

A faded, semi-transparent image of the United States flag is positioned in the background, behind the text. The flag's stars and stripes are visible but muted in color.

**City Commission**

**Newsletter**

**July 7, 2017**

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## City Activities Newsletter

By Phillip J. Moore

July 7, 2017

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### **MICHIGAN MUNICIPAL LEAGUE CONFERENCE**

The Michigan Municipal League will be holding their Annual Conference in Holland, MI from September 13-15, 2017. The MML Conference is a great venue learning about municipal government and networking with other municipal leaders from around the State of Michigan. The MML website has more information about the conference. If City Commissioners are interested in attending the conference, please contact Sheila Letourneau so she can register you and make hotel reservations if needed.

### **MAPLES BUILDING UPDATE**

The Maples Building is nearing close out. We are currently waiting for the State to finish their review of everything. We have reached the point where the MEDC is willing to consider new applications from the City of Alma for rental rehabilitation projects. Under the grant program, the only city match is staff time to administer the grant. The property owner must have prepared drawings with an architect or engineers seal and the financing for the owner's share of the project. Under MEDC rules, we must use a certified grant administrator to assist us in the grant administration process which is covered by the grant.

Aeric Ripley is organizing a meeting of downtown property owners to determine the level of interest in pursuing another grant. The final products of the rehabilitation projects have been remarkable. The apartments have been very nice. The program makes it easier for the businesses to be successful in the downtown.

### **SITE RESTORATION ORDINANCE**

I have enclosed a first draft of a site restoration [ordinance](#). This ordinance would apply to all zoning districts and all types of structures. Unfortunately, we have had experience with demolition problems. We have been operating under the International Property Maintenance Code which addresses the problem but in a more general, vague sense. In dealing with property owners and insurance companies having a clearly defined ordinance related to building demolition and site restoration is essential. The details and fine points are often argued. Having a proper demolition and restoration is important to the community and the neighborhood.

The proposed ordinance requires that demolitions perform all state required testing. All debris must be removed from the site. Foundations must be removed unless the Director of Public Works approves keeping in place. The site must be backfilled with sand with a top layer of top soil. The site must be seeded to grow grass as a top cover. This final step is important for aesthetics and soil erosion control.

### **BUDGET**

In looking to the future, there is nothing being discussed in Lansing that would indicate that the FY2019 budget will be any easy to balance that recent years' budgets. Our best forecast for the FY2019 General Fund revenues indicates that we should expect revenues similar to the current levels. That being the case, I

am recommending that the City Commission meet in September to discuss our options for preparing the FY2019 budget. We will be faced with an option of raising revenue, cutting expenditures or using fund balance to balance the budget. If the raising revenue is to be considered, the September meeting would provide the City with enough time to hold public meetings or possibly elections in January/February, so that we will know the General Fund revenue picture and agree on the general direction for balancing the FY2019 budget early in the budget process.

### **REDEVELOPMENT READY COMMUNITY**

The City of Alma has been officially recognized by the Michigan Economic Development Corporation as having been accepted into the Redevelopment Ready Community program. I have signed a memo of understanding with the MEDC committing the City to work towards getting RRC certified. Under the agreement, we have 365 days to reach the end. I think we can do that if we work at it. One of the items of the agreement is that we must provide the City Commission with a month update of our progress. For this month, I have attached our [checklist](#) to the newsletter. In the future, I will include it as a monthly report to the City Commission.

### **CONSTRUCTION UPDATE**

The water transmission main project is making progress but still behind schedule. The First layer of asphalt has been paved on the section from Lincoln to Philadelphia. Most of the concrete work has been completed in that section but not all of it. For the second phase from Philadelphia to Superior the transmission main has been installed up to the Superior Street. The contractor is planning to bore under Superior Street. This will keep the street open while installing the pipeline across Superior.

The contractor has started a second crew on the project. They started on Van Buren and are currently headed north on Ennis Road. Having the second crew is important for the project meeting the construction deadline. We want the entire completed, paved, and operational by the end of October. This is a big project. There are many opportunities for the construction to be delayed or slowed down. It is difficult to catch up. The second crew will help keep the project on track.

### **SCOTLAND YARD PARKING LOT**

On the agenda is the parking lot for the farmers' market area. The lot is being paid through two sources. First, Beacon and Bridge is paying for a third of the cost. Their share relates to making the asphalt thicker to handle the weight of their trucks. The balance will be borne by the Gratiot County Community Foundation Parks Herbert Lueth Endowment Fund.

From staff perspective, this improvement will enhance the parking for the farmers' market customers. It will also reduce the maintenance time we spent on the lot. The current gravel lot requires frequent attentions because it is prone to developing big puddles. The pave surface will require less maintenance time.

Sincerely,



Phillip J. Moore  
City Manager

**ORDINANCE NO: \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 60 OF THE ORDINANCES OF THE CITY OF ALMA THROUGH THE ADDITION OF SECTION 60-188, TO SET FORTH SPECIFIC STEPS TO BE TAKEN BY THE OWNER AND/OR INSURANCE CARRIER RELATIVE TO THE RESTORATION OF PROPERTY AFTER DEMOLITION, REGARDLESS OF THE REASON FOR THE DEMOLITION**

THE CITY OF ALMA ORDAINS:

Section 1. Chapter 60 of the Code of the City of Alma, be, and is hereby amended by adding Section 60-188, to read as follow:

Section 60.188 after demolition of any building or structure within the City of Alma, regardless of their reason for said demolition, the owner of the premises that the building previously occupied, and/or the insurance carrier insuring said premises, if applicable, shall be required to take the following steps relative to the restoration of the subject premises after demolition:

- a. Any and all State of Michigan licensing, testing, and disposal requirements must be followed, with proof of said complaints submitted to the City of Alma upon request;
- b. All debris must be removed from the demolition site, and disposed of in accordance with federal and state statutes, and local ordinance, if applicable;
- c. All foundations existing on the property, after demolition must be removed, unless permission is given in writing by the City of Alma Public Works Director indicating that the foundation must remain in place, and stating, also in writing, the reason that the foundation must remain in place;
- d. The excavated building site must be back filled with sand, and a layer of top soil placed over the sand, and seeded, to grow grass as top cover;
- e. From the time of demolition, until a new building or structure is erected on the premises, the property owner shall be responsible for upkeep and maintenance of the premises, including regular lawn mowing, shoveling snow and ice off of adjacent sidewalk, and control of noxious weeds.

Section 2. Violation of the above section shall constitute a civil infraction, subjecting the violator to a fine of \$50.00 for the first offense, \$100.00 for the second offense and \$250.00 for the third and subsequent offenses.

Section 3. Separability. Should any provision of this section be declared by any court of competent jurisdiction be unconstitutional or invalid, the same will not affect the validity of the remaining provisions of this section, as a whole, or any provision of this section other than the provision so declared to be unconstitutional or invalid.

Section 4. Ordinances Repealed. All ordinances and/or parts of ordinances inconsistent with this ordinance are hereby repealed.

Section 5. Effective Date. This ordinance shall take effect and be in force 15 days from and after its enactment as provided by the City Charter.

Passed and approved by the City Commission of the City of Alma, Michigan, in regular session, held \_\_\_\_\_, 2017.

We, the undersigned, Mayor and Clerk of the City of Alma, Michigan do hereby certify that the above and foregoing ordinance, known as Ordinance No: \_\_\_\_\_ of the City of Alma, Michigan, was introduced at a regular meeting of the City Commission, held on \_\_\_\_\_, 2017, and was thereafter passed at a regular meeting on \_\_\_\_\_, 2017, at least two weeks elapsing between the introduction and the enactment.

Date in Alma, Michigan, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Greg Mapes, Mayor

\_\_\_\_\_  
Sheila Letourneau, Clerk

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
✓	<del>The master plan reflects Alma's desired direction for the future.</del>	3/1/2017	3	Planning Commission	
✓	<del>Master plan identifies strategies for priority redevelopment areas.</del>	3/1/2017	3	Planning Commission	
✓	<del>Master plan addresses land use, infrastructure, and complete streets.</del>	3/1/2017	3	Planning Commission	
✓	<del>Master plan includes zoning plan.</del>	3/1/2017	3	Planning Commission	
✓	<del>The master plan incorporates recommendations for implementation including goals, actions, timelines and responsible parties.</del>	3/1/2017	3	Planning Commission	
	Progress on master plan is reported annually to City Commission.	8/31/2017	2	City Manager	R
✓	<del>Master Plan is accessible online.</del>	03/01/2017	3	City Clerk	
✓	<del>The downtown plan identifies development area boundaries.</del>	1/1/2017	3	City Commission	

The Plan

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
	<i>The downtown plan identifies projects, estimated costs, and timeline</i>	03/31/2018	2	DDA	R
	<i>The downtown plan includes mixed-use and pedestrian oriented development elements</i>	03/31/2018	2	DDA	R
	<i>The downtown plan addresses transit oriented development, if applicable</i>	03/31/2018	2	Transit Director	R
	<i>The downtown plan coordinates with the master plan and capital improvement plan</i>	03/31/2018	2	DDA	R
✓	<del><i>The Downtown plan is accessible online</i></del>	01/01/2017	3	DDA Director	
✓	<del><i>The capital improvement plan details a minimum of six years of public structures and</i></del>	01/01/2017	3	City Manager	
✓	<del><i>Capital improvements plan coordinates projects to minimize construction costs</i></del>	01/01/2017	3	City Manager	
✓	<del><i>Capital improvements plan coordinates with the master plan and budget.</i></del>	01/01/2017	3	City Manager	

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
✓	<del>The capital improvement plan is accessible online.</del>	01/01/2017	3	City Clerk	
Public Participation	✓ <del>The Public Participation Strategy identifies key stakeholders</del>	1/1/2017	3	City Manager	
	✓ <del>The PPS describes public participation methods and the appropriate venue to use each method.</del>	1/1/2017	3	City Manager	
	✓ <del>Third parties adhere to the PPS.</del>	1/1/2017	3	City Manager	
	✓ <del>PPS includes basic practices</del>	1/1/2017	3	City Manager	
	✓ <del>PPS includes proactive practices</del>	1/1/2017	3	City Manager	
	Alma tracks success of various outreach methods	9/30/2017	1	City Manager	P
	The community participation results are communicated in a consistent and transparent manner.	12/31/2017	2	City Manager	P

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
	Alma has evaluated the master plan's recommendations to determine if changes to the zoning map or ordinance are needed.	12/31/2017	2	Planning Commission	0
✓	<del>The ordinance allows mixed use by right in designated areas of concentrated development.</del>	1/1/2017	3	Assistant City Manager	
✓	Alma requires one or more of the following elements in areas of concentrated development: <del>build to lines, open store fronts, outdoor dining, minimum ground floor transparency, streetscape elements.</del>	6/30/2017	3	Assistant City Manager	
✓	<del>The ordinance allows for preservation of sensitive historic and environmental features.</del>	1/1/2017	3	Assistant City Manager	
✓	<del>Special land use and conditional zoning approval procedures and requirements are clearly defined.</del>	6/30/2017	3	Assistant City Manager	

Zoning

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
✓	<del>Commercial and industrial districts allow for related compatible uses that serve new economy type businesses.</del>	<del>1/1/2017</del>	3	Assistant City Manager	
✓	<del>The ordinance allows for two or more non-traditional housing types.</del>	<del>6/30/2017</del>	3	Assistant City Manager	
	Alma understands the benefits of walkable and transit oriented development and has standards for the following where appropriate: bicycle parking, traffic calming, pedestrian-scale lighting, public realm standards.	6/30/2017	1	Assistant City Manager	0
	The community understands the benefits of connectivity and has ordinance requirements that accommodate pedestrian activity within and around development.	6/30/2017	1	Assistant City Manager	0

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
✓	<del>The ordinance includes regulations for two or more of the following: reduced parking with public parking is available, connection between parking lots, shared parking agreements, parking maximums, parking waivers, electric vehicle charging stations, bicycle parking, payment in lieu of parking, reduction of required parking for complementary mixed uses.</del>	1/1/2017	3	Assistant City Manager	
	The ordinance includes regulations for one or more of the following: rain gardens, green roofs, pervious pavement, landscaping that encourages use of naïve, non-invasive species, preservation of existing trees.	12/31/2017	1	Assistant City Manager	0
✓	<del>Alma recognizes the benefits of street trees and parking lot landscaping.</del>	1/1/2017	3	Assistant City Manager	

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
✓	<del>The ordinance portrays clear definitions and requirements.</del>	1/1/2017	3	Assistant City Manager	
✓	<del>The ordinance is available in electronic format at no cost. Hard copies are available for review at convenient locations.</del>	1/1/2017	3	Assistant City Manager	
✓	<del>The ordinance is accessible online.</del>	1/1/2017	3	Assistant City Manager	
✓	<del>The responsibilities of the City Commission, planning commission, zoning board of appeals and staff are clearly documented.</del>	1/1/2017	3	City Commission	
✓	<del>Alma identifies a project point person and trains staff to perform intake responsibilities.</del>	1/1/2017	3	City Manager	
	Alma has clearly defined expectations posted online and a checklist to be reviewed at conceptual meetings.	12/31/2017	1	Assistant City Manager W	

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
✓	<del>Alma assists the developer in soliciting input on a proposal early in the site plan approval process as detailed in the PPS</del>	1/1/2017	3	Assistant City Manager	
✓	<del>The joint site plan review team consists of representatives from multiple departments.</del>	1/1/2017	3	Assistant City Manager	
	The internal review process articulates clear roles, responsibilities and timelines.	12/31/2017	1	Assistant City Manager P	
	Development review standards are clearly defined.	12/31/2017	1	Assistant City Manager P	
✓	<del>Site plans for permitted use are approved administratively or by the planning commission.</del>	1/1/2017	3	Assistant City Manager	
	Alma follows its documented procedures and timelines.	12/31/2017	1	Assistant City Manager P	

Development Review Process

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
✓	<del>Community development staff coordinates with permitting and inspections staff to ensure smooth and timely approval process.</del>	1/1/2017	3	Assistant City Manager	
	Alma uses a tracking mechanism for projects in the development process.	9/30/2017	1	Assistant City Manager P	
✓	<del>Alma uses a tracking mechanism for projects during the permitting and inspection process.</del>	1/1/2017	3	Assistant City Manager	
	Alma obtains customer feedback on the site plan approval and permitting process and integrates changes where needed.	3/31/2018	1	Assistant City Manager P	
	The joint site plan review team , including permitting and inspections staff, meet to capture lessons learned and amends the process accordingly.	12/31/2017	1	Assistant City Manager P	

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
	Alma maintains a guide to development that includes the required criteria.	12/31/2017	1	Assistant City Manager	R
	The guide to development is accessible online.	12/31/2017	1	Assistant City Manager	W
	The fee schedule is updated to cover the true cost to provide services.	9/30/2017	2	Finance Director	P
✓	<del>Alma accepts credit cards payments for fees.</del>	<del>6/30/2017</del>	<del>3</del>	<del>Finance Director</del>	
Vacation	Alma outlines expectations and desired skill sets for open board seats.	8/31/2017	2	City Manager	R
	Board and commission applications are available online.	8/31/2017	2	City Clerk	W
	The orientation packet includes all relevant planning, zoning, and development information.	9/30/2017	1	Assistant City Manager	R

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
✓	<del>Alma has a training budget allocated for elected and appointed officials and staff.</del>	1/1/2017	3	City Manager	
	Alma manages a simple tracking mechanism for logging individual training needs and attendance.	9/30/2017	1	City Clerk	P
	Alma identifies trainings that assists in accomplishing their stated goals and objectives.	9/30/2017	2	City Manager	P
✓	<del>Alma consistently notifies its elected and appointed officials and staff about training opportunities.</del>	6/30/2017	3	City Manager	P
	Alma holds collaborative work sessions, including joint trainings on development topics.	9/30/2017	2	City Manager	P
	Training participants share information with those not in attendance.	9/30/2017	2	Mayor	P
	The planning commission prepares an annual report for the City Commission.	1/31/2018	1	Assistant City Manager	P

Recruitment and Edu

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
✓	Alma maintains an updated list of priority sites to redeveloped.	6/30/2017	3	City Manager	R
✓	Alma gathers basic information for prioritized redevelopment sites.	6/30/2017	3	City Manager	R
	Alma's vision includes desired development outcomes.	12/31/2017	1	City Manager	R
	Alma champions for redevelopment of the site are identified.	12/31/2017	1	City Manager	P
	High controversy redevelopment sites may require additional public engagement.	12/31/2017	1	City Manager	P
	Alma identifies negotiable development tools, financial incentives and/or in-kind support, based on the project meeting Alma's vision and development outcomes.	12/31/2017	1	City Manager	R

Redevelopment Ready Sites

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
	Property information packages for prioritized sites are assembled.	9/30/2017	2	Assistant City Manager	R
	The property information packages are accessible online.	9/30/2017	2	Assistant City Manager	W
✓	<del>The economic development strategy is part of the master plan, annual budget, or a separate document.</del>	3/31/2018	3	GGDI	R
✓	<del>The economic development strategy connects to the master plan and capital improvement plan.</del>	3/31/2018	3	City Manager	R
✓	<del>The economic development strategy identifies the economic opportunities and challenges of Alma.</del>	3/31/2018	3	GGDI	R

Prosperity

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
Community F	<i>The economic development strategy incorporates recommendations for implementation, including goals, actions, timelines and responsible parties.</i>	3/31/2018	2	GGDI	R
	<i>The economic development strategy coordinates with a regional economic development strategy.</i>	3/31/2018	2	City Manager	R
	<i>The economic development strategy is accessible online.</i>	9/30/2017	2	City Clerk	W
	<i>Progress on the economic development strategy is reported annually to the City Commission.</i>	12/31/2017	2	City Manager	P
	<i>The marketing strategy identifies opportunities and outlines specific steps to attract businesses, consumers and real estate development to Alma.</i>	3/31/2018	1	GGDI	R

# Alma's Redevelopment Ready TO DO LIST

Friday, July 07, 2017

Due Today: 0

Overdue: 0

Done	Description	Due Date	Status	Assigned to	Type
	<i>The marketing strategy strives to create or strengthen an image for Alma.</i>	<i>3/31/2018</i>	<i>1</i>	<i>GGDI</i>	<i>R</i>
	<i>The marketing strategy identifies approaches to market priority development sites.</i>	<i>3/31/2018</i>	<i>1</i>	<i>GGDI</i>	<i>R</i>
	<i>The community coordinates marketing efforts with local, regional and state partners.</i>	<i>3/31/2018</i>	<i>1</i>	<i>GGDI</i>	<i>P</i>
<i>1</i>	<i>Alma's website is easy to navigate.</i>	<i>6/30/2017</i>	<i>3</i>	<i>City Clerk</i>	
<i>1</i>	<i>Alma's planning, zoning, and development information is grouped together with links to plans, guides boards, and payment options.</i>	<i>6/30/2017</i>	<i>3</i>	<i>City Clerk</i>	
<i>O= Ordinance</i>			<i>4</i>		
<i>P=Process</i>			<i>19</i>		

# Alma's Redevelopment Ready TO DO LIST

**Friday, July 07, 2017**

Due Today: **0**

Overdue: **0**

Done	Description	Due Date	Status	Assigned to	Type
	R=Report		21		
	W=Web		5		

