

Present: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

Absent: None.

Work Session began at 5:30 p.m.

Agenda Items

- Consent Agenda:
 - Payment of \$130,636.50 to Pine River Township for sewer and potable water tap fees for the Meijer Retail store in 2013**
 - Payment of \$14,064.82 to Pine River Township for personal property taxes under the 425 Agreement for the years 2015, 2016, and 2017**
 - Payment of \$20,167.00 to Tyler Technologies for the 2018 Maintenance contract. I had hoped to get out of this contract as we are working on the switch to BS&A. Payment insures our coverage will continue through the transition.

Informational

**Pine River Township Items

- In 2013 the Meijer Retail private sewer was connected into an existing east west gravity sanitary sewer running under Cheeseman Rd. near Pine Avenue. The City of Alma received payment for the tap fee under city policy. My understanding is that there was some question as to who owned the line, Alma or Pine River Township. It has been determined that the sanitary sewer is the property of the Township, and the connection was outside the City of Alma's jurisdiction. Subsequently Pine River Township billed the City \$126,886.50 – their tap fee for the connection of the sewer line. In addition, there was a \$3750.00 tap fee for Meijer into the potable water main. Discussions have taken place since 2014 between the City and Township in an attempt to resolve the issue. An offer was made by the Township to rescind the invoice if the City agreed to take ownership of the sewer, from manhole T126 through and including lift station #12, all the way to the City of Alma Wastewater Treatment Plant. I picked up those discussions with Township Supervisor Kevin Beeson late last year. Public Services Director Leute was asked to put together a cost analysis of the City taking ownership of the sewer. The recommendation, and I concur, is that it would be in the best interest of everyone, for the City to pay the \$126,886.50 to Pine River Township at this time. We will be paying a known fixed cost, while staying away from an open ended estimated cost in the future.
- While discussing the above issues involving the sanitary sewer, it was discovered that the 425 Agreement for Conditional Transfer of Property includes personal property associated with the parcels covered under the agreement. The City has not paid the personal property taxes on those parcels. Taxes due for 2015, 2016, and 2017 total \$14,064.82.
- Cynthia Michels notified me of 2 items in the City's Construction in Progress account. Both were from the Wastewater Utility Fund, one labeled Upgrade Lift Station #12 for \$70,158 and one labeled Lift Station #11 Upgrade for \$58,502. The total of these 2 items is \$128,660. Investigation revealed that both of those lift stations are in Pine River Township. As stated in the 1976 Sewer Agreement the City shall make necessary repairs to the sewer owned by the Township and such payment shall be made by the Township to the City upon billing. A bid had been approved in July of 2015 by both the Alma City Commission and the Pine River Township Board to Robinson Electric to complete the work totaling \$128,600. This project had never been invoiced to the Township by the City. I have requested an invoice for the amount and it will be sent to Pine River Township.

It Right Network Assessment

- IT Right recently completed a network assessment on our IT infrastructure. The assessment is a 320-point questionnaire that is analyzed by an outside vendor, My It Process. The assessment measures numerous areas including our core infrastructure, security, server infrastructure, hardware, software, and business continuity. We scored a 49%, which is not very good. There are many projects they are currently involved with that will help us to get better. This was a very comprehensive study that will allow us to make good decisions going forward. We have a lot of work to do in order to modernize our approach to technology here in the city. I have invited our IT Right representative, Paul Trinko to visit during the work session on October 23, 2018.

Questions and brief discussion followed. The September 25, 2018, City Commission work session concluded at 5:59 p.m.

Alma, Michigan
September 25, 2018

Mayor Mapes called a regular meeting of the Alma City Commission to order at 6:03 p.m. at the Alma Municipal Building.

Present: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

Absent: None.

Mayor Mapes asked the City Commission and members of the audience to stand and recite the Pledge of Allegiance to the Flag.

Motion by Commissioner Allman as supported by Vice-Mayor Harrington to approve the minutes of the September 11, 2018 regular meeting.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Motion by Vice-Mayor Harrington as supported by Commissioner Piccolo to Set a Public Hearing for Tuesday, October 23, 2018 at 6:00 p.m. to consider the vacation of the north-south alley from the south line of Lot 2, Block 4, of Michigan Avenue Heights, south to the north Right-of-Way line of Hickory Street in Block 4, Michigan Avenue Heights, City of Alma, Gratiot County, MI.

Publication of resolution for vacating alley will be printed in the Morning Sun for four weeks prior to the Public Hearing beginning September 28, 2018.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Motion by Commissioner Piccolo as supported by Commissioner Mott to approve the consent agenda request for payments in the following amounts: \$13,086.25 to US Bank for interest due on Special Assessment Bond 2006, Capital Improvement Bond Series 2011 and General Obligation Bond 2006; \$130,636.50 to Pine River Township for the Sewer Hook-up and Water Hook up fee for the Meijer Store; \$14,064.82 to Pine River Township for the Personal Property Taxes due per the 425 Agreement pertaining to the Meijer property for years 2015, 2016 & 2017; \$20,617.00 to Tyler Technologies for the 2018 Maintenance Contract on the City's Operational software system-New World and \$19,917.81 to Chase for the interest due on the Water and Wastewater loans from 05/01/18 to 10/31/2018.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Motion by Commissioner Allman as supported by Commissioner Ayers to approve the request for purchase in the amount of \$6,026.00 to I-Deal Asphalt Sealcoating, Inc. for the sealcoating and restriping of the Alma Transportation Center Parking lot.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Motion by Commissioner Piccolo as supported by Commissioner Ayers to approve the request for purchase in the amount of \$3,450.76 to The Joy Factory for the vehicle mounts and cases for the Dial-a-Ride Bus tablets.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Motion by Commissioner Allman as supported by Commissioner Nyman to award the 2018 Sidewalk Replacement Program Bid to the low bidder; Seifert Concrete, LLC of Ashley MI in the amount of \$51,886.75.

BIDDER	Total Bid Amount
Seifert Concrete, LLC Ashley	\$51,886.75**
Wobig Construction, Saginaw	\$61,984.45
Crawford Contracting, Mt. Pleasant	\$66,793.00
F & M Concrete, Dimondale	\$69,981.50
Robbin Harsh Excavating, Clare	\$80,519.75

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Motion by Vice-Mayor Harrington as supported by Commissioner Nyman to approve a resolution proclaiming Wednesday, October 31st as “Halloween” in the City and to set the trick or treat hours between 5:30-7:30 p. m.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

The following preamble and resolution was offered by Commissioner Ayers as supported by Commissioner Nyman:

WHEREAS, the City of Alma has participated in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City’s redevelopment practices as reported in the Redevelopment Ready Communities Assessment Report and Evaluation of Findings presented at the City Commission meeting August 14, 2018; and

WHEREAS, The MEDC has developed a program for certifying Redevelopment Ready Communities, and the City of Alma desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, The City of Alma in collaboration with Gratiot County Municipalities are completing the work updating its Master Plan and will utilize the recommendations and technical assistance provided by the MEDC to ensure that development readiness is appropriately addressed as the Master Plan is carried out; and

WHEREAS, the program includes evaluating the partnerships with City boards and commissions related to development including the City Commission, Planning Commission, Zoning Board of Appeals, and the Downtown Development Authority; and

WHEREAS, The RRC Baseline Report requires certain recommendations to be completed in order for the City to attain Redevelopment Ready Communities Certification:

1. Continue Work On:
 - a. The Creation of an Alma specific implementation matrix for the Master Plan.
 - b. Review and determine if zoning ordinance updates are needed to align with the new Master Plan.
 - c. Create a flowchart with timelines for the development review process.
 - d. The User-friendliness of Zoning Ordinance.
 - e. Provide options within the B-1 and B-2 Districts.
 - f. Adopt non-motorized transportation standards.
 - g. Improvements to the development review process.
 - h. Online guide to development and provide Redevelopment Ready Sites are per standard of the RRC.

NOW, THEREFORE, BE IT RESOLVED, that the City of Alma, Michigan, through its City Commission, Authorizes the implementation of the MEDC recommendations necessary to receive Redevelopment Ready Communities Certification.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman and Piccolo.

No: None.

Absent: None.

Resolution Declared Adopted.

Motion by Commissioner Mott as supported by Commissioner Allman to approve the introduction of Ordinance #803 to amend the Zoning Ordinance to add Section 60-382 Conditional Zoning.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Motion by Commissioner Ayers as supported by Commissioner Nyman to approve the Easement Agreement between the City of Alma and Gemini Capital Management V, LLC for the alley located west of 111 & 113 W Superior Street.

The purpose of the easement shall be limited to the construction, maintenance, use, repair and replacement of a staircase to allow ingress and egress into and out of proposed apartments on second floor of 111 & 113 W Superior. Gemini Capital Management V, LLC will assume and pay the entire cost of construction. Following construction, maintenance or repair, ongoing maintenance including snow removal of the subject alley comprises this easement, shall be the responsibility of the Grantee (Gemini Capital Management V, LLC). The alley will be open to the public.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Brian Hancock, Race Director presented the results of Survey and Post-Event report for 2018 Avalon Pontoons Alma Grand Prix of Cyclocross. This was the 5th year for the event. A survey was given to the 273 racers who participated with 54 racers responded. Based on their responses as far as local economic impact Mr. Hancock is confident in assuming a range of \$10,000-\$14,000 was spent in the City of Alma on and around the race day. A question was asked on how far participants traveled to the race. The greatest number 38.89 % traveled 100-150 miles with 16.67 % traveling over 150 miles. Mr. Hancock wanted to thank the Commission for their willingness in

having the event and the Alma Transportation Center for the use of their grounds for the event. Alma Transportation Director, Brett Baublitz thanked Mr. Hancock for the cleanup after the race. All the grounds were restored to their original state. Mayor Mapes congratulated Mr. Hancock on a successful event and encouraged citizens to attend next year. City Manager Schooley stated that the event is built for spectators.

The meeting notes of September 18th and September 25th Committee for the Medical Marihuana Facilities Ordinance was given by Commissioner Piccolo:

The task force convened on September 18, 2018 at 9:00 a.m.

Members Present: Aaron Hale, Nick Piccolo, Aeris Ripley, and Matt Schooley.

MATTERS AND ISSUES DISCUSSED

- The task force discussed the application process and suggested steps for successful completion a DRAFT of the application process follows.
- The September 25, 2018 meeting will include unit heads of departments responsible for aspects of the process and regulation.
- Unit heads will receive materials from other municipalities and will be asked to prepare approval standards for applicants that their respective units will assess.
- Standards must conform with policy guidelines and should be as clear and concrete as is practical.
- A schedule for unit heads to present their standards to the task force will be established.

Application Process Flowchart (DRAFT 1)

- Applicant pre-qualifies with the state of Michigan
- Applicant brings MI pre-qualification to Alma
- Applicant requests Zoning pre-qualification from Alma City Clerk.
- Upon notification of Zoning pre-qualification from Alma City Clerk applicant pays \$1,000 pre-zoning qualification fee and receives an application packet.
- Applicant completes application packet. An application must be 100% completed before submission to the clerk. This means completion of all sections in the application.
- Application is reviewed by all departments and determined to be completed and to meet policy guidelines and standards. Departments "sign-off" on the application and it is automatically recommended to the City Commission for Approval.
- Applicant is notified of their application status.
- City Commission votes on application approval.
- If the Alma City Commission approves, the applicant returns to the State of Michigan for licensure.
- Upon receipt of license from the state, the applicant must apply for and pass all inspections and approvals for occupancy (building, electrical, mechanical, etc.) must be secured.
- Once occupancy approvals are secured, the applicant pays the City of Alma the remaining \$4,000 and is granted approval to operate in Alma.

The task force Convened on September 25, 2018 at 9:00 a.m.

Members Present: Aaron Hale, Aeris Ripley, Matt Schooley, Roger Allman, Don Ayers, and Nick Piccolo

MATTERS AND ISSUES DISCUSSED

- The task force discussed the application process and suggested steps for successful completion. A rough draft of a flowchart of the application process is being developed.

- Next steps include the creation of departmental standards. The October 2, 2018 task force meeting will include unit heads of departments responsible for aspects of the process and its regulation.
- Unit heads will be charged with preparing approval standards for applicants for assessment by their respective units.
- Unit standards must conform with marijuana policy guidelines, city ordinances, and state laws. The intent is to develop clear and concrete standards that are practical for the city to enforce.
- At that meeting, a schedule for unit heads to present their standards to the task force will be established.
- As the work on standards progresses, the task force will begin creating application materials.

Motion by Vice-Mayor Harrington as supported by Commissioner Mott to receive the following reports and place them on file: Alma Police report for August 2018; Alma Planning Commission meeting minutes of September 10, 2018; Survey and Post-Event report for 2018 Avalon Pontoons Alma Grand Prix of Cyclocross; and the meeting notes of September 18th and September 25th Committee for the Medical Marijuana Facilities Ordinance.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

A presentation of Life Saving Awards was given by Police Chief, Kendra Overla to Officer Jeff Hedrick and Sergeant Jacob Gulick for their efforts on June 26, 2018. The officers were on duty and were dispatched to a 25-year-old having a seizure. Upon arrival at the scene it was apparent that the 25-year-old was having a cardiac event and was in full arrest. The two officers started life saving efforts and continued until paramedics arrived. The young man survived this cardiac event. The Alma Police Department with great pride present Officer Hedrick and Sgt. Gulick with a Life Saving Award and pin.

Public Safety Administrator, Mark Williams added that he is very proud of these officers and this is the highest honor that a Police Officer can receive.

Mayor Mapes stated that we all appreciate the Officers service to the community.

City Attorney Costanzo commented that so many things our Police Department do does not get commended. They do an outstanding job.

Motion by Commissioner Piccolo as supported by Commissioner Ayers to approve Warrant No. 19-06 and to authorize the City Treasurer to issue checks in payment of all claims.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Commissioners all wanted to congratulate the officers and that we appreciate their service.

Commissioner Mott wanted to thank Brian Hancock for the bicycle race. We really appreciate having the event.

Commissioner Allman also wanted to express his thanks for the race and to inform the Commission that on Thursday a presentation will be made to the Gratiot Community Foundation on behalf of the GREAT Initiative to receive a grant for beautifying the East entrance to the City.

City Manager Schooley informed the Commission that he has posted on the City website a link to information on the Pine River and he also congratulates the officers.

Mayor Mapes spoke thanked the Officers and Mr. Hancock and Commissioner Allman and the committee working on the Grant for their continued good work.

Mayor Mapes opened the floor for Public comment.

Mayor Mapes asked that City Staff investigate the minimum sewer usage fee.

Laurie Wilson, 817 Michigan, St Louis congratulated the officers and thanked everyone for their support with her cancer treatments.

Mark Prout, 1006 Iowa presented information of Speed Humps to slow traffic to the Commission. He is concerned with the excessive speed of drivers on Iowa. Drivers are using Iowa as on the three cross streets to get to the east side of town specifically at 8:00 am and then again at 5:00 pm. He has found in his travels on Shattuck Rd in Saginaw that Speed Humps are being used to slow traffic. He would like the Commission to consider his request.

Lynn Ludy, 111 Wheeler announced the Used Book Sale brought in \$11,000. These funds will be used for Scholarships to further the education of adults over 21 who may have had their continuing education interrupted. Many area Gratiot County residents helped with the sale.

Being no further Public comment, Mayor Mapes asked for a motion to adjourn.

Motion by Vice-Mayor Harrington as supported by Commissioner Allman to adjourn the regular meeting at 6:52 p.m.

Yes: Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

No: None.

Gregory S. Mapes, Mayor

Sheila Letourneau, City Clerk