

# City of Mt. Pleasant, Michigan



CITY HALL  
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**PRINCIPAL SHOPPING DISTRICT BOARD**  
**September 8, 2021**  
**8:30AM VIRTUAL MEETING VIA ZOOM**

Principal Shopping District Board Members:

R. Agardy, Chair	12/31/21	Vacant	12/31/22
K. Batzner, Vice Chair	12/31/23	G. Ronan	12/31/21
Vacant	12/31/21	M. Sponseller	Staff Liaison

- |   |   |
|---|---|
| <b>I. CALL TO ORDER</b>   | <b>VII. OLD BUSINESS</b>                                  |
| <b>II. ROLL CALL AND INTRODUCTIONS</b>  | <b>VIII. NEW BUSINESS</b><br>a. Sidewalk Snow Removal Bid |
| <b>III. CHANGES/ADDITIONS TO AGENDA</b>   | <b>IX. OTHER/ADDITIONS TO THE AGENDA</b>                  |
| <b>IV. MINUTES</b><br>a. June 2021 Minutes  | <b>X. ADJOURNMENT</b>                                     |
| <b>V. RECEIPT OF COMMUNICATION</b><br>a. September 2021 Downtown Directors Report |   |
| <b>VI. PUBLIC COMMENT</b>   |   |

Website: [www.mt-pleasant.org](http://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:** September 2, 2021  
**To:** Principal Shopping District Board  
**From:** Michelle Sponseller, Downtown Development Director  
**Re:** September 2021 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. CHANGES TO THE AGENDA

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

## IV. MINUTES

Review of the June 17, 2021 PSD meeting minutes.

### Requested Motion:

- Motion to accept the June 17, 2021 minutes as presented.

## V. RECEIPT OF COMMUNICATION

### A.) DOWNTOWN DIRECTORS REPORT

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

- No action is required.

## VI. PUBLIC COMMENT

## VII. OLD BUSINESS

### A.) NONE

**VIII. NEW BUSINESS**

**A.) DOWNTOWN SIDEWALK SNOW REMOVAL BID**

Staff examined the current level of service, best practices and provided detailed maps of the service areas so a bid package could be developed. The bid package was published on the city’s website and Bid.net on August 18. Emails were sent to the City’s bidders list and published in the Morning Sun Newspaper as per our bidding standards to reach the largest audience possible.

Bid closing was Tuesday, August 31 and one bid was received from Green Scene Landscaping the same company who received the 2020-2021 contract.

Bid amount per event is \$660 for snow removal and \$770 for salting, a 10% increase to 2020-2021 costs.

	2020-2021	2021-2022
Snow Removal	\$600 (7 calls for service)	\$660
Salting	\$700 (13 calls for service)	\$770
Total Cost	\$13,400	

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, \$660 for snow removal and \$770 for salting.

**Requested Motion:**

Motion to approve the bid for downtown parking lot sidewalk snow removal and salting for the 2021-2022 season from Green Scene Landscaping as presented.

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

**X. ADJOURNMENT**

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## June 17, 2021 MINUTES – PRINCIPAL SHOPPING DISTRICT (PSD)

### MEMBERS PRESENT

R. Agardy (Mt. Pleasant, Isabella Co.)	P	12/31/2021
Vacant		12/31/2021
K. Batzner (Mt. Pleasant, Isabella Co.)	P	12/31/2023

G. Ronan (Mt. Pleasant, Isabella Co.)	P	12/31/2020
Vacant		12/31/2022
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 4:04pm

### II.) ROLL CALL AND INTRODUCTIONS

### III.) CHANGES/ADDITIONS TO AGENDA

No changes or additions to the agenda.

### IV.) MINUTES

Motion to approve the PSD meeting minutes from June 3, 2021 as presented.

M = Ronan

S = Batzner

Motion approved

### V.) RECEIPT OF COMMUNICATION

#### a.) Downtown Directors Report

Receipt of June 17, 2021 Downtown Development Directors report. No action taken.

### VI.) PUBLIC COMMENT

No public comment.

### VII.) OLD BUSINESS

None.

### VII.) NEW BUSINESS

#### a.) Special Assessment Review and Recommendation

Motion to recommend the following special assessment parameters to the city commission:

- Amount of revenue generated = \$104,700;
- Length of time to set the special assessment = 2 years;
- No changes to service levels.
- Additionally, request staff include the following to the city commission with regards to decision to have continue with the special assessment and no change in service levels:
  - Request continuing to remove barriers to new business start-up whenever possible be it through new or updated policies and continued examination of identifying ways to keep costs contained in the special assessment for property owners;

- Community members and visitors consider downtown as more than a place to do business and the return on investment is shown through both capital projects and day-to-day care and maintenance;
- Continued reinvestment through private investment, capital projects and special assessment annual maintenance stimulates growth.

M = Batzner

S = Agardy

Motion approved

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

None.

#### **X.) ADJOURNMENT**

Meeting adjourned 4:13pm.