City Commission Meeting Agenda

Mayor Mapes will ask City Commissioners for additions and deletions to the agenda. All Commissioners will be given an opportunity to review late arriving supporting materials prior to roll call.

Roll Call
Pledge of Allegiance
Approval of the Minutes of the March 11, 2020 regular meeting.
A. Petitions:
B. Communications:
C. Hearings:
   1. Set a public hearing for Tuesday, April 28, 2020 at 6:00 p.m., or as soon after as the agenda allows, to consider a request from Avalon & Taho Manufacturing, Inc. for a PA 198 Industrial Facilities Tax Exemption Certificate.
   2. Set a Public Hearing for Tuesday, April 28, 2020 at 6:00 p.m. to consider the vacation of the North-South Alley from the South Right-of-Way line of Hastings Street to the North Right-of-Way line of Downie Street ALL in Block 20, Original Town Plat, City of Alma, Gratiot County, Michigan. Publication of resolution for vacating alley will be printed in the Morning Sun for four weeks prior to the Public Hearing beginning March 27, 2020.
   3. Public hearing to consider an application for an Obsolete Property Rehabilitation Exemption Certificate for TKBennett, LLC at 110 E. Superior Street. The purpose of the OPRA is to assist with the creation of new commercial space in the downtown. The OPRA District was established January 28, 2020.

D. Consent Agenda:
E. Request for Purchase:
F. Recommendation on Bids:

1. Consideration of a resolution to receive and award bids for the 2020 Library Parking Lot Project, and to approve a corresponding request for purchase. The following bids were received March 18, 2020:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Security</th>
<th>Bid Amount</th>
</tr>
</thead>
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<tr>
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<td></td>
</tr>
<tr>
<td>Carrollton, MI 48724</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Recommended Bidder

Approve
G. Resolutions:

1. Consideration of a resolution to approve the Alma Highland Festival Committee’s request to operate the entertainment tent for the 53rd Alma Highland Festival and Games from 6:30 p.m. to 1:00 a.m. on Friday, May 22nd, noon to 1:00 a.m. on Saturday, May 23, and 1:00 p.m. to 6:00 p.m. on Sunday May 24th, 2020, pursuant to Ordinance No. 695 which allows the City Commission to approve a three-day variance to the noise ordinance.  

   Approve

2. Consideration of a resolution authorizing the Obsolete Property Rehabilitation Exemption Certification for TKBennett, LLC at 110 E. Superior Street.  

   Approve

H. Ordinances:

I. Agreements:

J. Reports:

   The City Commission may receive the following reports by one resolution. A City Commissioner may remove any item within this section for individual discussion and vote.

   1. Alma Police Department February 2020 Report
   2. Alma Board of Review Meeting Minutes of March 3, March 17, and March 18, 2020
   3. City Manager’s Report  

   Receive

K. Appointments:

L. Unfinished Business:

M. New Business:

Appropriations

Commissioner’s Comments

Invitation to Public

(Subject: Pursuant to Article II of the City Code, individuals requesting to address the City Commission may do so by moving to the podium and being recognized by the Mayor, following which they should state their name and address for the record. Individuals should address their comments to the Mayor. Comments are limited to a maximum of five (5) minutes per person, unless the Commission grants furttime.)

Adjournment
Mayor Greg Mapes called a regular meeting of the Alma City Commission to order at 6:00 p.m. in the Alma Municipal Building. A quorum of the Commission was present.

Mayor Mapes led those present in a recitation of the Pledge of Allegiance to the United States of America.

Roll Call
Present: Roger Allman, Greg Mapes, Nick Piccolo, Michelle, Pitts, and Audra Stahl.
Absent: Larry Mott and Roxann Harrington.

Mayor Mapes asked for a moment of silence in remembrance of Alma Firefighter Marlin Brush.

Approval of Minutes
Motion by Commissioner Pitts, seconded by Commissioner Allman, to approve the minutes of February 25, 2020, as presented. Motion carried.

Yes: Allman, Maples, Piccolo, Pitts, and Stahl.
No: none.
Absent: Mott, and Harrington.

Commissioner Harrington arrived at 6:03 p.m.

Hearings
2020-00042 Motion by Commissioner Allman, seconded by Commissioner Pitts, to approve a resolution to set a public hearing for Tuesday, March 24, 2020 at 6:00 p.m. to review and consider an Obsolete Property Rehabilitation Application for the property located at 110 E. Superior Street.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Piccolo, Pitts, and Stahl.
No: none.
Absent: Mott.

Requests for Purchase
2020-00043 Motion by Commissioner Pitts, seconded by Commissioner Allman, to adopt a resolution to approve a request for purchase in the amount of $18,350.00 to J. Ranck Electric for an LED traffic signal and controller to replace the traffic light at the corner of Center and State Streets.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Piccolo, Pitts, and Stahl.
No: none.
Absent: Mott.

Reports
2020-00044 Motion by Commissioner Stahl, seconded by Vice-Mayor Harrington, to adopt a resolution to receive the following reports and place them on file: Alma Transit February 2020 Report, Personnel Advisory Committee Minutes of February 25, 2020, Planning Commission Minutes
Mayor Mapes called for discussion. Commissioner Stahl suggested a list of attendees be included with the Personnel Advisory Committee minutes. City Manager Schooley explained he had included the agenda rather than minutes with the packet, and attendees would be included in the minutes.

Schooley went on to talk about how the City is addressing continuity of government in light of the coronavirus crisis. They are looking at waiving some personnel policy requirements to accommodate illnesses. They are also reviewing emergency operations plans.

Commissioner Pitts asked Schooley to include information about nominating petitions for City Commission positions on the City’s website.

Discussion returned to the issue of the coronavirus, and Schooley explained it may be necessary to address in-person meetings at some time in the near future.

Mayor Mapes called for a vote on the motion on the floor.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Piccolo, Pitts, and Stahl.
No: none.
Absent: Mott.

New Business

2020-00045 Motion by Commissioner Pitts, seconded by Vice-Mayor Harrington, to adopt a resolution approving the Preliminary Planned Unit Development Plan submitted for 1425 Michigan Avenue.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Piccolo, Pitts, and Stahl.
No: none.
Absent: Mott.

2020-00045 Motion by Commissioner Pitts, seconded by Vice-Mayor Harrington, to receive a presentation from the Alma Disc Golf Club.

Mayor Mapes called for discussion on the motion.

Sam Prout and Craig Compton of the Alma Disc Golf Club presented their proposal for an 18-hole disc golf course in Alma near the current cyclocross site. The course would be 18 to 20 acres, with the same terms of use as the cyclocross currently is using. The course would be open to the public. Prout and Compton answered questions from the Commission, after which Mayor Mapes called for a vote on the motion.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Piccolo, Pitts, and Stahl.
No: none.
Absent: Mott.
Alma City Commission
Alma, Michigan
March 11, 2020

Appropriations
2020-00046 Motion by Vice-Mayor Harrington, seconded by Commissioner Pitts, to adopt a resolution approving Warrant No. 20-17 and authorizing the City Treasurer to issue checks in payment of all claims.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Piccolo, Pitts, and Stahl.
No: none.
Absent: Mott.

Commissioner Comments
Commissioner Stahl offered condolences to the family and friends of Marlin Brush.
Commissioner Pitts also offered condolences to the Marlin Brush family and encouraged everyone to work to Keep Alma Beautiful as the warm weather approaches.
Vice-Mayor Harrington reminded everyone of kindergarten registration at Luce Road School.
Commissioner Allman spoke about a severe and costly mold problem at the Gratiot County Players Theatre.
City Attorney Tony Costanzo spoke about Marlin Brush, his service to the community, and said he would be missed by many.
City Manager Schooley offered condolences to Marlin Brush’s family, including his fire department family and friends. He also said the City had been chosen with 9 others, out of 70 applications, to do a pitch for a grant from Consumers Energy.
Mayor Mapes offered condolences to the family of Marlin Brush. He encouraged everyone to stay home if they feel sick, in light of the coronavirus situation.

Public Comments
Lynne Ludy, representing the local Red Cross chapter, provided information about the coronavirus. She said the MMDHD advisory is to wash hands thoroughly and often and keep a 6-foot distance from other people.

Tim Lambrecht offered kudos to the Alma Disc Golf Club and spoke about issues the Gratiot County Commission is currently addressing.

Motion by Commissioner Allman, seconded by Vice-Mayor Harrington, to adjourn the meeting at 7:15 p.m. Motion carried.
Yes: Allman, Harrington, Mapes, Piccolo, Pitts, and Stahl.
No: none.
Absent: Mott.

____________________________________
Gregory S. Mapes, Mayor, City of Alma

____________________________________
Sara Anderson, City Clerk, City of Alma

Date of Approval
NOTICE OF PUBLIC HEARING

Notice is hereby given that upon receipt of an application by Avalon and Tahoe Manufacturing, Inc. a Public Hearing will be held in the Alma Municipal Building, 525 E. Superior Street, Alma, Michigan on the 28th day of April 2020 at 6:00 p.m. for the purpose of determining whether an Industrial Facilities Exemption certificate should be granted to Avalon and Tahoe Pontoon Mfg., Inc. for the premises described as north of Michigan Ave. beginning at Bridge Ave. going west and south of the Pine River including all vacant properties now owned by Avalon & Tahoe Mfg., Inc.

The owners of all real property within the proposed Industrial Development District and any other resident or taxpayer of the City of Alma shall have the right to appear and be heard.

Sara Anderson, City Clerk
(989)463-8336

Publish Monday, April 13, 2020
1 Affidavit
RESOLUTION FOR VACATING STREETS AND ALLEYS

BE IT RESOLVED, that in accordance with Section 14.2 of the City Charter, and the Laws of the State of Michigan, the City Commission deems it advisable for the welfare and safety of the people of the City of Alma to vacate, discontinue and abolish the public alley in said City known and described as follows:

The North-South Alley from the South Right-of-Way line of Hastings Street to the North Right-of-Way line of Downie Street ALL in Block 20, Original Town Plat, City of Alma, Gratiot County, Michigan.

reserving however, easements over, under and across the said parcel for public utility purposes with full right and authority to use said parcel and to enter thereon at all times for the purpose of construction, repairing, removing, replacing, improving, enlarging and maintaining such public utilities.

BE IT FURTHER RESOLVED, that April 28, 2020 at 6:00 p.m. at the Commission Chambers in the City Hall of the City of Alma be the time and place when the Commission shall meet to consider any objections to the said vacation proceedings.

BE IT FURTHER RESOLVED, that a copy of this resolution, together with a notice of said meeting, shall be published in a newspaper published in the City of Alma, once each week for four (4) weeks prior to April 28, 2020.

PUBLIC NOTICE

To Whom It May Concern:

Please take notice of the time and place when the City Commission will meet to consider any objections to above vacation proceedings.

Dated: March 24, 2020

Sara Anderson
Alma City Clerk

Publish: (4 weeks)
March 27, 2020
April 3, 2020
April 10, 2020
April 17, 2020

One Affidavit for all publications
319 E Downie Street – Alley Vacation Description

The North-South Alley from the South Right-of-Way line of Hastings Street to the North Right-of-Way line of Downie Street ALL in Block 20, Original Town Plat, City of Alma, Gratiot County, Michigan.
110 E Superior Street (Former Gold & Gems Building)
OPRA Application Request
General Overview

Obsolete Property Tax Rehabilitation Tax Abatement (OPRA)

• The Obsolete Property Rehabilitation Act (OPRA), Public Act 146 of 2000, provides for a tax incentive to encourage the redevelopment of obsolete buildings.

  a. Designed to assist in the redevelopment of older buildings which maybe contaminated, blighted or functionally obsolete.

     i. The goal is to rehabilitate older buildings into vibrant commercial and commercial housing projects.
How Does it Work

a. Essentially the existing taxable value on a designated building is frozen for up to 12 years. By freezing the taxable value, it provides an incentive for the developer to make significant improvements to the building without significantly increasing the property taxes on the building.

i. This provides an opportunity for the developer to recoup some of the costs of investing in a more distressed property.
What is the Process

a. The local unit of government must hold a public hearing first to establish an OPRA district consisting of one or more parcels or tracts of land characterized by obsolete commercial or commercial housing property.

b. A resolution must be passed that determines the district to be an area characterized by obsolete properties.
   • The District is established.

c. Second, with the establishment of the district, the owner of Obsolete property can submit an application to the local unit of government for the OPRA exemption certificate.

d. Another public hearing is required to review the application, the City Commission can determine and recommend the number of years to apply to the incentive, up to 12 years.

e. Once approved locally, the recommended application and resolution must be sent to the State Tax Commission. The State Tax Commission has 60 days to approve or disapprove the request. The State Tax Commission has the final say on the approval of the OPRA exemption.
**BID SHEET**

**JOB TITLE:** ___PK41 Library Parking Lot________________________________________________________

**BID DATE:** ___March 18, 2020_  **BID OPENING TIME:** __3:00 PM____  **PROJECT #:** _PK41_

**LOCATION:** __ALMA MUNICIPAL BUILDING_____________________________________________________

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Security</th>
<th>Bid Amount</th>
<th>Addendum</th>
</tr>
</thead>
<tbody>
<tr>
<td>*** D&amp;D Asphalt Specialists LLC</td>
<td>Yes</td>
<td>$6,604.00</td>
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<td>1741 W Isabella Rd</td>
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<td>Carrollton, MI 48724</td>
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</tbody>
</table>

*** Recommended Bidder
BID PROPOSAL

PROPOSAL TO CITY OF ALMA -

BID PROPOSAL FOR: Parking Lot Seal & Stripe

BID OPENING: 3:00 p.m., Wednesday March 18, 2020

TO: City Clerk
525 E. Superior Street
Alma MI 48801-0278

Gentlemen:

The undersigned has examined the various bid documents attached hereto and is fully informed as to the requirements provided therein, the nature of the service and conditions relating to performance thereof. The undersigned hereby proposes to furnish all labor, material, and equipment to provide Parking lot Seal & Stripe for which bid prices are indicated below, all in accordance with the bid documents.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Description</th>
<th>Estimated Square Footage</th>
<th>Total Lump Sum Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Parking lot seal &amp; stripe 500 E Superior Street (See attached Map)</td>
<td>43,000* S.F.</td>
<td>$16,000.00</td>
</tr>
</tbody>
</table>

*Actual quantities may vary

THE UNDERSIGNED, by execution of this bid, certifies that he is the President (title) of the firm named as bidder in the bid, that he signs the bid on behalf of the firm, and that he is authorized to execute the same in behalf of said firm.

NAME AND ADDRESS OF BIDDER:

Company Name: D & D Asphat Specialists LLC
Address: 1741 W Isabella Rd
Midland MI Zip 48640

Bid Submitted by: Dean J Cooper President

Print Name: Dean J Cooper

Telephone No.: 989 835 4011
Email Address: AsphaltSealingdc@att.com

Date: March 9, 2020
# City of Alma
## Request for Purchase

**Vendor Address**
D & D Asphalt Specialists LLC  
1741 W. Isabella Road  
Midland, Michigan 48640

**Vendor Telephone**

**Vendor Fax:**

**Vendor Address**

**Ship To:**
Public Services Director  
525 E. Superior  
Alma, MI 48801

**Date:** March 19, 2020

**Mail Attachments:**

**Special Instructions**

<table>
<thead>
<tr>
<th>Account</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Description</th>
<th>Stock #</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>510-790.000-970.000</td>
<td>43,000</td>
<td>SF</td>
<td></td>
<td>Alma Library Parking Lot Seal &amp; Stripe as per bid dated 3-18-2020</td>
<td>$</td>
<td>6,604.00</td>
</tr>
</tbody>
</table>

**Project #PK41.0000**

<table>
<thead>
<tr>
<th>Vendor/City</th>
<th>Price</th>
<th>Material/Service Usage</th>
<th>Requested By:</th>
<th>Approved By:</th>
<th>Approved By:</th>
<th>City Commission Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeager Asphalt, Carrollton, MI</td>
<td>$8,600.00</td>
<td></td>
<td>David Ringle</td>
<td></td>
<td></td>
<td></td>
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</table>

**Budgeted Amount:**

**Purchase Order to be sent by:**

**Delivered using:**
March 3, 2020

Mr. Matthew Schooley
Alma City Manager
525 E. Superior St
Alma, MI 48801

Dear Matthew,

On behalf of the Alma Highland Festival Committee I am requesting a variance of Ordinance No. 695 for the Entertainment Tent Friday and Saturday evening during the 53rd Alma Highland Festival and Games. We would like to operate the Entertainment Tent Friday May 22, 6:30 pm to 1:00 am, Saturday, May 23, 2020 from Noon to 1:00 am and Sunday May 24, 2020, hours will be from 1:00 pm to 6:00pm. The Entertainment Tent will be located in the North West corner of the Heritage Center parking lot.

We will once again set up a 40' X 100' tent and have the beer trailer parked on the paved parking lot. The Entertainment Tent will be set up for the entire weekend serving beverages Friday, Saturday and Sunday. We have booked Jedi Mind Trip for Friday night, and Chelsea House Orchestra, The Founding, CrossBow, Bother Crowe, and the Tallon Weatherby Band for Saturday and Sunday.

If you have any questions please call me at the office 463-8979 or at home 763-3146.

Sincerely,

Marcel Martinez
Alma Highland Festival & Games Committee
RESOLUTION APPROVING AN OBSOLETE PROPERTY
REHABILITATION CERTIFICATE PURSUANT TO AND IN ACCORDANCE
WITH THE PROVISIONS OF ACT 146 OF THE PUBLIC ACTS OF THE
STATE OF MICHIGAN OF 2000, AS AMENDED

At a regular meeting of the City Commission of the City of Alma, Gratiot County, Michigan, held in the Commission Chambers of said City on the 24th day of March 2020:

PRESENT:
ABSENT:

The following preamble and resolution was offered by Commissioner seconded by Commissioner :

WHEREAS, the City of Alma has been deemed a Qualified Local Governmental Unit, according to Section 2(k) of PA 146 of 2000; and

WHEREAS, pursuant to PA 146 of 2000, after a duly noticed public hearing held on January 28, 2020, the City Commission by resolution established the Alma Renaissance Obsolete Property Rehabilitation District, as requested by TKBennett, LLC and said district has been deemed an obsolete property according to PA 146 of 2000; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and is situated within an Obsolete Property Rehabilitation District established in the City of Alma under Public Act 146 of 2000 to establish such a district; and

WHEREAS, TKBennett, LLC has filed an application for an Obsolete Property Rehabilitation Certificate with respect to the rehabilitation of facilities located in the TKBennett, LLC Obsolete Property Rehabilitation District; and

WHEREAS, before acting on said application the City Commission held a public hearing on March 24, 2020 at 6:00 p.m. at the City Commission Chambers, 525 E. Superior Street, at which hearing the applicant, the Assessor and a representative of the affected taxing units, having been given written notice, were afforded an opportunity to be heard on said application; and

WHEREAS, the property located at 110 East Superior Street Alma, Michigan is found to be obsolete property for the following reasons:

   a) It is functionally obsolete for the reasons that the mechanical systems, such as plumbing, heating and electrical need complete replacement, as well as poor condition of walls, floors, ceiling, windows, and doors.
   b) The layout and barrier free access is inadequate for the highest and best use of the property. The interior portion of the building will need to undergo extensive renovation to accommodate any business.

WHEREAS, the rehabilitation of the facility had not occurred before the establishment of the TKBennett, LLC Obsolete Property Rehabilitation District on January 28, 2020; and

WHEREAS, the aggregate taxable value of real and personal property exempt from ad valorem taxes within the City of Alma, after granting this certificate, will exceed 5% of an amount equal to the sum of the taxable value of the unit, plus the taxable value of personal and real property thus exempted; and

WHEREAS, said applicant TKBennett, LLC is not delinquent in any taxes related to the facility; and
WHEREAS, the City of Alma has been supplied with the following: a general description of the obsolete facility; a description of the proposed use; a work-plan for the rehabilitation; a list of the fixed building equipment that will be a part of the rehabilitated facility; a time schedule for the rehabilitation; and a statement of the economic advantages of the rehabilitation of the facility; and

WHEREAS, the scope of rehabilitation as stated in the above documents includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation; and

WHEREAS, upon completion of said rehabilitation there is a reasonable likelihood that one of the following will: increase commercial activity, create employment, retain employment, prevent loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated; and

WHEREAS, this Obsolete Property Rehabilitation Certificate shall not exceed twelve (12) years.

Now Therefore Be It Resolved by the City Commission of the City of Alma:

1. The City Commission finds and determines that the granting of the Obsolete Property Rehabilitation Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 146 of 2000 shall not have the effect of substantially impeding the operation of the City of Alma, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Alma.

2. The application of TKBennett, LLC for an Obsolete Property Rehabilitation Certificate with respect to the rehabilitation of facilities located on the following described parcel of real property situated within the TKBennett, LLC Obsolete property Rehabilitation District at 110 East Superior Street, Alma, Michigan, to wit:

OT COM 87’ E OF NW COR OF BLK 22, TH S 70’ E 27’ N 4’ W 1’ N 66’ W 26’ TO POB. (110 E Superior Street.)

Be and the same is hereby approved.

3. The Obsolete Property Rehabilitation Certificate when issued shall be and remain in force and effect for a period of twelve (12) years after completion. The rehabilitation project shall be completed by November 2020

YES:
NO:

RESOLUTION DECLARED ADOPTED

CERTIFICATE

I, Sara Anderson, Clerk of the City of Alma, do hereby certify that the above resolution is a true and exact copy adopted at a regular meeting of the City Commission held on Tuesday, March 24, 2020 at 6:00 p.m.

__________________________________________
Sara Anderson, City Clerk
Monthly Commission Report

February 2020

Noteworthy Cases

2-1-20: Officers conducted an investigation that led to the arrest of a subject for driving on a suspended license 2<sup>nd</sup> offense

2-1-20: Officers responded to a traffic accident. The passenger in a vehicle was discovered to have a misdemeanor warrant. The subject was arrested on the warrant.

2-1-20: Officers responded to a call of a dispute. The investigation led to a subject being taken to the hospital for mental health evaluation. A subject was also arrested later for resisting and obstructing an officer.

2-2-20: A traffic stop led to the arrest of a subject for operating while intoxicated 3<sup>rd</sup> offense, possession of open intoxicants, resisting and obstructing an officer, and violation of a restricted license.

2-2-20: A call reference an intoxicated driver led to the arrest of a subject for operating while intoxicated.

2-2-20: An investigation led to a subject being lodged for a probation violation and resisting and obstructing an officer.

2-3-20: Officers responded to a call of a possible break-in in progress. Officers arrived and determined the call was civil in nature. The investigation led to charges being sought against a subject for driving on a suspended license.

2-4-20: Officers made contact with a subject and placed them under arrest on an outstanding warrant for a probation violation.

2-8-20: A traffic stop led to the arrest of the driver for operating while intoxicated.

2-9-20: Officers conducted a traffic stop that led to the arrest of the driver for driving while intoxicated.

2-9-20: Officers made contact with a subject they knew to have a warrant. The subject was subsequently arrested on the outstanding misdemeanor warrant.
2-10-20: Officers responded to a call of a domestic in progress. Officers conducted an investigation and placed a subject under arrest for domestic assault.

2-10-20: Officers responded to a fight at a bar. The investigation led to the arrest of a subject for disorderly conduct.

2-11-20: Officers recognized a subject that had a warrant for their arrest. Officers made contact and placed the subject under arrest.

2-12-20: Officers responded to a call of a larceny. The investigation led to a juvenile being petitioned into probate court.

2-12-20: Officers made contact with a subject they knew had a warrant and placed the subject under arrest.

2-15-20: Officers investigated a call of a hit and run accident. A suspect has been identified and charges are being sought.

2-15-20: A traffic stop led to the arrest of a subject for driving on a suspended license.

2-15-20: The investigation of a civil complaint led to the arrest of a subject for driving on a suspended license.

2-15-20: Officers responded to a call of a disorderly patron at a bar. The investigation led to the arrest of a subject for disorderly conduct. A warrant is also being sought for defrauding an inn keeper.

2-16-20: Officers responded to a bar reference a fight. The investigation led to the arrest of a subject for assault and battery.

2-18-20: A traffic stop led to the arrest of a passenger for an outstanding warrant.

2-21-20: A traffic stop led to the arrest of the driver for not having a license.

2-23-20: A traffic stop led to the arrest of the driver for driving under the influence of drugs 2nd offense.

2-23-20: Officers observed a subject they knew had a warrant out of another jurisdiction. Contact was made with the subject and they were placed under arrest.

2-25-20: Officers responded to a call of an assault and battery. The investigation led to the arrest of a subject for assault.
2-25-20: A report of an assault and battery was taken. A petition to probate court has been requested.

2-25-20: A traffic stop led to the arrest of the driver for driving on a suspended license.

2-27-20: Officers responded to a call of a possible domestic assault in progress. The investigation led to charges being sought against a subject for domestic assault.

2-28-20: Officers investigated a complaint of a conditional bond release. A warrant request has been sent to the prosecutor’s office.

2-28-20: Officers investigated a complaint of two juveniles in possession of a vape pen. The two juveniles were both on probation. A petition has been requested for the possession of vape and the probation violation.
During the month of February, the Alma Police Department handled 290 calls for service.

1300-1 -- NONAGGRAVATED ASSAULT Count: 12
1300-2 -- AGGRAVATED/FELONIOUS ASSAULT Count: 1
1300-3 -- INTIMIDATION/STALKING Count: 2
2300-3 -- LARCENY - THEFT FROM BUILDING Count: 1
2300-7 -- LARCENY - OTHER Count: 1
2600-1 -- FRAUD - FALSE PRETENSE/SWINDLE/CONF Count: 3
2600-3 -- FRAUD - IMPERSONATION Count: 1
2700-0 -- EMBEZZLEMENT Count: 1
2900-0 -- DAMAGE TO PROPERTY Count: 1
3500-1 -- VIOLATION OF CONTROLLED SUBSTANCE Count: 1
3600-4 -- SEX OFFENSE - OTHER Count: 1
4100-2 -- LIQUOR VIOLATIONS - OTHER Count: 2
4800-0 -- OBSTRUCTING POLICE Count: 3
5000-0 -- OBSTRUCTING JUSTICE Count: 9
5300-1 -- DISORDERLY CONDUCT Count: 7
5400-1 -- HIT & RUN MOTOR VEHICLE ACCIDENT Count: 1
5400-2 -- OUIL OR OUID Count: 5
5400-3 -- DRIVING LAW VIOLATIONS Count: 18
5700-1 -- TRESPASS Count: 2
7300-0 -- MISCELLANEOUS CRIMINAL OFFENSE Count: 8
9300-1 -- PROPERTY DAMAGE ACCIDENT/PI Count: 14
9300-2 -- ACCIDENT, NONTRAFFIC Count: 7
9300-3 -- TRAFFIC VIOLATIONS -CIVIL INFRACTIONS Count: 1
9400-2 -- FALSE ALARM ACTIVATION Count: 10
9800-2 -- MOTOR VEHICLE, VIN, SCHOOL BUS INSPECTIONS Count: 6
9800-6 -- CIVIL MATTER DISPUTES/FAMILY TROUBLE Count: 24
9800-7 -- SUSPICIOUS SITUATION (CARS, PERSONS, PACKAGES, ETC) Count: 5
9800-8 -- LOST & FOUND PROPERTY Count: 4
9900-1 -- SUICIDE (INCLUDES ATTEMPTS) Count: 3
9900-2 -- NATURAL DEATH Count: 1
9900-8 -- GENERAL ASSISTANCE (ESCORTS, SERVICE CALLS) Count: 55
9900-9 -- GENERAL NONCRIMINAL Count: 98
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<tr>
<th><strong>February 2020 Statistics:</strong></th>
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<tr>
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<td>Accident Total:</td>
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Board of Review Organizational Meeting
City of Alma

March 3, 2020
10:30 a.m.

The meeting was held at the City of Alma located at 525 Superior Street, Alma, MI 48801.

Assessor and secretary of the Board of Review (BOR), Katherine Roslund, called the meeting to order at 10:35am.

Members Present:  David Justin, Ben Long
Alternate Board Member Present: Heather Therrien
Members Absent:  Tadd Godfrey
Others Present:  Katherine Roslund, Assessor/Board of Review Secretary & Hannah Post, Assessing Assistant

Motion by Long, supported by Therrien, to appoint David Justin as Chairperson.
Motion carried.

The Oath of Office was conducted by Deputy Clerk, Amy Huntoon, for David Justin, Heather Therrien, and Ben Long.

Public Comment:  None

Motion by Long, supported by Justin, that the Board of Review operate under the rules of the Open Meeting Act.
Motion carried.

ESTABLISHMENT OF MEETING RULES

BOR will follow State Tax Commission Bulletin 14 of 2019 and resolution as adopted by the City of Alma Commission, dated January 24, 2020. This bulletin and resolution set forth the federal poverty guidelines for granting poverty exemptions. The City of Alma requires its asset test, revised January 14, 2020, to be completed by all applicants.

Residents will be allowed to protest in writing per City of Alma Resolution, dated February 12, 2019.

Tadd Godfrey will be the primary speaker for the BOR.

If time permits, appeals will be processed by the end of the day on March 19th. If time does not permit the appeals to be processed by the end of the day on the 19th, a later open meeting date will be scheduled prior to March 31, 2020.
Depending on what is presented by the taxpayer, a detailed examination of the property record card will be conducted.

The BOR and assessor will examine the calculations on the record cards.

Tadd Godfrey or David Justin will be available to assist taxpayers, explain the assessment process and review the property record cards with the taxpayers prior to the hearing before the BOR.

All BOR members will be available to assist the taxpayers in completing their petitions, including providing information regarding the parcel code number, the current assessment and an explanation of the correct procedures for completing the petition.

The BOR set a time limit of ten (10) minutes per resident, which will be strictly enforced. Ben Long will be the timekeeper.

The BOR response to residents will come in a written form prior to June 1, 2020, which is the first Monday in June. This is a statutory date.

Tadd Godfrey will inform the residents of their appeal rights.

The BOR specified that appeals should be numbered as follows: 20M-01, ETC.

The BOR will verify if a sale was a “true sale” that uncapped the taxable value.

The assessor will post the BOR’s decisions to the assessment roll.

**REVIEWING THE ASSESSOR’S WORK**

Katherine J Roslund, City of Alma Assessor, presented the 2020 Assessment Roll, in approved electronic version, to the Board of Review, including the signed L-4037, dated March 2, 2020

Motion by Long, supported by Justin, to accept the City of Alma Resolution for Poverty Exemption guidelines, adopted January 24, 2020.

Review and discussion were conducted on the following topics: the ratios for agriculture, residential, commercial and industrial, the land value determinations and sales, equalization studies for the starting ratios and neighborhoods and economic condition factors used, City of Alma Resolution for Poverty Exemption guidelines and Asset Test. Provided relevant State Tax Commission bulletins. The City’s complete reappraisal was discussed.

Motion by Justin, supported by Long, to accept the certification of the Assessment Roll as presented, that was signed and dated March 2, 2020, by Katherine J Roslund.
Roll Call Vote:
Yes: Justin, Long, Therrien
No: None
Absent: Godfrey
Motion carried.

REVIEWING THE GENERAL PROPERTY TAX ACT

Review and discussion were conducted on criteria for granting hardship exemptions and Veteran’s exemptions.

Public Comments: None

The Board of Review Organizational meeting recessed at 11:00am.

Katherine J Roslund
Secretary of Board of Review
City of Alma
Board of Review Minutes

March 17, 2020
March 18, 2020

The Board of Review met on the following dates and times:

**March 17th  9:00am-12:00pm**
Members Present:  Tadd Godfrey, David Justin, Ben Long
Alternate Member Present:  Heather Therrien
Others Present:  Katherine Roslund, Hannah Post

Public Comments:  None

Recessed 12:00pm-1:00pm

**March 17th  1:00pm-4:00 pm**
Members Present:  Tadd Godfrey, David Justin, Ben Long
Alternate Member Present:  Heather Therrien
Others Present:  Katherine Roslund, Hannah Post

Public Comments:  None

Recessed until March 18, 2020.

**March 18th  9:00am-12:00pm**
Members Present:  Tadd Godfrey, David Justin, Ben Long
Alternate Member Present:  Heather Therrien
Others Present:  Katherine Roslund, Hannah Post

Recessed 12:00pm-1:00pm

**March 18th  1:00pm-4:00pm**
Members Present:  Tadd Godfrey, David Justin, Ben Long
Alternate Member Present:  Heather Therrien
Others Present:  Katherine Roslund, Hannah Post
Recessed 4:00pm-6:00pm.

**March 18th 6:00pm-9:00pm**

Members Present: Tadd Godfrey, David Justin, Ben Long
Alternate Member Present: Heather Therrien
Others Present: Katherine Roslund

Deliberation and Final Signatures 9:00pm, March 18, 2020.

The Board reviewed petitions 20M-001 – 20M-048.

**Final session of board of review adjourned on March 18, 2020.**

Katherine J. Roslund  
Board of Review Secretary
Board of Review Action Report
Required by State Tax Commission Bulletin 17 of 2007
March Session

State Tax Commission Bulletin 17 of 2007 states that the STC is requiring that all Boards of Review maintain appropriate documentation of their decisions including minutes, a copy of the form 4035 and the 4035a whenever the Board of Review makes a change that causes the Taxable Value to change, and a Board of Review Action Report.

The Board of Review Action Report is a report summarizing the actions of the Board of Review. It must include a total assessed and taxable value changed, assessed and taxable value change by classification, total poverty exemption appeals made and number approved, and total number of classification appeals made and number of classification changes made.

Gratiot City of Alma 03/19/2020

2020 Board of Review Action Report

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<th>Code</th>
<th>Classification</th>
<th>No. of Appeals</th>
<th>No. Granted</th>
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<th>Total Taxable Value Change</th>
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No. of Poverty/Vet Exemptions Applied For  No. of Poverty/Vet Exemptions Granted
19  18

Local unit retains original. File report and minutes with local unit clerk (MCL 211.33)
Copy sent to County Equalization Department by May 1
March 20, 2020

COVID-19 Update on Our Response

I first want to first thank the staff for the job they have been doing for the citizens of the City of Alma. I have been an employee of the City of Alma for nearly 30 years and I have never been prouder. We have never had to navigate and manage anything quite like the current situation we find ourselves in. Emergency management tells you try to prepare, mitigate, respond, and then recover from a major incident or emergency. This is not like that. We began preparing for the coronavirus a couple weeks ago at the administrative level by opening up our emergency operations plan and making sure we all had a good understanding of our functions and responsibilities. We began to talk about what are essential services and who is needed to perform all tasks necessary to keep the City running.

Then late last week things began changing rapidly. Updates and directives seemed to come from every direction, and almost non-stop. We learned about the importance of hand washing and “social distancing” became a phrase we now live by.

Last Friday, March 13th I closed the library to the public. All programming and events were to cease until April 6th. Starting on March 16th the Alma Transportation Center reduced their services down to providing rides only to individuals that have a need for non-emergency medical care such as dialysis or care scheduled by a physician or the hospital. On March 15th we were able to fulfill a request form Mid-Michigan Medical Center-Gratiot for a transit bus to be used as a triage area at the hospital.

On Monday Gratiot County declared a State of Emergency. I made the decision to keep the doors to the municipal building open while limiting access to our service counter through the phone. I believe we stayed as accessible to the public as we could, for as long as possible. On March 19th we completely closed the doors of the city buildings to the public. The library has been creative and is streaming different programs for kids. They have been doing curbside pick up for books and DVDs. Thank you so much to Lorrie and her staff for understanding we all need a semblance of normalcy at this time. I believe we have done our best to keep the public informed through Facebook posts and our website. We have limited the information we disseminate to only deal with what the City of Alma has happening. We have pointed people in the direction of the Center for Disease Control or the Michigan Department of Health and Human Services for information on the spread of the virus. There is information everywhere and I felt it best for us to step back so as not to create white noise.
During this time the decision was made to layoff some staff due to the decrease in workflow. That was difficult, but necessary. It is my sincere belief that we will have the opportunity to bring everyone back as this crisis subsides.

The administrative staff has met continuously to evaluate all our options and to prepare for what may come next. We now have the capability to meet through our phones and apps so as not to be in the same room together. Earlier we asked the admin team to begin determining who could work from home should the need arise. By Monday morning there will be less than 10 people physically working in the municipal building. I believe we are doing all we can to provide service to the community in some very difficult times. As I said earlier, I am so proud of our response to this point.

Decision to Layoff Part Time Employees

Policy 6.1: When it is necessary to reduce the number of employees on the City payroll because of lack of work or funds, the City Manager may request the City Clerk (Human Resource Manager) and Department Heads to make a thorough investigation of the problem. The analysis of proposed layoffs will consider first the types of activities to be curtailed and the classes of positions thereby affected and will then proceed to the selection of individual employees to be released. Employees who are separated from city employment through no fault of their own will be placed on a reemployment register. Employee’s previous performance and length of service will be a factor in determining the order in which the employee should be released. The final decision as to layoff shall rest with the City Manager.

On Monday I had discussions with Transit Director Brett Baublitz and Human Resources Manager Brooke Siefka. It was apparent that the reduction in services for transit would not be short term in nature. The five full time staff members would be able to handle the call volume for non-emergency medical. There would not be enough work for the 13 part time drivers. I made the decision to layoff those drivers as well as two part time employees at the municipal building due to lack of work. The department heads involved were all informed and I asked for the reemployment register as called for in the above policy. All laid off employee were informed of the decision by their direct supervisor. I made a video explaining the decision and it was sent to all effected personnel. Those employees will be compensated for their accrued vacation time to date – direct deposit to their accounts by Monday March 23rd. Further, the Families First Coronavirus Act (below) provides for part time employees to be granted a portion of sick time that involves the number of hours they work on average over a period of time. That time will also be paid to those employees.

Families First Coronavirus Response Act

In response to the coronavirus pandemic the United States Congress passed the Families First Coronavirus Response Act (FFCRA), which is designed to expand relief in response to the COVID-19 outbreak. The FFCRA provides paid sick leave and unemployment benefits to workers during this state of emergency.

The Emergency Paid Sick Leave Act (EPSLA), contained within the FFCRA, requires employers with fewer than 500 employees to provide paid sick leave to employees who are unable to work, or telework, because the employee:
• Is subject to a federal, state or local quarantine or isolation order.

• Has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.

• Is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

• Is caring for an individual who is subject to a quarantine or isolation order or has been advised by a healthcare provider to self-quarantine as described above.

• Is caring for his or her child whose school or place of care has been closed or whose child care provider is unavailable due to COVID-19 precautions.

• Is experiencing any other substantially similar condition specified by the Secretary of Health & Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Full-time employees are eligible for 80 hours of leave and part-time employees are eligible for the number of hours they work, on average, over a two-week period. While the leave must be paid at the employee’s regular rate, the EPSLA does impose caps on the amounts paid to employees. Specifically, leave taken for the employee’s own COVID-19 related condition is capped at $511 per day and leave taken to care for an individual or child is capped at $200 per day.

I am waiting on the official posting from the Secretary of Labor. I have given our employees this information and asked them to have discussions with their supervisors if they feel they may be entitled to the act.

The EPSLA hours must be used prior to an employee using their current bank of sick time. Finance Director Phillips has created a general ledger account for emergency management and a direct correlation to the City time sheets for any use of this act. This will allow us to keep track of any funds that may be reimbursable.

Executive Order Allowing Public Bodies to Meet Electronically

Governor Gretchen Whitmer signed Executive Order 2020-15 to order a temporarily change to the Open Meetings Act to allow public bodies to conduct their meetings electronically, while also facilitating public participation, until April 15, 2020 at 11:59PM.

“We are taking every measure we can to mitigate the spread of coronavirus and protect Michigan families, but recognize that public bodies still have an obligation to conduct business as usual,” Whitmer said. “During this crisis, we must ensure that public officials can do their job to meet the needs of residents, while also ensuring that meetings remain open, accessible and transparent to the public.”

Under Executive Order 2020-15, public bodies that are subject to the Open Meetings Act, including boards, commissions, committees, subcommittees, authorities, councils, and nonprofit boards, can use telephone- or video- conferencing methods to continue meeting and conducting business during the coronavirus (COVID-19) public health crisis, so long as they follow certain procedures to ensure meaningful access and participation by members of the public body and the general public.
We are planning to utilize this order for the commission meeting on Tuesday March 24th. We have been working to set up all the technology for such a meeting. Again, the goal here at the municipal building is to limit the people in one place to 10. That would allow us the social distancing space we need. We are finalizing the links that you can use on your ipad to attend the meeting from home. Those postings will also be on the website and FB page for the public.

M. Schooley
WARRANT TO THE TREASURER

WARRANT NO. 20-18          CITY OF ALMA          MARCH 24, 2020

The attached claims have been allowed by the City Commission and you are hereby authorized to release payment for each of the claims as covered by the checks listed.

Internal service fund transfers for the period March 6, 2020, through March 19, 2020 are:

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<td>GARAGE SERVICES</td>
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Payroll of March 19, 2020 totaling $217,489.38 in gross wages and in employer taxes and benefit costs.

SIGNED: __________________________________________
        Sara Anderson, City Clerk

COUNTERSIGNED: ____________________________
                Matthew Schooley, City Manager
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<th>Vendor</th>
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