinance application/interpretation related to commercial/industrial properties

**c. Items to remove from work session list:**

Indian Pines South-see what Master Plan process and Parks & Recreation Commission recommend

**d. Items the City Commission indicated interest in further research/information sometime in 2020:**

Different standards for rental housing based on type of rental (Mr. Steve Berkshire letter)

Scooter rental program (Mr. Odell Miller email)

Pedal Trolley ordinance (Mr. Neal information and presentation during January 13, 2020 public comment)

- e. **Items staff will need direction/input on:**  
2019 goal reports and next steps

### **3. Recommended Work Session Discussion Schedule-to be determined**

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

**CITY OF MT. PLEASANT  
INVESTMENT REPORT  
MARCH 31, 2020**

**PORTFOLIO SUMMARY**

**PORTFOLIO BY INVESTMENT TYPE:**

<u>Investment Type</u>	<u>31-Mar-20 Balance</u>	<u>Interest Rate</u>	<u>Percentage of Portfolio</u>
Demand Deposits:			
Isabella Bank Checking	\$ 1,076,918.69	0.1200%	5.0309%
Federated Government Obligatic	3,143,656.78	0.3000%	14.6858%
MBIA CLASS Investment Pool	3,721,154.45	1.4500%	17.3836%
Horizon Bank Money Market	259,366.42	1.4500%	1.2116%
CIBC Money Market	268,377.45	1.4000%	1.2537%
Chemical Bank Muncipal Money Mai	200,320.74	1.5000%	0.9358%
Isabella Bank -Insured Cash Sweep	2,772,305.47	1.6500%	12.9510%
Fixed Income:			
Commercial Paper	749,825.29	1.9320%	3.5029%
CDARS	1,000,000.00	2.3800%	4.6716%
Government Agencies	5,302,780.80	1.6934%	24.7723%
US Treasuries	2,911,412.10	1.7800%	13.6008%
Portfolio Total	<u>\$21,406,118.19</u>		<u>100.00%</u>

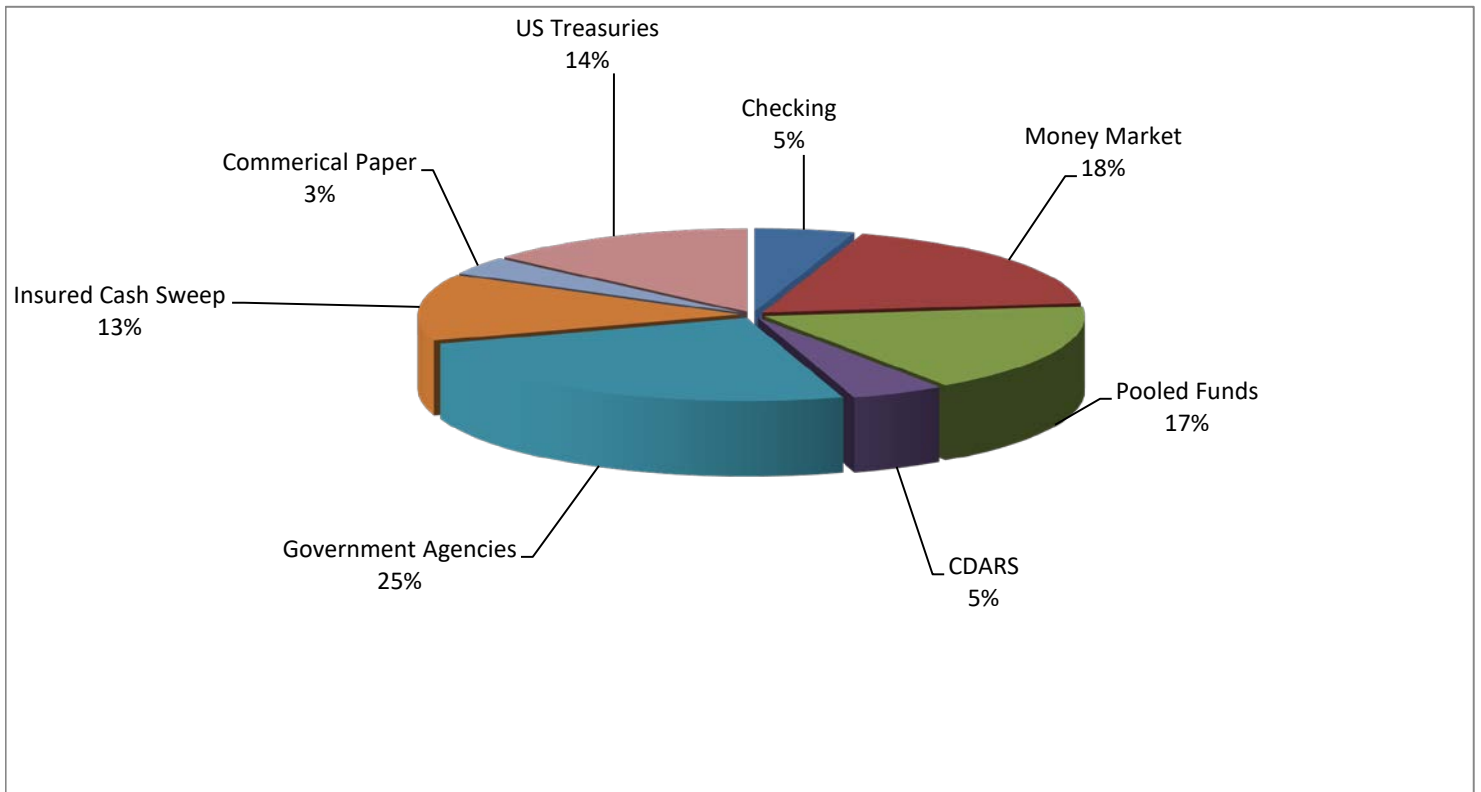
**PORTFOLIO BY FINANCIAL INSTITUTION/BROKER:**

	<u>31-Mar-20 Balance</u>	<u>Percentage of Portfolio</u>
Meador Investment Management	\$12,107,674.97	56.57%
MBIA CLASS	3,721,154.45	17.38%
Isabella Bank	1,076,918.69	5.03%
CIBC	268,377.45	1.25%
Horizon Bank	259,366.42	1.21%
Chemical Bank	200,320.74	0.94%
CDARS	1,000,000.00	4.67%
Insured Cash Sweep	2,772,305.47	12.95%
Portfolio Total	<u>\$21,406,118.19</u>	<u>100.00%</u>

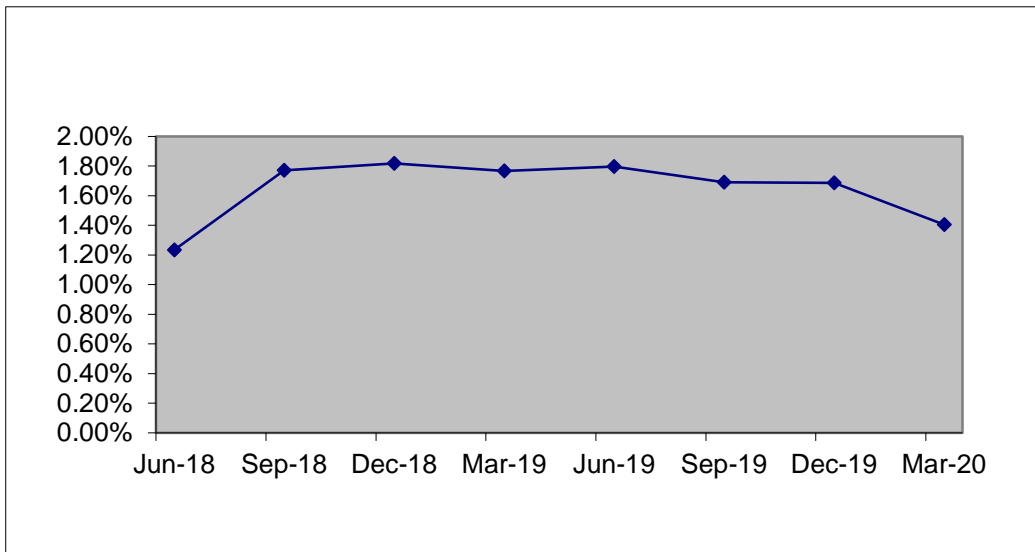
All investments were made in accordance with the investment policy dated May 26, 1998 including CDARS revision dated September 14, 2009.

**CITY OF MT. PLEASANT  
INVESTMENT REPORT  
MARCH 31, 2020**

**PORTFOLIO SUMMARY (Continued)**



**Quarterly Investment Rates**



**CITY OF MT. PLEASANT  
INVESTMENT REPORT  
MARCH 31, 2020**

**FIXED INCOME PORTFOLIO - Balance March 31, 2020**

**Certificates of Deposit/CDARS:**

<u>Bank Name</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount Amount</u>
Isabella Bank - CDARS	30-Aug-18	27-Aug-20	728	2.3800%	1,000,000.00	1,000,000.00

**Total Certificate of Deposit/CDARS**

**\$ 1,000,000.00   \$ 1,000,000.00**

**Commercial Paper:**

<u>Issuer</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>		<u>Par Amount</u>	<u>Discount Amount</u>
Agricole	23-Aug-19	22-Apr-20	243		\$ 380,000.00	\$ 375,313.33
MUFG Bank	13-Aug-19	08-May-20	269		380,000.00	374,511.96

**Total Commercial Paper**

**\$ 760,000.00   \$ 749,825.29**

**Government Agencies:**

<u>Issuer</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount Amount</u>
FFCB	09-Aug-19	16-Aug-24	1834	1.6100%	\$ 750,000.00	\$ 749,512.50
FFCB	13-Aug-19	20-Aug-24	1834	2.1000%	750,000.00	750,000.00
FFCB	05-Sep-19	05-Sep-24	1827	1.4900%	310,000.00	309,435.80
FFCB	09-Sep-19	09-Sep-24	1827	1.6500%	300,000.00	300,000.00
FHLB	15-Aug-19	15-Aug-24	1827	1.5500%	1,000,000.00	997,650.00
FHLB	5-Dec-19	5-Dec-24	1827	2.0000%	250,000.00	250,000.00
FHLB	23-Sep-19	28-Jul-23	1404	1.9400%	350,000.00	348,250.00
FHLMC	05-Sep-19	05-Sep-23	1461	1.8300%	300,000.00	299,130.00
FHLMC	09-Sep-19	09-Sep-24	1827	1.6250%	300,000.00	300,000.00
FHLMC	23-Sep-19	23-Jun-23	1369	2.0000%	250,000.00	250,000.00
FNMA	26-Nov-19	15-Oct-24	1785	1.6250%	250,000.00	249,402.50
FNMA	29-Jan-20	6-Sep-22	951	1.3750%	250,000.00	249,400.00
FNMA	30-Jan-20	30-Jan-23	1096	1.7000%	250,000.00	250,000.00

**Total Government Agencies**

**\$ 5,310,000.00   \$ 5,302,780.80**

**US Treasuries:**

<u>Issuer</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount Amount</u>
US Treasury	19-Sep-19	30-Jun-20	285	1.9100%	\$500,000.00	\$498,906.25
US Treasury	13-Sep-19	15-Jul-20	306	1.8400%	500,000.00	498,574.22
US Treasury	19-Sep-19	31-Jul-20	316	1.9100%	500,000.00	498,789.06
US Treasury	18-Sep-19	31-Aug-20	348	1.9000%	500,000.00	497,519.53
US Treasury	26-Aug-19	15-Sep-20	386	1.6900%	390,000.00	388,720.31
US Treasury	29-Aug-19	31-Aug-23	1463	1.4300%	530,000.00	528,902.73

**Total US Treasuries**

**\$ 2,920,000.00   \$ 2,911,412.10**

**Total Fixed Income Portfolio March 31, 2020**

**\$ 9,990,000.00   \$ 9,964,018.19**



**CITY OF MT. PLEASANT  
INVESTMENT REPORT  
MARCH 31, 2020**

**FIXED INCOME PORTFOLIO - Transactions During Quarter**

**PURCHASES:**

<u>Company Name</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount/ Carrying Amount</u>
FNMA	29-Jan-20	6-Sep-22	951	1.375%	\$250,000.00	\$249,400.00
FNMA	30-Jan-20	30-Jan-23	1096	1.700%	250,000.00	250,000.00
Total Purchases					\$500,000.00	\$499,400.00

**MATURITIES:**

<u>Company Name</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount/ Carrying Amount</u>
FFCB *	22-Aug-19	15-Aug-23	1454	2.1800%	\$500,000.00	\$499,750.00
FHLB - Step Bond *	22-Sep-16	22-Sep-21	1826	1.2500%	1,000,000.00	1,000,000.00
FNMA *	28-Sep-16	28-Sep-21	1826	1.5500%	1,000,000.00	1,000,000.00
FNMA *	30-Sep-16	30-Sep-20	1461	1.4500%	1,000,000.00	1,000,000.00
Total Maturities					\$3,500,000.00	\$3,499,750.00

\* - Called early by issuer

**CITY OF MT. PLEASANT  
INVESTMENT REPORT  
MARCH 31, 2020**

**INVESTMENT EARNINGS**

**SUMMARY:**

Interest Earned on Fixed Income Maturities:	\$ 76,062.08
Interest on Demand Deposits	30,100.29
Interest on Government Agency/Treasuries	4,620.14
Accrued Interest at Purchase	(1,365.45)
Investment Fees	(3,021.66)
Interest/Discount Accrual December 31, 2019	(83,190.00)
Interest/Discount Accrual March 31, 2020	76,130.00
Total Interest Earned for Quarter	<u><u>\$ 99,335.40</u></u>

**INTEREST EARNINGS BY FUND:**

<u>Fund</u>	<u>Quarterly Interest</u>	<u>Year to Date Interest</u>	<u>Original Budget</u>
General	\$20,775	\$20,775	\$ 55,000
Major Street	10,677	10,677	42,300
Local Street	5,116	5,116	14,580
Cemetery Trust	1,087	1,087	2,000
Special Assessment	1,470	1,470	4,000
Downtown Improvements/Parking	351	351	1,190
Capital Improvements	11,955	11,955	25,000
Economic Development Corporation	135	135	600
Mission Street DDA	2,513	2,513	6,400
TIFA	4,550	4,550	14,000
LDFA	1,031	1,031	3,000
BRDA	67	67	200
Airport	885	885	2,600
Sewer	18,477	18,477	48,270
Water	13,900	13,900	41,420
Solid Waste	5,925	5,925	20,050
Restricted Donations	421	421	-
	<u><u>\$99,335</u></u>	<u><u>\$99,335</u></u>	<u><u>\$280,610</u></u>

Minutes of the electronically conducted regular meeting of the City Commission held Monday, April 13, 2020, at 7:23 p.m.

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

Commissioners Present: Mayor Joseph and Vice Mayor Perschbacher;  
Commissioners Alsager, Gillis, LaLonde, Ronan and Tolas

Commissioners Absent: None

Others Present: City Manager Ridley, City Clerk Howard and City Attorney Homier

All present attended virtually via Zoom video conference.

### Proclamations and Presentations

City Clerk Howard gave an update on the status of the 2020 Census.

### Receipt of Petitions and Communications

Received the following petitions and communications:

1. City Manager report on pending items:
  - a. Monthly report on police related citizen complaints received.
2. Correspondence from Jim Holton, 1828 Woods Way, asking if the City Commission would consider suspending the food truck ordinance for 30 days.

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

1. Minutes of the regular meeting of the City Commission held March 23, 2020.
2. Bid of Inland Waters Pollution Control of Detroit, Michigan for 2020 Sewer Relining Project in an amount not-to-exceed \$117,000.
3. Bid of RFB Construction of Swartz Creek, Michigan for the Pickard Street Lift Station Rehabilitation Project in the amount of \$26,750.
4. Authorize contract with J.R. Heinemann & Sons of Saginaw, Michigan for the Wastewater UV and Chemical Improvements Project in the amount of \$1,161,000.
5. Authorize contract with C2AE for construction management at the Wastewater Treatment Plant in an amount not-to-exceed \$35,000.
6. Resolutions authorizing an amendment to the Standard Lighting Contract between the City and Consumers Energy for new LED street lighting at High Street and Arnold Street and High Street and Mission Street.
7. Warrants dated March 17, 23, & 31 and April 7, 2020 and Payrolls dated March 20 and April 3, 2020 all totaling \$1,378,133.08.

AYES: Commissioners Alsager, Gillis, Joseph, LaLonde, Perschbacher, Ronan & Tolas

NAYS: None

ABSENT: None

Motion unanimously adopted.

Moved by Commissioner Gillis and supported by Vice Mayor Perschbacher to receive 2021-2026 proposed Capital Improvement Plan and set a public hearing on same for Tuesday, May 26, 2020 at 7:00 p.m. at the City of Mt. Pleasant, City Commission, 320 W. Broadway St., Mt. Pleasant, MI.

AYES: Commissioners Alsager, Gillis, Joseph, LaLonde, Perschbacher, Ronan & Tolas  
NAYS: None  
ABSENT: None  
Motion unanimously adopted.

Moved by Commissioner Ronan and supported by Commissioner Gillis to approve resolution confirming administrative decisions regarding utility bills and extending administrative authority. (CC Exh. 1-2020)

AYES: Commissioners Alsager, Gillis, Joseph, LaLonde, Perschbacher, Ronan & Tolas  
NAYS: None  
ABSENT: None  
Motion unanimously adopted.

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

City Manager Ridley gave an update on the city's response to the stay at home order in relation to the COVID-19 pandemic and gave some information and potential plans for items such as rental housing inspections and upcoming leaf pickup dates. She also thanked staff, commission, citizens, public and especially frontline workers both for their understanding during these difficult times and for their hard work.

#### Public Comment on Agenda and Non-Agenda Items

Due to the meeting being conducted electronically, public comments were emailed to the city and then read aloud by City Manager Ridley.

Steve Roth, 508 N. Lansing St., shared frustrations with the fact that that the restrooms in City parks are currently closed even though the parks themselves are open for the public to get fresh air and exercise which is important during the COVID-19 pandemic.

Mayor Joseph adjourned the meeting without objection at 8:00 p.m.

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William L. Joseph, Mayor

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Jeremy Howard, City Clerk

COMMISSION LETTER #061-20  
MEETING DATE: APRIL 27, 2020

TO: MAYOR AND CITY COMMISSION APRIL 22, 2020

FROM: NANCY RIDLEY, CITY MANAGER *NJR*

SUBJECT: CONSIDER AMENDMENT TO CONSTRUCTION ENGINEERING AND DESIGN SERVICES CONTRACT WITH ROWE PROFESSIONAL SERVICES COMPANY FOR 1MG RESERVOIR BYPASS PROJECT AND CONSIDER BUDGET AMENDMENT ON THE SAME

The attached recommendation from Interim DPW Director Jason Moore recommends a contract amendment with Rowe Professional Services Company. The majority of the contract amendment is for construction engineering oversight during the reservoir bypass construction project planned for September. As indicated, the contract also includes \$4,600 to redesign the construction drawings to address the overflow concern identified by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and the removal of the surge tank. We recommend approval of the contract with Rowe Professional Services Company and the appropriate budget amendment.

*Recommended Motion:*

*Move to approve the contract amendment with Rowe Professional Services Company for \$25,600 for engineering services related to the 1MG Reservoir Bypass Project and appropriate budget amendment.*

NJR/ap

# Memorandum



TO: Nancy Ridley, City Manager  
FROM: Jason Moore, Interim DPW Director  
DATE: April 2, 2020  
SUBJECT: Approve Contract Amendment with Rowe Professional Services Company and Budget Amendment

Request:

The City Commission is requested to approve a contract amendment with Rowe Professional Services Company, of Mt. Pleasant, for \$25,600 for construction engineering services and additional design work for the 1MG Reservoir Bypass Project, and approve a budget amendment for the same.

Reason:

In October 2017, the City contracted with Rowe to complete the design work for the 1MG Reservoir Bypass Design Project for \$18,300. Rowe fulfilled the terms of the contract, which included the bid letting for the construction portion of the project. The construction project was bid in 2018, but not awarded as the sole bid received was above the available funding and would need to be budgeted for in the future.

In January 2019, the Commission approved a contract amendment of \$3,840 for Rowe to make changes to the design, revise the bid documents, let the bid, conduct a mandatory prebid conference, attend the bid opening, review the bids, and make a recommendation of award to the City. The bid was let and contract awarded to L.D. Docsa of Kalamazoo for \$406,000. Construction is scheduled to begin in mid-September 2020.

The original contract with Rowe was for design-related services only. Since the contract was awarded, there have been changes required to the project scope due to the following:

MDEGLE completed a Sanitary Survey of our system in early 2020. One deficiency found is with the reservoir's current overflow. Installation of a new overflow in the high service pump portion of the reservoir will allow proper operation during normal and bypass condition and correct the deficiency found.

Removal of the surge tank was a planned follow-up CIP project to the reservoir bypass project. Due to the current deteriorated condition of the tank and new bypass construction design, removal of the surge tank during the bypass project will provide a number of benefits and be more cost effective.

The proposed amendment is for the work associated with these changes and the construction phase engineering services.

The revised scope of work includes:

Redesign Items

- Working with the City's water department, attending meetings, conference calls, and site visits to review the proposed project changes
- Updating the construction drawings to reflect the proposed changes to scope to include:
  - Revise the location of the temporary bypass connection
  - Revise proposed piping/valves along the east side of the high service pump building
  - Revise the plans to show removal of the surge tank and associated piping
- The revised drawings will be submitted to the Michigan Department of Environment, Great Lakes, and Energy for review and modifications to Rowe's current permit
- Prepare a bulletin and submit to L.D. Docsa so they may prepare a quotation
- Once a schedule and price have been negotiated, Rowe will prepare a change order to the contract to adjust the completion schedule and contract price

Construction Engineering

- Administer a pre-construction meeting with the City and contractor, L.D. Docsa
- Review the material shop drawings for conformance with the contract documents
- Perform office engineering support during construction, including review of pay applications, change orders, and progress meetings
- Perform periodic observation during construction
- Obtain, review, and submit all necessary project closeout documentation as required
- Prepare record drawings (as-builts) for the completed work and provide PDF documents for City records.


The engineering fee associated with this amendment is \$25,600 and is outlined as follows.

Redesign Engineering	\$ 4,600.00
Construction Engineering Phase	<u>\$21,000.00</u>
<b>Total Contract Amendment</b>	<b>\$25,600.00</b>

Recommendation:

I recommend the City Commission approve a contract amendment with Rowe Professional Services Company for \$25,600 for construction engineering services and additional design work for the 1MG Reservoir Bypass Project, and a budget amendment for the same. Funds are available in the Water System Reserve.

COMMISSION LETTER #062-20  
MEETING DATE: APRIL 27, 2020

TO: MAYOR AND CITY COMMISSION APRIL 22, 2020  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)  
RESOLUTION AUTHORIZING THE APPROVAL OF A CONTRACT FOR  
PARTIAL REIMBURSEMENT OF FUNDS FOR 2020 M-20 (HIGH STREET)  
PUMP STATION REHABILITATION PROJECT

The large pump station project on M-20 planned by the Michigan Department of Transportation (MDOT) requires a local match to the project. The attached memo from City Engineer Stacie Tewari recommends authorizing the City Manager to sign the MDOT contract and the appropriate budget amendment for the project. The recommendation for the City Manager to sign the MDOT contract instead of the Mayor is because MDOT is moving to an electronic/digital only format for document signing. It is more efficient to have one City process for the execution of MDOT documents and having the City Manager as the authorized signer would eliminate the potential of initiating a new process with MDOT annually for the Mayor for electronic signatures.

Recommended Motion:

*Move to approve the resolution to authorize the City Manager to sign the MDOT contract for the M-20 Pump Station Rehabilitation and the appropriate budget amendment.*

NJR/ap





THE CITY OF  
MT. PLEASANT, MICHIGAN

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MEMO TO: Nancy Ridley, City Manager  
FROM: Stacie Tewari, City Engineer  
SUBJECT: Approval of a Resolution to Authorize  
MDOT Contract Number 20-5098

April 17, 2020

The Michigan Department of Transportation (MDOT) has prepared a contract for partial reimbursement to MDOT by the city for the 2020 M-20 (High Street) Pump Station Rehabilitation Project. The city is required to contribute 8.75% of MDOT's portion of the actual project costs.

The approved 2020 operating budget includes \$25,000 of city participation in this project. The attached contract estimates the city's share will be \$39,400. MDOT's current cost estimate based on the proposed design plans is higher than the original budget estimate. This increase is due to changes during the final design and unforeseen increases this year in material and construction costs.

I recommend that the attached resolution be approved by the City Commission authorizing the City Manager to sign the contract. I recommend approval of a budget amendment of \$15,000 in the major street fund for a revised budget of \$40,000.

**RESOLUTION**

At a regular meeting of the City of Mt. Pleasant, Michigan, on April 27, 2020

The following resolution was offered by member \_\_\_\_\_,  
and supported by member \_\_\_\_\_.

**WHEREAS**, a Contract Agreement (MDOT Contract No. 20-5098) 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 by the City to MDOT for the 2020 M-20 (High Street) Pump Station Rehabilitation Project, and

**WHEREAS**, the rehabilitations made to the M-20 (High Street) pump station will improve storm water management infrastructure in the city; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the City Manager be authorized to execute said Contract on behalf of the City of Mt. Pleasant.

Resolution duly adopted.

\_\_\_\_\_  
William L. Joseph, Mayor

Certified to be a true copy, \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Jeremy Howard, City Clerk

COMMISSION LETTER #063-20  
MEETING DATE: APRIL 27, 2020

TO: MAYOR AND CITY COMMISSION APRIL 22, 2020  
FROM: NANCY RIDLEY, CITY MANAGER *Nes*  
SUBJECT: CONSIDER RESOLUTION CONFIRMING ADMINISTRATIVE ACTIONS  
REGARDING RECREATIONAL MARIJUANA LICENSING DATES

At the April 13 City Commission meeting, a resolution was approved granting the City Manager authority to make administrative decisions that are necessary during the Coronavirus pandemic. The attached resolution, as drafted by the City Attorney, confirms administrative decisions that were made the last two weeks regarding deadline dates for recreational marijuana establishment licenses. The resolution as presented would confirm the following actions:

- Extends the due date to submit supplemental written information for retailer applicants to be no later than 4:30 p.m. Wednesday, May 27, 2020
- Extends the due date to submit for LARA Phase 2 approval and Special Use Permit approval for Stash Ventures, LLC for a Class C (stacked 3) grower license to 4:30 p.m. Monday, June 1, 2020

It is recommended the City Commission approve the resolution as presented confirming those actions.

Recommended Motion:

*Move to approve the resolution regarding recreational marijuana establishment license deadlines as presented.*

NJR/ap

## RESOLUTION

**WHEREAS**, the novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death and it is caused by a new strain of virus that has not previously been identified in humans and can easily spread from person to person; and

**WHEREAS**, Governor Whitmer has declared a state of emergency to harness resources across the state to slow the spread of the virus including, but not limited to, prohibiting large assemblages and events and ordering the closure of all K-12 school buildings (Executive Order 2020-35), authorizing remote participation in public meetings and hearings (Executive Order 2020-48), closing or limiting the operation of public business such as theaters, bars, casinos and restaurants (Executive Order 2020-43), suspending activities that are not necessary to sustain or protect life (Executive Order 2020-42), and extending and expanding activities that are not necessary to sustain or protect life and the stay home, stay safe order (Executive Order 2020-42); and

**WHEREAS**, the City Commission has determined it is in the best interests of the health, safety and welfare of the City to provide for the continued basic operations of the City and to take actions authorized under the Emergency Management Act, Act 390 of 1976 (the "Act") and in compliance with Executive Orders issued by the Governor in response to the COVID-19 pandemic; and

**WHEREAS**, by resolution at its meeting on April 13, 2020, the City Commission granted the City Manager broad authority during the State of Emergency to, among other things, impose, modify, or authorize exceptions to any existing City policy or established practice as necessary to respond to the COVID-19 pandemic; and

**WHEREAS**, Section 115.03(E)(1) of the Mount Pleasant City Code requires the city to provide applicants with 21 calendar days' notice that applicants must provide supplemental written information and documentation to the city indicating whether the applicant satisfies the criteria in Section 115.03(E)(1) and to enable the city to select applicants who are best suited to operate in compliance with the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, MCL 333.27951 *et seq*, in the city; and

**WHEREAS**, the city provided notice to applicants of the 21 days' notice on or about March 18, 2020; and

**WHEREAS**, by letter dated March 2, 2020 and pursuant to Section 115.03(E)(5) of the Mount Pleasant City Code, the city granted conditional approval of the only applicant for a grower class C (stacked-3) license, Stash Ventures, LLC; and

**WHEREAS**, pursuant to Section 115.03(F) of the Mount Pleasant City Code, an applicant who is granted conditional approval must complete the requirements under Section 115.03(F)(1) through (5) to receive final authorization of a license; and

**WHEREAS**, pursuant to Section 115.03(G) of the Mount Pleasant City Code, conditional authorization approval expires for any applicant that fails to satisfy the requirements of Section 115.03(F)(1) through (5) within the time prescribed; and

**WHEREAS**, on April 9, 2020, Governor Whitmer issued Executive Order 2020-42 (“EO-42”) rescinding Executive Order 2020-21, but expanding and extending the “stay home and stay safe” order until 11:59 p.m. on April 30, 2020; and

**WHEREAS**, due to the provisions of EO-42 the City Manager has determined that submitting supplemental written information by applicants pursuant to Section 115.03(E)(1) and gathering information and submitting such information to the city to meet the requirements of Section 115.03(F)(1) and (2) of the Mount Pleasant City Code is not necessary to sustain or protect life and the deadlines for submissions must be extended; and

**WHEREAS**, pursuant to the authority granted by the City Commission by resolution adopted April 13, 2020, the City Manager has determined that the period during which supplemental written information and documentation may be submitted under Section 115.03(E)(1) is extended to no later than 4:30 p.m., Wednesday, May 27, 2020; and

**WHEREAS**, pursuant to the authority granted by the City Commission by resolution adopted April 13, 2020, the City Manager has determined that good cause exists under Section 115.03(G) to extend conditional approval for Stash Ventures, LLC for a grower class C (stacked-3) license to no later than 4:30 p.m., Monday, June 1, 2020, for the limited purpose of submitting the required information pursuant to Section 115.03(F)(1) and (2); and

**WHEREAS**, by resolution adopted on April 13, 2020, the City Commission required the City Manager to regularly advise the Commission of all such actions taken pursuant to the authority granted by such resolution; and

**WHEREAS**, by this resolution, the City Manager has properly advised the City Commission of the action taken pursuant to the authority granted to the City Manager by resolution adopted on April 13, 2020.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Mount Pleasant as follows:

1. Due to the provisions of EO-42, the City Manager’s determination and decision to extend the date to submit supplemental written information and documentation by applicants pursuant to Section 115.03(E)(1) of the Mount Pleasant City Code to no later than 4:30 p.m., Wednesday, May 27, 2020 is hereby ratified and confirmed by the City Commission.
2. Due to the provisions of EO-42, the City Manager’s finding of good cause and decision to extend conditional approval for Stash Ventures, LLC for a grower class C (stacked-3) license pursuant to Section 115.03(G) to no later than 4:30 p.m., Monday, June 1, 2020, for the sole and limited purpose of submitting the required information pursuant to Section 115.03(F)(1) and (2) is hereby ratified and confirmed by the City Commission.
3. The City Manager shall continue to regularly advise the Commission of all such actions taken by the City Manager pursuant to resolution adopted by the City Commission on April 13, 2020.

CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 4/10/2020 - 4/21/2020

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
04/14/2020	CITY TREASURER-PAYROLL FUND	REG PAY #476	\$251,037.68
04/14/2020	CHIPPEWA PAINTING, INC.	CONTRACT SVCS	4,990.00
04/21/2020	21CM ADVERTISING	CONTRACT SVCS	3,180.92
04/21/2020	AIRGAS USA, LLC	CONTRACT SVCS	45.96
04/21/2020	PREMIER SAFETY	SUPPLIES	196.93
04/21/2020	ASSMANN'S INC	CONTRACT SVCS	5,203.41
04/21/2020	ATCO INTERNATIONAL	SUPPLIES	132.50
04/21/2020	AVFUEL CORPORATION	INVOICES/CREDITS	4,029.16
04/21/2020	BILL'S CUSTOM FAB, INC	SUPPLIES	55.14
04/21/2020	BOUND TREE MEDICAL, LLC	SUPPLIES	521.98
04/21/2020	CAR WASH PARTNERS, INC.	SUPPLIES/VEHICLE MAINT	140.00
04/21/2020	CDW GOVERNMENT, INC	SUPPLIES	3,153.80
04/21/2020	CENTURYLINK	COMMUNICATIONS	15.28
04/21/2020	CHARTER COMMUNICATIONS	CONTRACT SVCS	140.73
04/21/2020	CONSUMERS ENERGY	UTILITIES	24,929.19
04/21/2020	COYNE OIL CORPORATION	FUEL	504.85
04/21/2020	DLT SOLUTIONS LLC	CONTRACT SVCS	3,062.98
04/21/2020	E&S GRAPHICS	SUPPLIES	475.00
04/21/2020	EJ USA, INC	SUPPLIES	55.02
04/21/2020	CHERYL EMBREY	SUPPLIES	10.00
04/21/2020	EVOQUA WATER TECHNOLOGIES LLC	CHEMICALS	289.00
04/21/2020	FIDELITY SECURITY LIFE INS/EYEMED	OPTICAL INSURANCE	1,072.62
04/21/2020	FLEX ADMINISTRATORS	FSA ADMINISTRATIVE FEE	264.60
04/21/2020	FOSTER, SWIFT, COLLINS & SMITH, P.C	CONTRACT SVCS	5,011.50
04/21/2020	GRANGER	CONTRACT SVCS	68.96
04/21/2020	HALT FIRE	SUPPLIES	38.98
04/21/2020	HANNA INSTRUMENTS USA	SUPPLIES	84.91
04/21/2020	HYDROCORP, INC.	CONTRACT SVCS	782.50
04/21/2020	IDEXX DISTRIBUTION, INC.	CHEMICALS	2,530.31
04/21/2020	INNOVATIVE EXTERIORS INC	CONTRACT SVCS	425.00
04/21/2020	ISABELLA COUNTY	RECYCLING REV/EXP	9,123.89
04/21/2020	JAMES LIPSKI & ASSOCIATES	CAPITAL ACQUISITIONS	10,803.00
04/21/2020	JOHNSON CONTROLS	CAPITAL ACQUISITIONS	1,316.13
04/21/2020	J. RANCK ELECTRIC INC.	CONTRACT SVCS	2,745.00
04/21/2020	PTC INC.	CONTRACT SVCS	235.00
04/21/2020	KERR PUMP AND SUPPLY, INC	SUPPLIES	7,933.94
04/21/2020	KONWINSKI CONSTRUCTION, INC.	CAPITAL ACQUISITIONS	18,384.76
04/21/2020	KUSSMAUL ELECTRONICS CO, INC.	SUPPLIES/CONTRACT SVCS	485.48
04/21/2020	MCKENNA	CONTRACT SVCS	4,236.00
04/21/2020	MCLAREN CORPORATE SERVICES	CONTRACT SVCS	1,083.50
04/21/2020	TENLEY MCLAUGHLIN-GOOD	SUPPLIES	30.00

CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 4/10/2020 - 4/21/2020

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
04/21/2020	MCMASTER-CARR SUPPLY CO.	SUPPLIES	323.50
04/21/2020	MEDLER ELECTRIC COMPANY	SUPPLIES	69.61
04/21/2020	STATE OF MICHIGAN	CONTRACT SVCS	538.59
04/21/2020	MICHIGAN CAT	SUPPLIES	326.18
04/21/2020	MIDLAND CHEMICAL CO, INC	SUPPLIES	316.45
04/21/2020	MID-MICHIGAN INDUSTRIES	CONTRACT SVCS	47.50
04/21/2020	TIMOTHY MIDDLETON	REIMBURSEMENT	85.68
04/21/2020	MOREY'S LOGO	SUPPLIES	216.00
04/21/2020	ALMA TIRE SERVICE INC	SUPPLIES/VEHICLE MAINT	43.48
04/21/2020	NYE UNIFORM COMPANY	UNIFORMS	2,463.00
04/21/2020	PEERLESS MIDWEST, INC.	CONTRACT SVCS	3,500.00
04/21/2020	PERCEPTIVE CONTROLS, INC.	CONTRACT SVCS	1,431.00
04/21/2020	PRO COMM, INC	CAPITAL ACQUISITIONS	6,931.50
04/21/2020	PVS TECHNOLOGIES, INC	CHEMICALS	2,490.58
04/21/2020	MARY WEISS	REFUND	100.00
04/21/2020	EMILY COMBS	REFUND	30.00
04/21/2020	JULIE JACKSON	REFUND	147.00
04/21/2020	HEATHER DEMOINES	REFUND	122.00
04/21/2020	ROMANOW BUILDING SERVICES	SUPPLIES/CONTRACT SVCS	6,237.23
04/21/2020	SHRED-IT USA LLC	CONTRACT SVCS	226.04
04/21/2020	HAUGHT, DEBORAH	UB REFUND	22.84
04/21/2020	RB & R LLC	UB REFUND	21.70
04/21/2020	CORPORATE SETTLEMENT SOLUTIONS	UB REFUND	20.78
04/21/2020	UNIVAR USA INC	CHEMICALS	1,839.75
04/21/2020	VERIZON CONNECT NWF, INC.	CONTRACT SVCS	240.50
04/21/2020	WASTE MANAGEMENT	CONTRACT SVCS	201.68
04/21/2020	WINN TELECOM	COMMUNICATIONS	19.95

COMM TOTALS:

Total of 70 Checks:	\$396,838.15
Less 0 Void Checks:	0.00
Total of 70 Disbursements:	<u>\$396,838.15</u>