City Commission
Agenda
April 14, 2020
City of Alma
Michigan

City Commission Meeting Agenda

April 14, 2020
6:00 p.m.

Mayor Mapes will ask City Commissioner 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 24, 2020 regular meeting.

A. Petitions:
B. Communications:

1. Receipt of a communication from the Arbor Day Foundation announcing that the City of Alma has earned the recognition as a 2019 Tree City USA. Receive
2. Receipt of a communication from DNVK Lapeer Inc. requesting an extension of the one year timeline, granted May 28, 2019, for construction and occupancy of its medical marihuana provisioning center located at 528 Warwick Drive. Receive
3. Receipt of a communication from OakFlint LLC requesting an extension of the one year deadline, granted May 28, 2019, for construction and occupancy of its medical marihuana provisioning center located at parcel number 29-51-283-505-01. Receive
4. Receipt of a communication from The Pure Lapeer LLC requesting an extension of the one year deadline, granted May 28, 2019, for construction and occupancy of its medical marihuana provisioning center located at 224 East Center Street. Receive
5. Receipt of a copy of a communication from Assistant City Manager, Aeric Ripley, sent to DNVK Lapeer Inc., OakFlint LLC, and The Pure Lapeer LLC, in response to requests for extensions of deadlines. Receive

C. Hearings:

1. Set a Public Hearing for May 12, 2020 at 6:00 p.m. to review the Proposed FY 2021 Alma City Budget and related property tax millage rates. Set Hearing

D. Consent Agenda:

E. Requests for Purchase:

F. Recommendations on Bids:

1. Consideration of a resolution to receive and award bids for the 2020 Opera House Parking Lot Project, and to approve a corresponding request for purchase. The bids are scheduled for opening on Monday, April 13, 2020 at 2:00 p.m. Approve

G. Resolutions:

1. Consideration of a resolution proclaiming April 24, 2020, as “Arbor Day” in the City of Alma. Approve
2. Consideration of a resolution to approve reallocation of assets between divisions with the Municipal Employees Retirement System. Approve
3. Consideration of a resolution encouraging Michigan’s Governor Whitmer to issue an Executive Order that provides potential candidates an opportunity to meet the nomination requirements for the August 2020 primary election while following the requirements of Executive Order 2020-21. Approve
H. Ordinances:
I. Agreements:

1. Consideration of a resolution authorizing the execution of an Addendum to #2 RENTAL payment in the Lease Use Agreement between the City of Alma (Lessor), 525 E. Superior Street, Alma, Michigan 48801, and Centria Healthcare, LLC (Lessee), 41521 W. 11 Mile Road, Novi, Michigan 49442.

   (Subject: This addendum was at the request of the Lessee, which has been prompted by the expanding effects the COVID-19 crisis is having on day to day operations.)  Approve

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.

   Receive

1. Alma Transit Report for March 2020
2. Alma Transit MDOT Satisfaction Survey Results
3. Building Permit March 2020 Report

K. Appointments:

L. Unfinished Business:

M. New Business:

1. Presentation of the FY 2021 Annual City Budget.  Receive

   (Subject: Pursuant to City Charter provisions, the City Manager is responsible for preparing and submitting the Annual City Budget by April 15 for the Mayor and City Commission’s review and consideration. The City Manager will provide an overview of the proposed budget and will recommend a series of dates for work sessions to review the document in further detail.)

   1. Set the following dates and times for the purpose of reviewing the proposed FY 2021 Annual City Budget: April 28, 2020 at 5:00 p.m. and May 7, 2020 at 5:30 p.m.  Set Times

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 further time.)

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. The virtual meeting was held via GoToMeetings.com and livestreamed through the City of Alma’s YouTube channel. 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, Nick Piccolo, Michelle Pitts, Audra Stahl, Larry Mott, and Roxann Harrington appeared via GoToMeetings.com. Greg Mapes was physically present.
Absent: none.

Approval of Minutes
Motion by Commissioner Piccolo, seconded by Commissioner Allman, to approve minutes of the meeting of March 11, 2020. Motion carried with a roll call vote.

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

Motion by Commissioner Piccolo, seconded by Commissioner Pitts, to approve the following amendments to the agenda:
J. Resolutions:
Remove: Item 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 23rd, 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
Add: Item 1. Consideration of a resolution to approve the Telecommuting Policy.

Approve
Item 3. Consideration of a resolution to amend the City of Alma Emergency Operations Plan to include a provision for Emergency Sick Time in the event of a public health crisis.

Approve
Item 4. Consideration of a resolution approving the establishment of procedures for employee use of emergency sick time and accrued sick leave for the duration of the state of emergency declared in response to the COVID-19 public health crisis.

Approve

Motion carried with a roll call vote.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

Hearings
2020-00048 Motion by Commissioner Allman, seconded by Commissioner Piccolo, to approve a resolution to 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 & Tahoe Manufacturing, Inc. for a PA 198 Industrial Facilities Tax Exemption Certificate.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.
The following resolution was offered by Commissioner Pitts and seconded by Commissioner Mott:

**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

Resolution declared adopted.

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

Motion by Commissioner Piccolo, seconded by Commissioner Allman, to open the public hearing set for 6:00 p.m. 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. Motion carried with a roll call vote.

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

Assistant City Manager, Aeric Ripley, gave a brief summary of the application and description of the property. Todd Bennett was present via GoToMeetings.com and answered questions from Commissioners. Bennett explained he is rehabbing the property for a new photography studio. They are looking forward to being a part of the downtown community.

Commissioner Mapes called for public comment. Comments were taken by telephone and email (information being previously published on the City’s website). No emails were received, and no phone calls were received at the appointed time.
Motion by Vice-Mayor Harrington, seconded by Commissioner Allman, to close the public hearing, regarding TKBennett’s OPRA Exemption application, at 6:17 p.m. Motion carried with a roll call vote.

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

Todd Bennett left the meeting at 6:21 p.m.

Recommendation on Bids

2020-00050 Motion by Vice-Mayor Harrington, seconded by Commissioner Allman, to approve a resolution to receive and award the bid for Alma’s 2020 Library Parking Lot Project to the recommended bidder and authorize the corresponding request for purchase. The following bids were received on March 18, 2020:

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<th>Bidder</th>
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<th>Bid Amount</th>
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<tr>
<td>***D&amp;D Asphalt Specialists LLC</td>
<td>Yes</td>
<td>$6,604.00</td>
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<td>Midland, MI</td>
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<td>Yeager Asphalt</td>
<td>Yes</td>
<td>$8,600.00</td>
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<td>Carrollton, MI</td>
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***Recommended Bidder

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

Resolutions

2020-00051 Motion by Vice-Mayor Harrington, seconded by Commissioner Allman, to adopt a resolution approving the City of Alma Telecommuting Policy and Agreement, attached hereto as Attachment A.

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

2020-0052 Resolution to Approve OPRA Exemption for 110 East Superior Street

The following preamble and resolution were offered by Vice-Mayor Harrington, seconded by Commissioner Piccolo:

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.)

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

2020-00053 Motion by Commissioner Piccolo, seconded by Commissioner Allman, to adopt a resolution approving the following amendment to the City of Alma Emergency Operations Plan:

Section VII. Continuity of Government
2. Emergency Sick Time: In the event the State of Michigan declares a state of emergency due to a public health crisis, the City of Alma may, at the discretion of the City Commission, allow for changes in the way sick time can be utilized by employees.

Such changes shall be brought to the Commission by the City Manager for approval as a resolution, to remain in force only so long as the declared state of emergency remains in effect.

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

2020-00054 Resolution for Employee Emergency Sick Time

The following preamble and resolution were offered by Vice-Mayor Harrington and seconded by Commissioner Allman.

WHEREAS, the City of Alma has adopted an emergency sick time provision as a part of the City of Alma Emergency Operations Plan, Continuity of Government, and
WHEREAS, on March 10, 2020 Michigan Governor Gretchen Whitmer declared a State of Emergency under Executive Order 2020-4 in response to the COVID-19 public health crisis, and
WHEREAS, the City of Alma understands the needs of their employees during this declared crisis, and
NOW THEREFORE BE IT RESOLVED that the Alma City Commission adopts the following provisions for the use of emergency sick time during the state of emergency due to the COVID-19 public health crisis, to take effect immediately and to remain in force for so long as the state of emergency stays in effect:
1. The City of Alma shall allow the use of employee accrued sick time upon the occurrence of any of the following:
   a) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
   b) The employee is advised by a health care provider to self-quarantine due to COVID-19;
   c) The employee is experiencing COVID-19 symptoms and seeking medical diagnosis;
   d) The employee is caring for an individual (not limited to family) subject to a federal, state, or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
   e) The employee is caring for their child if the child’s school or place of care is closed or the child’s care provider is unavailable due to public health emergency.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.
Motion by Vice-Mayor Harrington, seconded by Commissioner Allman, to approve a resolution to receive the following reports: Alma Police Department February 2020 Report, Alma Board of Review meeting minutes of March 3, March 17, and March 18, 2020, and the City Manager’s Report.

City Manager, Matt Schooley, offered a brief summary of his report explaining the many decisions and changes faced by the city in the past few weeks. All Alma public buildings are closed to the public, essential services will continue. The Library was working to offer curbside service, but that has stopped with the latest order from the Governor. Transit services were reduced to medical only, but they are beginning to offer services for pickup of prescriptions from local pharmacies and groceries as needed. Holding commission meetings is also a challenge but staff is working diligently to make sure the meetings remain available to the public. He will continue to keep the public updated as much as possible throughout the course of the next few weeks.

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

Motion by Commissioner Piccolo, seconded by Commissioner Mott, to adopt a resolution approving Warrant No. 20-18 and authorizing the City Treasurer to issue checks in payment of all claims.

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

Commissioners offered thanks to city leadership, city staff and the community for working together to get through this crisis. Several reminded everyone to support local businesses, check on their family and friends, and stay home and stay safe.

Schooley offered thanks to staff. He said no one was prepared for this, but we are all working hard to get through. He thanked volunteers and suggested agencies and volunteers keep in touch with the Gratiot County Emergency Operations Center to aid in support coordination.

Invitation to the Public
No phone calls or emails were received.

Motion by Vice-Mayor Harrington, seconded by Commissioner Piccolo, to adjourn the meeting at 6:55 p.m.
Motion carried with a roll call vote.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.
POLICY

Summary
This Telecommuting Policy is designed to help to ensure the business continuity of the City when normal business operations are not feasible. In uncertain times where getting to City Hall to work may be difficult for employees, this alternative temporary arrangement is prudent.

This document provides the policies and guidelines supervisors and employees need to comply with in gaining remote access to the City’s network. These requirements apply to all departments using remote access services. They also apply to both City-owned and personal devices used for telecommuting. Some positions require the employee to be at a specific work area or require equipment and information not easily taken to an alternate location. Those jobs are just not suited for an alternative work location.

Departments may include additional technical requirements based on their business and data needs but cannot waive any of the base requirements stated in this policy and agreement. Employees should check with their department head regarding additional department policy or requirements.

Remote Access
Each department has been asked to identify employees that have are responsible, productive, highly motivated, and skilled in their jobs. Departments whose employees require access to the City network will need to identify all applications required when requesting remote access. Some applications or modules cannot be accessed remotely, and department heads can discuss that with employees individually.

Guidelines
1. Telecommuting is not a substitute for child or elder care. The Employee must provide child or dependent care in a manner that allows job responsibilities to be successfully met.

2. The telecommuting employee remains obligated to comply with all rules, policies, practices, and instructions.

3. Violation may result in being removed from telecommuting and/or disciplinary action, up to and including termination of employment.

Pay and Attendance
1. All pay will be based on the employee’s official department.

2. Employee’s salary, retirement, benefits, and insurance coverage remain unchanged.

3. The employee’s time and attendance will be recorded as if they were working at the office. Employees will only be paid for the time they are working.
4. The City will not be responsible for time spent attending to tasks not assigned by the supervisor.

5. The employee must provide 3 days advance notice of any change in schedule.

6. Work hours, overtime compensation, and vacation schedule will conform to the City policy, Federal, State and local laws.

7. No overtime will be paid without prior written approval by the supervisor.

8. No employee shall work more hours per week as a result of telecommuting.

9. Employee agrees not to engage in employment activities other than assignments during telecommuting hours.

10. The employee is covered by workers’ compensation if injured in the course of performing their job at the remote location.

Responsibilities
1. An agreed schedule of hours, locations, conference calls, email check-ins or video chat sessions will be included in the agreement and must be followed to ensure that the supervisor is monitoring the progress of the employee.

2. Expectations must be clearly defined between Employees and supervisors regarding assignments and deadlines when they need to be completed.

3. Office supplies needed by the Employee will be provided by the department. All requests for equipment and supplies must be approved by the responsible supervisor. Use of those supplies and equipment is limited to the employee for purposes relating to city business.

4. The City will not be responsible for any household costs associated with the employee being home (ex utility bills, software, hardware or supplies the employee purchases for their home office use). If the employee used their own equipment, the City will not be responsible for maintenance and repair of equipment.

5. Employee must designate a workspace at home that is maintained in safe condition, free from hazards.

6. Worker’s compensation liability for job-related accidents will continue to exist during the employee’s telecommuting work hours.

7. The employer will not be liable for damages to the employee’s property.

8. The employee will apply safeguards which are approved by to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the office.

9. The employee will complete all assigned work according to procedures mutually agreed upon with the supervisor.
Method of communication while telecommuting:

- ☐ Phone
  - Phone number:
- ☐ Email
  - Email address:
- ☐ Text
  - Phone number:
- ☐ Other (please specify):

How many times will you check your email each day?

How often will you check your voicemail on your work phone each day?

How often will you check-in with your supervisor each day?

How do you plan to check in with your supervisor?

**Equipment**

1. Employees may or may not be provided equipment.

2. The employee is responsible for ensuring that equipment is used properly and will take all precautions necessary to secure information and equipment and prevent unauthorized access to any system or information.

3. The supervisor and the employee must agree that the employee will use city owned equipment or the employee’s own equipment.

4. Equipment provided by the employer must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the employer.

5. Equipment provided by the employee will be at no cost to the employer and will be maintained by the employee.

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<th>Required Equipment and Supplies</th>
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<th>Employee Owned</th>
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Technical Requirements
The employee will take all necessary precautions to secure information accessed.

1. If employees need to access the City’s network, they are required to

2. Employees must have high-speed broadband internet to connect to the City network using the VPN

3. Employees need a device with an operating system of Windows Pro.

4. The supervisor will make arrangements for the employee to get the VPN installed and configured on the employee’s computer.

5. Employees will test the connection and make sure they can successfully connect prior to attempting to work from home

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AGREEMENT

This is an agreement between the City of Alma and _____________________________

Duration
This agreement covers a period time starting ________________ and ending __________ Or

This agreement will be valid until canceled by either party. __________________

Work Hours, Locations and Tasks
Work hours, location and tasks must be specified in this agreement. If additional days, times or tasks are assigned, an additional matrix can be included as an addendum to this agreement. Both the supervisor and employee must sign and date the addendum

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<th>Start Time</th>
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<th>Location</th>
<th>Assigned Task</th>
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**Signatures**

By signing this document, you agree that you understand and will abide by the terms and conditions in this agreement.

I understand and agree that telecommuting is a privilege, not a right, and is not subject to the grievance process.

I understand and agree that I am responsible for maintaining the safety and security of City equipment, supplies, and information while telecommuting.

I understand and agree that I must comply with all procedures designed to protect sensitive City information, including information that is confidential, private, personal, or otherwise sensitive while telecommuting.

I understand and agree that telecommuting is not a substitute for dependent care.

I have discussed this application and agreement with my supervisor.

I agree to comply with all terms and conditions in this telecommute application and agreement.

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<th>City Manager</th>
<th>Signature</th>
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<tr>
<td>Department Head</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Employee</td>
<td>Signature</td>
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# Telecommuting Agreement Addendum

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<th>Assigned Task</th>
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**Department Head**

Signature: ______________________  Date: ______________

**Employee**

Signature: ______________________  Date: ______________
Mayor Greg Mapes  
800 Washington  
800 Washington  
Alma, MI 48801  

Dear Tree City USA Supporter,  

On behalf of the Arbor Day Foundation, I write to congratulate Alma on earning recognition as a 2019 Tree City USA. Residents of Alma should be proud to live in a community that makes the planting and care of trees a priority.

Alma is one of more than 3,600 Tree City USA communities, with a combined population of 155 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, and energy use. Alma is stepping up to do its part. As a result of your commitment to effective urban forest management, you are helping to provide a solution to these challenges.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters coordinate the presentation of the Tree City USA recognition materials. We will forward information about your awards to your state forester’s office to facilitate presentation. It would be especially appropriate to make the Tree City USA award a part of your community’s Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Alma and thank you for helping to create a healthier planet for all of us.

Best Regards,

Dan Lambe  
President  

cc: Robert Albrecht  

enclosure
April 2, 2020
Sara Anderson
sanderson@ci.alma.mi.us
City Clerk
City of Alma
525 East Superior St.
Alma, MI 48801

**RE : Medical Marihuana Provisioning Center located at 528 Warwick deadline**

Dear Ms. Anderson,

I am reaching out regarding the conditional approval for DNVK Lapeer Inc. to operate a medical marihuana provisioning center at 528 Warwick and the current one-year deadline to gain full licensure (City and State) made by a resolution by the City Commission. I would like to request this letter is also shared with the City Commission.

To bring you and the Commission up to date. DNVK Lapeer INC (“DNVK”) currently operates a medical marihuana provisioning center in Lapeer MI. Its members have several other approvals across the State of Michigan evidencing their knowledge of the marihuana industry and ability to get provisioning centers open. Since the time DNVK was selected in the lottery process, it has been working diligently to meet the one-year timeline. DNVK was the first to receive planning commission approval on the vacant lot it planned to develop. With any new construction development, comes unforeseen hurdles. A significant delay in the development was a Gratiot County drain located on the property. DNVK’s engineers were working tirelessly with the County to get easements and move the location of the drain, as these items were needed before construction can begin. Immediately after approval from the County, construction began in March of 2020 and DNVK planned to meet the deadline.

Now with a global pandemic occurring, our contractors are unable to continue due to the governor’s Stay Home Stay Safe order and we will surely not be able to meet the deadline set by the Commission resolution, and it is unpredictable on how long it would take for the construction industry to get back online. The State of Michigan Marijuana Regulatory Agency employees are working from home, causing significant delays at the State level and even the State has extended timelines.
I’m sure you can imagine the delays we have yet to experience as the pandemic is getting worse, as the President of the United States announced the peak of infections and deaths will be in mid-April.

DNVK formally request the City Commission to adopt a new resolution or amend the current resolution to extend the current deadline, as it has the authority to do so. It is in our opinion in these difficult times that a 6-month extension would be rational.

I have been involved in the Michigan cannabis industry since its inception and have worked with numerous municipalities. This is the first time I have came across a municipality that refuses to extend a deadline. By way of example, I have included written communication from just a few municipalities that have extended a timeline. Please see enclosed extension examples from Almena Township, City of Lapeer and the City of Hazel Park.

DNVK looks forward to doing business and bringing employment opportunities to the City of Alma. I can be directly reached at 248-431-3677.

Respectfully,

Marvin Karana, Esq.

Enclosed:
- City of Lapeer extension application
- Email from Almena Township
- City of Hazel Park extension

cc:
City Manager Matt Schooley- mschooley@ci.alma.mi.us
**PROVISIONAL LICENSE EXTENSION REQUEST**

<table>
<thead>
<tr>
<th>LICENSEE INFORMATION: Must match State and City of Lapeer License Application</th>
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<tr>
<td><strong>Applicant Name:</strong> ___________________________</td>
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<tr>
<td><strong>Individual</strong> ☐  <strong>Partnership</strong> ☐  <strong>Corporation</strong> ☐  <strong>LLC</strong> ☐  <strong>Other</strong> ☐</td>
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</table>

**ATTESTATION OF APPLICANT**

*(To be completed and signed by business/entity/individual seeking extension)*

Do not sign until notary is present

I, ___________________________, (applicant) hereby attest to the following:

1. I hold a current and valid Provisional Marihuana Facility License issued by the City of Lapeer.

2. I am interested in obtaining a Medical Marihuana Facility License from the City of Lapeer in accordance with Chapter 68 of the General Ordinances of the City of Lapeer.

3. I am currently pursuing licensure from the State of Michigan to operate a Medical Marihuana Facility in accordance with the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq. and confirm the following is a true and factual representation of events undertaken in an effort to obtain licensure from the State of Michigan (attach additional sheets if necessary):

   | ___________________________________________________________________ |
   | ___________________________________________________________________ |
   | ___________________________________________________________________ |
   | ___________________________________________________________________ |
   | ___________________________________________________________________ |
   | ___________________________________________________________________ |

4. That my application for licensure by the State of Michigan was submitted to the State of Michigan on ____________. If application has not been submitted, the anticipated submittal date is _________.

   | date |
   | date |

1

PROVISIONAL LICENSE REQUEST FOR EXTENSION

APPROVED
5. I am at the following step in the State licensing process:

☐ Prequalification Application has been submitted to the State and is (circle one) pending review/granted/denied.

☐ If prequalification has been granted, anticipated date of full licensure ___/___/___.

☐ If prequalification has been denied, explain in detail appellate steps taken to challenge the denial, including any known dates (include proof) of appeal hearings (attach additional sheets if necessary).

6. I do not anticipate full licensure from the State of Michigan prior to the expiration of the Provisional License granted to me by the City of Lapeer and for the reasons detailed above, formally request an extension of the expiration date of said Provisional License as provided for in Section 68-04(D) of Chapter 68 of the General Ordinances of the City of Lapeer.

I affirm, under the penalties of perjury, that the information set forth in this document is true and complete, to the best of my knowledge.

Applicant Signature          Date:  

Applicant Printed Name

Subscribed and sworn to by _________________ before me on ________________.

Notary Public Signature          Notary Public Printed Name

State of ________________, County of ________________. Acting in the County of ________________, State of ________________.

My commission expires: ________________.
I understand your concern 100%, and we can work through all of this. Thanks for the update.

Dave

David M. Jirousek, AICP
616-228-4547

---

From: Marvin Karana <marvin@karanalaw.com>
Sent: Monday, November 18, 2019 3:57 PM
To: David Jirousek <djirosek@outlook.com>; darren naimi <darrennaimi@yahoo.com>
Subject: RE: Mattawan (Almena Township) Provisioning Center - Update from Civil

Appreciate it David! Site work will definitely start within a year. Update site plan to satisfy conditions will be submitted once civil engineers have completed their work (couple of weeks). Our main concern was, once we expend funds to develop the property we do not want to risk the marijuana conditional approval from expiring and we lose out, thank you for putting us at ease on that. We will be in touch. Thank you!

***Please note new email address***

Thank you,

---

Marvin Karana, Esq.
Karana Law, PLLC.
29500 Telegraph Rd Ste 250
Southfield MI 48034
Phone-248-884-4444
Fax-248-282-0454
Cell-248-431-3677
Email-marvin@karanalaw.com
Web- www.karanalaw.com
Via email

May 28, 2019

The District Park, LLC

Re: Reapplication for Provisioning Center License at 20940 John R

To Whom It May Concern:

The District Park, LLC received an approval for a conditional provisioning center license at 20940 John R. In May of 2019, The District Park, LLC submitted a renewal application form and fee, as required by the City of Hazel Park ordinances. The applicant’s renewal application is approved, and the license is in good standing. Thank you.

Very truly yours,

Jeff Campbell
Planning and Economic Development Director
Resolution of Provisional Approval

City of Alma Medical Marihuana Facility Provisioning License

Whereas, on March 29, 2019 the City of Alma received nineteen Provisioning Center applications meeting the criteria under the ordinance and policy for Medical Marihuana Facilities within the City of Alma; and

Whereas, the City of Alma ordinance provides for three Provisioning Center Licenses, prompting the need for a lottery to determine which three of the nineteen applications would receive the available Provisioning Center Licenses; and

Whereas, on May 22, 2019 at 3:15 p.m. the lottery was held with two stages, stage one to randomly assign a ping pong ball to each application, and stage two, the first three ping pong balls drawn would receive provisional approval for one of the three available licenses for provisioning centers; and

Whereas, DNVK Lapeer Inc, was one of the first three entities to be drawn in the lottery and is given provisional approval for a City of Alma Medical Marihuana Provisioning Center license at 528 Warwick Drive, parcel number 29-51-332-258-40

Now, Therefore, Be It Resolved, that DNVK Lapeer Inc. will have one year from the date of this resolution to complete the remaining requirements of the City of Alma and the State of Michigan, and receive a Certificate of Occupancy for DNVK Lapeer Inc. at 528 Warwick Drive, parcel number 29-51-332-258-40, failing to do so will be a forfeiture of the license, resulting in the license being provisional awarded to the next available entity drawn in the lottery.

A motion was offered by Commissioner Piccolo and supported by Vice-Mayor Harrington.

YES: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.
NO: None.
ABSENT: None.
Resolution Declared Adopted.

CERTIFICATE

I, Sheila Letourneau, Clerk of the City of Alma, do hereby certify that the above resolution is a true and exact copy adopted at the regular meeting of the City Commission held on Tuesday, May 28, 2019 at 6:00 p.m.

Sheila Letourneau, City Clerk
September 27, 2019

DVNK Lapeer Inc
29500 Telegraph Road, Ste. 250
Southfield, MI 48034

Greetings Mr. Karana,

On May 22, 2019 the City of Alma held a lottery to determine which three of the nineteen pre-approved Medical Marihuana Provisioning Center applications would receive the three available Provisioning Center Licenses. As a result of the lottery, DVNK Lapeer Inc. was awarded one of the three Medical Marihuana Provisioning Center Licenses within the City of Alma. On May 28, 2019 the Alma City Commission passed a resolution of provisional approval to the three successful entities in the lottery. A copy of the resolution was provided to you on May 29, 2019.

The Alma City Commission provisional approval resolution states each of the three entities chosen in the lottery will have one year from the date of the resolution to complete the remaining requirements of the City of Alma and the State of Michigan and receive a Certificate of Occupancy. It is the City of Alma’s position that the one year deadline is final and cannot be extended. As such, DVNK Lapeer Inc. must complete all requirements and obtain a Certificate of Occupancy for 528 Warwick Drive (#29-51-332-258-40) no later than May 29, 2020.

The one-year deadline is to make sure the community has these businesses up and running in a timely fashion. Failing to meet the deadline as described above will result in the license being revoked and being provisionally awarded to the next available entity drawn in the lottery. If the City of Alma extended the time frame for completion, the unsuccessful lottery participants, who were informed of the one year deadline, would challenge any extension granted to a lottery winner. More importantly, the City of Alma’s process/policy was challenged in Circuit Court before the lottery was held. The Court’s preliminary ruling up held the process/policy and the lottery; however, the suit is still pending at this point. Deviation from the process/policy is not an option.

October 28, 2019 will mark the sixth month since the City Commission provided your entity with provisional approval at the location determined at the lottery. The City of Alma wanted to touch base to remind you about the timeline.

Staff is ready for your plans, please submit your plans as soon as possible. Staff will turn them around as quickly as we can to keep your project on task with the established timeline. If you have any questions about submitting plans, please give us a call at the number above. Any legal questions on the process/policy can be directed to the City Attorney, Tony Costanzo, 989-463-2101.

We look forward to getting your project underway.

Sincerely,

Aeric Ripley
Zoning Administrator

MEMBER OF MICHIGAN MUNICIPAL LEAGUE AND NATIONAL LEAGUE OF CITIES
Delivered via email

Sara Anderson  
City Clerk  
City of Alma  
525 East Superior Street  
Alma, MI 48801

Re: Inquiry into possible extension of Medical Marihuana Provisioning Center full licensure deadline

Mrs. Anderson,

Thank you for taking the time to speak with me yesterday. I would ask that you share this letter with the City Attorney and Commission.

This message regards the current timeline for provisionally approved medical marihuana facilities (“Facilities”) in Alma Township to complete the requirements for full licensure. The 1-year resolution that the Commission adopted on May 28, 2019 did not provide provisional licensees who were constructing new facilities sufficient time to complete all construction and receive full licensure from the State.

Constructing a building from the ground up, as Oak Flint is doing in Alma, is a substantial, expensive, and time-consuming endeavor. Since receiving their provisional approval from Alma Township, Oak Flint has diligently worked toward completing their structure and the state licensing process. In fact, during this time, Oak Flint and its partners have successfully opened many medical marihuana facilities at locations that only required renovations to an existing structure—thus demonstrating their ability to get things done in an expedited fashion. Additionally, the unprecedented COVID-19 global public health crisis now taking shape in Michigan has substantially impaired Oak Flint’s ability to meet the upcoming deadline. This crisis, coupled with the ordinary expenditure of time and energy required to build a building from the ground up, has left Oak Flint in a position where it could potentially miss the upcoming deadline.

The Commission has the authority to extend the date of the deadline using the same type of resolution it initially used to set the deadline. The Alma medical marihuana ordinance also authorizes the Commission to “take such other action with respect to such applicants as it considered appropriate.” Therefore, we respectfully ask the Commission to use its powers to either amend the resolution adopted May 28, 2019, or pass a new resolution extending the date for full state licensure by a reasonable amount of time. We believe that in these uncertain times, six (6) additional months would be an acceptable and appropriate extension term.

In the alternative, we would ask that that City accept our application for a renewal of our provisionally awarded license.
We understand that this is a difficult time for every community across our state and country. However, we believe that the American spirit will prevail and that we will soon return to normal life and activities. Therefore, we will continue to do everything within our powers to bring these projects to fruition in as timely a manner as possible. I am available to discuss any all options for the continued viability of this facility and can be reached at this email address or on my cell phone at 734.474.1007.

Regards,

/s/ Benjamin D. Joffe
Benjamin D. Joffe
September 27, 2019

Oak Flint, LLC
37637 5 Mile Road, Suite 363
Livonia, MI 48154

Greetings Mr. McLeod,

On May 22, 2019 the City of Alma held a lottery to determine which three of the nineteen pre-approved Medical Marihuana Provisioning Center applications would receive the three available Provisioning Center Licenses. As a result of the lottery, Oak Flint, LLC was awarded one of the three Medical Marihuana Provisioning Center Licenses within the City of Alma. On May 28, 2019 the Alma City Commission passed a resolution of provisional approval to the three successful entities in the lottery. A copy of the resolution was provided to you on May 29, 2019.

The Alma City Commission provisional approval resolution states each of the three entities chosen in the lottery will have one year from the date of the resolution to complete the remaining requirements of the City of Alma and the State of Michigan and receive a Certificate of Occupancy. It is the City of Alma’s position that the one year deadline is final and cannot be extended. As such, Oak Flint, LLC must complete all requirements and obtain a Certificate of Occupancy for the property on Heather Lane parcel #29-51-283-505-01 no later than May 29, 2020.

The one-year deadline is to make sure the community has these businesses up and running in a timely fashion. Failing to meet the deadline as described above will result in the license being revoked and being provisionally awarded to the next available entity drawn in the lottery. If the City of Alma extended the time frame for completion, the unsuccessful lottery participants, who were informed of the one year deadline, would challenge any extension granted to a lottery winner. More importantly, the City of Alma’s process/policy was challenged in Circuit Court before the lottery was held. The Court’s preliminary ruling upheld the process/policy and the lottery; however, the suit is still pending at this point. Deviation from the process/policy is not an option.

October 28, 2019 will mark the sixth month since the City Commission provided your entity with provisional approval at the location determined at the lottery. The City of Alma wanted to touch base to remind you about the timeline.

Staff is ready for your plans, please submit your plans as soon as possible. Staff will turn them around as quickly as we can to keep your project on task with the established timeline. If you have any questions about submitting plans, please give us a call at the number above. Any legal questions on the process/policy can be directed to the City Attorney, Tony Costanzo, 989-463-2101.

We look forward to getting your project underway.

Sincerely,

Aeric Ripley
Zoning Administrator
Resolution of Provisional Approval

City of Alma Medical Marihuana Facility Provisioning License

Whereas, on March 29, 2019 the City of Alma received nineteen Provisioning Center applications meeting the criteria under the ordinance and policy for Medical Marihuana Facilities within the City of Alma; and

Whereas, the City of Alma ordinance provides for three Provisioning Center Licenses, prompting the need for a lottery to determine which three of the nineteen applications would receive the available Provisioning Center Licenses; and

Whereas, on May 22, 2019 at 3:15 p.m. the lottery was held with two stages, stage one to randomly assign a ping pong ball to each application, and stage two, the first three ping pong balls drawn would receive provisional approval for one of the three available licenses for provisioning centers; and

Whereas, Oak Flint, LLC was one of the first three entities to be drawn in the lottery and is given provisional approval for a City of Alma Medical Marihuana Provisioning Center license at parcel number 29-51-283-505-01; and

Now, Therefore, Be It Resolved, that Oak Flint, LLC will have one year from the date of this resolution to complete the remaining requirements of the City of Alma and the State of Michigan, and receive a Certificate of Occupancy for Oak Flint, LLC, at parcel number 29-51-283-505-01, failing to do so will be a forfeiture of the license, resulting in the license being provisional awarded to the next available entity drawn in the lottery.

A motion was offered by Commissioner Piccolo and supported by Vice-Mayor Harrington.

YES:  Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.
NO:  None.
ABSENT:  None.
Resolution Declared Adopted.

CERTIFICATE

I, Sheila Letourneau, Clerk of the City of Alma, do hereby certify that the above resolution is a true and exact copy adopted at the regular meeting of the City Commission held on Tuesday, May 28, 2019 at 6:00 p.m.

Sheila Letourneau, City Clerk
March 30, 2020

City of Alma
Attn: City Clerk
525 East Superior Street
Alma, MI 48801

Re: The Pure Lapeer, LLC
224 East Center Street, Alma, MI 48801

Request for Extension of Provisional Approval Based on Business Interruption Caused by COVID-19

Dear City Clerk,

Our firm represents The Pure Lapeer, LLC (“Pure Lapeer”) regarding the above-referenced matter. On May 22, 2019, the City of Alma held a lottery for provisioning center licenses. Pure Lapeer was one of three entities drawn in the lottery, which resulted in Pure Lapeer receiving provisional approval from the City of Alma to establish and operate a provisioning center at 224 E. Center Street, Alma, MI 48801.

It was understood, at that time, that Pure Lapeer would have one year from the date of approval to complete the remaining requirements set by the City of Alma and the State of Michigan, including obtainment of a Certificate of Occupancy to sustain the license awarded. It is our understanding that failure to complete the remaining requirements may result in a forfeiture of the license granted to Pure Lapeer. With the current COVID-19 pandemic sweeping the State of Michigan, we are now at risk of missing the one-year deadline and are now urging the City to act to extend the deadlines.

On March 29, 2020, the City of Alma announced that the municipal building would be closed to the public in order to control the environment and maintain social spacing. The majority of the City’s staff, including the city clerk and engineering have been set to work from home, and response times have been greatly affected.

As it stands, Pure Lapeer continues to work towards meeting the one-year deadline. However, and as you may be aware, COVID-19 has caused vast delays in the project. On March 10, 2020, Governor Whitmer declared a State of Emergency in Michigan. On March 16, 2020, under Executive Order 2020-9, Governor Whitmer closed many businesses. And, on March 25, 2020, Governor Whitmer executed Executive Order 2020-22, which required all Michigan residents to stay in their home unless they were an essential worker. The outlined Executive Orders, which were in direct response to the COVID-19 pandemic, have halted the advancement of business activities, including ours. Our company has now experienced delays with general contractors and architects, delays in receiving supplies, and delays in response times from the Michigan Regulatory Agency.
These are unprecedented times. As this pandemic continues to cause issues and affect businesses across the nation, we urge the City of Alma to consider adopting a resolution to extend the looming deadlines for provisioning centers. Specifically, the City should enter a new resolution to extend the time to complete the remaining requirements beyond the one year. While we continue to make progress, it is imperative to know that the City will be willing to do that. Please let us know where the City stands considering this pandemic. It is our hope that the City of Alma will act expeditiously and will provide deadline extensions similar to those provided by LARA.

Thank you for your attention to this matter. If you have any questions or concerns, please feel free to contact our office at any time.

Very truly yours,

Nadeem Noah Harfouch

NNH
cc: Client (via Electronic Mail)
    Matthew Schooley, City Manager (via Electronic Mail)
The Pure Lapeer, LLC
631 E. Big Beaver Road, Suite 211
Troy, MI 48083

Greetings Mr. Bahoura,

On May 22, 2019 the City of Alma held a lottery to determine which three of the nineteen pre-approved Medical Marihuana Provisioning Center applications would receive the three available Provisioning Center Licenses. As a result of the lottery, The Pure Lapeer, LLC was awarded one of the three Medical Marihuana Provisioning Center Licenses within the City of Alma. On May 28, 2019 the Alma City Commission passed a resolution of provisional approval to the three successful entities in the lottery. A copy of the resolution was provided to you on May 29, 2019.

The Alma City Commission provisional approval resolution states each of the three entities chosen in the lottery will have one year from the date of the resolution to complete the remaining requirements of the City of Alma and the State of Michigan and receive a Certificate of Occupancy. It is the City of Alma’s position that the one year deadline is final and cannot be extended. As such, The Pure Lapeer, LLC must complete all requirements and obtain a Certificate of Occupancy for the property at 224 E. Center Street (#29-51-031-318-00) no later than May 29, 2020.

The one-year deadline is to make sure the community has these businesses up and running in a timely fashion. Failing to meet the deadline as described above will result in the license being revoked and being provisionally awarded to the next available entity drawn in the lottery. If the City of Alma extended the time frame for completion, the unsuccessful lottery participants, who were informed of the one year deadline, would challenge any extension granted to a lottery winner. More importantly, the City of Alma’s process/policy was challenged in Circuit Court before the lottery was held. The Court’s preliminary ruling up held the process/policy and the lottery; however, the suit is still pending at this point. Deviation from the process/policy is not an option.

October 28, 2019 will mark the sixth month since the City Commission provided your entity with provisional approval at the location determined at the lottery. The City of Alma wanted to touch base to remind you about the timeline.

Staff is ready for your plans, please submit your plans as soon as possible. Staff will turn them around as quickly as we can to keep your project on task with the established timeline. If you have any questions about submitting plans, please give us a call at the number above. Any legal questions on the process/policy can be directed to the City Attorney, Tony Costanzo, 989-463-2101.

We look forward to getting your project underway.

Sincerely,

Aeric Ripley
Zoning Administrator
Resolution of Provisional Approval
City of Alma Medical Marihuana Facility Provisioning License

Whereas, on March 29, 2019 the City of Alma received nineteen Provisioning Center applications meeting the criteria under the ordinance and policy for Medical Marihuana Facilities within the City of Alma; and

Whereas, the City of Alma ordinance provides for three Provisioning Center Licenses, prompting the need for a lottery to determine which three of the nineteen applications would receive the available Provisioning Center Licenses; and

Whereas, on May 22, 2019 at 3:15 p.m. the lottery was held with two stages, stage one to randomly assign a ping pong ball to each application, and stage two, the first three ping pong balls drawn would receive provisional approval for one of the three available licenses for provisioning centers; and

Whereas, The Pure Lapeer, LLC was one of the first three entities to be drawn in the lottery and is given provisional approval for a City of Alma Medical Marihuana Provisioning Center license at 224 E Center Street, parcel number 29-51-031-318-00; and

Now, Therefore, Be It Resolved, that The Pure Lapeer, LLC will have one year from the date of this resolution to complete the remaining requirements of the City of Alma and the State of Michigan, and receive a Certificate of Occupancy for The Pure Lapeer, LLC, at 224 E Center Street, parcel number 29-51-031-318-00, failing to do so will be a forfeiture of the license, resulting in the license being provisional awarded to the next available entity drawn in the lottery.

A motion was offered by Commissioner Piccolo and supported by Vice-Mayor Harrington.

YES:    Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.
NO:     None.
ABSENT: None.
Resolution Declared Adopted.

CERTIFICATE

I, Sheila Letourneau, Clerk of the City of Alma, do hereby certify that the above resolution is a true and exact copy adopted at the regular meeting of the City Commission held on Tuesday, May 28, 2019 at 6:00 p.m.

______________________________
Sheila Letourneau, City Clerk
April 3, 2020

RE: Executive Order 2020-21 (COVID-19) – Provisioning Centers

On March 24, 2020 the Office of Governor Gretchen Whitmer issued Executive Order 2020-21 to suppress the spread of COVID-19, to prevent the state's health care system from being overwhelmed, to allow time for the production of critical test kits, ventilators, and personal protective equipment, and to avoid needless deaths, it is reasonable and necessary to direct residents to remain at home or in their place of residence to the maximum extent feasible.

On May 28, 2019, the City of Alma City Commission passed a resolution provisionally approving three Medical Marihuana Provisioning Center Facilities. The provisional approval provided each entity one year from the date of the resolution to complete the remaining requirements of the City of Alma and the State of Michigan and receive a Certificate of Occupancy from the City of Alma.

The Executive Order 2020-21 has brought all construction activities not necessary to sustain or protect life to a halt, with the only exemptions being projects defined as critical infrastructure. The Medical Marihuana Provisioning Center Facility construction does not fall under activities necessary to sustain or protect life and are not defined in the critical infrastructure definition, thus construction has been suspended.

The City understands this Executive Order has affected the construction schedule for the Provisioning Center projects, and the ability to complete the requirements of the Provisional Approval Resolution by the deadline of May 29, 2020. To account for these lost construction days, an extension to the deadline will be provided. On March 24, 2020 there were 66 days left before the May 29, 2020 deadline. The deadline will thus be extended for 66 days from the date Executive Order 2020-21 is terminated. Further extensions may be considered, if the State or Federal Government extends the stay at home order beyond the termination of Executive Order 2020-21.

If you have questions about the extension please feel free to contact Tony Costanzo, City Attorney, 989-463-2101.

Sincerely,

Aeric Ripley
Assistant City Manager
NOTICE OF PUBLIC HEARING

To the City of Alma property owners and taxpayers:

You are hereby given notice as required by Chapter 6, Section 6.3 of the City Charter, that a public hearing on the proposed City Budgets for the Fiscal Year 2020-2021 will be held in the City Commission Chambers, at the Alma Municipal Building, 525 E. Superior Street. Copies of the proposed budgets are available for public inspection prior to the public hearing from the City Clerk’s office, and on the City’s website at www.myalma.org.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

The public hearing will be: TUESDAY, MAY 12, 2020 AT 6:00 P.M.

Should the Governor’s Executive Order 2020-21, or another stay in place order issued by the Governor or the Federal Government remain in effect as of April 28th, 2020, the public hearing will be held remotely.

The public hearing will be held via the Zoom application. You are invited to attend remotely via telephone at 929-205-6099. When prompted please use meeting #620764766. (When attending via phone, you can alert the meeting host if you would like to speak during public comment by pressing *9.) For more information on attending remotely, please contact the City Clerk’s office.

Sara Anderson, City Clerk
PH: 989-463-8336

Please publish: Morning Sun
May 1, 2020
1 Affidavit
### 2020 Tax Rate Request

**2020 Tax Rate Request Report to County Board of Commissioners**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**County(ies) Where the Local Government Unit Levies Taxes**

<table>
<thead>
<tr>
<th>County</th>
<th>2020 Taxable Value of ALL Properties in the Unit as of 5-28-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gratiot</td>
<td>172,488,567</td>
</tr>
<tr>
<td>City of Alma</td>
<td>For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. 82,602,469</td>
</tr>
</tbody>
</table>

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

<table>
<thead>
<tr>
<th>(1) Source</th>
<th>(2) Purpose of Millage</th>
<th>(3) Date of Election</th>
<th>(4) Original Millage Rate Authorized by Election Charter, etc.</th>
<th>(5) ** 2019 Millage Rate Permanently Reduced by MCL 211.34d &quot;Headlines&quot;</th>
<th>(6) ** 2020 Current Year &quot;Headlines&quot; Millage Reduction Fraction</th>
<th>(7) 2020 Millage Rate Permanently Reduced by MCL 211.34d &quot;Headlines&quot;</th>
<th>(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction</th>
<th>(9) Maximum Allowable Millage Levy *</th>
<th>(10) Millage Requested to be Levied July 1</th>
<th>(11) Millage Requested to be Levied Dec. 1</th>
<th>(12) Expiration Date of Millage Authorized</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Ex Voting</td>
<td>5/1976</td>
<td>1.0000</td>
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<td>1.0000</td>
<td>.9604</td>
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<td>.9604</td>
<td>.9604</td>
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<td>.9604</td>
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<td>2.5000</td>
<td>2.5000</td>
<td>6/2022</td>
<td>2.5000</td>
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<tr>
<td></td>
<td>Debt</td>
<td>8/2004</td>
<td>2.0000</td>
<td>2.0000</td>
<td>1.0000</td>
<td>2.0000</td>
<td>1.0000</td>
<td>2.0000</td>
<td>2.0000</td>
<td>8/2024</td>
<td>2.0000</td>
</tr>
<tr>
<td></td>
<td>PA 164</td>
<td>8/2014</td>
<td>1.0000</td>
<td>1.0000</td>
<td>1.0000</td>
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<td>1.0000</td>
<td>1.0000</td>
<td>.5000</td>
<td>8/2021</td>
<td>.5000</td>
</tr>
</tbody>
</table>

**Prepared by**

Katherine J Roslund

**Telephone Number**

(989) 463-9514

**Title of Preparer**

City Assessor

**Date**

04/07/2020

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380 1211(3).

**Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.**

**IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).
### 2020 Tax Rate Request

This form must be completed and submitted on or before September 30, 2020.

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34c. Filing is mandatory; Penalty applies.

**County(ies) Where the Local Government Unit levies Taxes**
- Grafton
- 2020 Taxable Value of ALL Properties in the Unit as of 5-29-2020: $10,480,774

**Local Government Unit Requesting Millage Levy**
- For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
- City of Alma - NDA

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

<table>
<thead>
<tr>
<th>Source</th>
<th>Purpose of Millage</th>
<th>Date of Election</th>
<th>Original Millage Rate Authorized by Election Charter, etc.</th>
<th>2019 Millage Rate Permanently Reduced by MCL 211.34d &quot;Headline&quot;</th>
<th>2020 Current Year &quot;Headline&quot; Millage Reduction Fraction</th>
<th>2020 Millage Rate Permanently Reduced by MCL 211.34d &quot;Headline&quot;</th>
<th>Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction</th>
<th>Maximum Allowable Millage Levy *</th>
<th>Millage Requested to be Leved</th>
<th>Date of Expiration of Millage Authorized</th>
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</thead>
<tbody>
<tr>
<td>Allocated</td>
<td>Operating</td>
<td>6/1998</td>
<td>2.0000</td>
<td>1.9716</td>
<td>1.0000</td>
<td>1.9716</td>
<td>1.0000</td>
<td>1.9716</td>
<td>1.9716</td>
<td>No Exp</td>
</tr>
</tbody>
</table>

Prepared by
- Katherine J Roslund
- (989) 463-9514
- City Assessor
- Date: 04/07/2020

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.

- Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)
- Rate
- For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal
- For Commercial Personal
- For all Other

**Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.**

**IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).
**Arbor Day Resolution**

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 14th day of April, 2020:

PRESENT:

ABSENT:

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

Whereas, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees are a source of joy and spiritual renewal, and

Whereas, the City of Alma has been recognized as Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting ways, and

Whereas, the City of Alma will be planting trees within the City of Alma.

Now, Therefore, the City Commission of the City of Alma does hereby proclaim April 24, 2020, as ARBOR DAY in the City of Alma, and urges all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and

Further, we urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future.

Yes:

No:

Resolution Declared Adopted.

**Certificate**

I, Sara Anderson, City Clerk of the City of Alma, do hereby certify that the above resolution is a true and exact copy of a resolution adopted at a regular meeting of the Alma City Commission held on Tuesday, September 24, 2019 at 6:00 p.m.

__________________________________________
Sara Anderson, City Clerk, City of Alma
Resolution Requesting Reallocation of Assets

WHEREAS, the City of Alma has been a participating municipality in the Municipal Employees’ Retirement System of Michigan (MERS); and

WHEREAS, pursuant to Municipal Employees’ Retirement Board requirements, since December 31, 1994, asset accounting had been separated for each division, instead of aggregate for the entire municipality; and

WHEREAS, over time, significant disparities have arisen in the City’s MERS plan as result of allocating the fair market value of plan assets on a divisional basis instead of on an aggregate basis, which disparities the City of Alma wishes to eliminate; and

WHEREAS, in order to address the anticipated increase in unfunded liability for pensions to be provided participants in the defined benefit plan that is likely to occur as a result of diminished contributions to that plan, the City wishes to reallocate certain divisional market assets between these divisions;

NOW THEREFORE BE IT RESOLVED, that the governing body of the City of Alma, a participating municipality as defined in the Municipal Employees’ Retirement Act as recodified by Act no. 427 of the Public Acts of 1984, as amended, and as the employer, hereby requests MERS to reallocate the total market value of assets as of April 1, 2020 as follows:

<table>
<thead>
<tr>
<th>Division Number</th>
<th>Division Name</th>
<th>Decrease in Employer Reserve Assets</th>
<th>Increase in Employer Reserve Assets</th>
</tr>
</thead>
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<td>29010102</td>
<td></td>
<td>$1,191,295</td>
<td></td>
</tr>
<tr>
<td>29010120</td>
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<td>$1,102,908</td>
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<tr>
<td>29010121</td>
<td></td>
<td></td>
<td>$88,387</td>
</tr>
</tbody>
</table>

This will enable the actuary to prepare the 2020 actuarial valuation with the transferred assets; and

CERTIFICATION

I hereby certify that the above was adopted by the governing body of the City of Alma at its meeting held on April 14, 2020.

Authorized Signature: __________________________________________

Title: ___________________________________________________________
Resolution to Encourage the Governor to Issue an Executive Order Regarding Nomination Petitions

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 14th day of April, 2020:

PRESENT:

ABSENT:

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

Whereas, the Governor has issued Executive Order 2020-21, ordering all individuals living within the State of Michigan to stay at home or at their place of residence, subject to limited exceptions;
Whereas, Section 4.3 of the Alma City Charter requires a person desiring to qualify for an elective City office to file with the Clerk a nomination petition;
Whereas, Section 4.3 further requires that a person seeking nomination to City Commission to obtain between 25 and 50 signatures of registered electors of the jurisdiction from which the person seeks to be elected;
Whereas, the Alma City Charter does not allow for the payment of a filing fee in lieu of obtaining signatures;
Whereas, under MCL 168.551 candidates seeking to be placed on the ballot for the August primary election must submit their nominating petitions to the City Clerk by 4 p.m. eastern standard time on the fifteenth Tuesday before the August primary;
Whereas, for 2020, the fifteenth Tuesday before the August primary election is April 21, 2020; and
Whereas, gathering signatures in-person is not consistent with Executive Order 2020-21;

Now therefore be it resolved, the Alma City Commission encourages the Governor to issue an Executive Order that provides potential candidates an opportunity to meet the nomination requirements for the August 2020 primary election while following the requirements of Executive Order 2020-21.

Yes:
No:
Resolution Declared Adopted.

Certificate

I, Sara Anderson, City Clerk of the City of Alma, do hereby certify that the above resolution is a true and exact copy of a resolution adopted at a regular meeting of the Alma City Commission held on Tuesday, April 14, 2020 at 6:00 p.m.

________________________________________
Sara Anderson, City Clerk, City of Alma
ADDENDUM TO LEASE AGREEMENT
221 N STATE STREET

Addendum to #2 RENTAL payment in the Lease Use Agreement between the City of Alma (Lessor), 525 E. Superior Street, Alma, Michigan 48801, and Centria Healthcare, LLC (Lessee), 41521 W. 11 Mile Road, Novi, Michigan 49442. This addendum was at the request of the Lessee, which has been prompted by the expanding effects of the COVID-19 crisis is having on day to day operations.

The Lessee has requested for rent relief for the second quarter of 2020 – April 1 through June 30. The rental amount will be as follows for the remaining term of the lease, which is set to expire July 31, 2021.

#2. RENTAL: Rental payments shall be suspended for three months, April 1, 2020 – June 30, 2020. Beginning on July 1, 2020 the Lessee shall pay to the Lessor, as rental for said premises, the sum of $723.12 per month through the remainder of the lease ending July 31, 2021.

A. To the extent not expressly amended hereby, the lease shall remain in full force and effect.

LESSOR:
CITY OF ALMA

By: ________________________________
Gregory S. Mapes
Its: Mayor

By: ________________________________
Sara Anderson
Its: City Clerk

LESSEE:
CENTRIA HEALTHCARE

By: ________________________________

Its: ________________________________
## Alma Transit Center
### PCTrans Daily Passenger Counts - Detailed

<table>
<thead>
<tr>
<th></th>
<th>Under 5</th>
<th>Youth</th>
<th>Adult</th>
<th>Senior</th>
<th>Gold Sr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>Mon 2-Mar-20</td>
<td>0 3 3</td>
<td>0 116 116</td>
<td>77 97 174</td>
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<td>9 9 18</td>
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<td>Thu 5-Mar-20</td>
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<td>3 116 119</td>
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<td>1 102 103</td>
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<td>16 14 30</td>
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<td>Mon 9-Mar-20</td>
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<td>Tue 10-Mar-20</td>
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<td>0 1 1</td>
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<td>0 0 0</td>
<td>1 1 2</td>
<td>4 2 6</td>
<td>0 0 0</td>
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</table>

As of: 6-Apr-2020 8:15 am
## Alma Transit Center

### PCTrans Daily Passenger Counts - Detailed

<table>
<thead>
<tr>
<th></th>
<th>Under 5</th>
<th>Youth</th>
<th>Adult</th>
<th>Senior</th>
<th>Gold Sr</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Not</td>
<td>Total</td>
<td>Dis.</td>
<td>Not</td>
<td>Total</td>
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<td>4</td>
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<td>Mon 30-Mar-20</td>
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<td>Tue 31-Mar-20</td>
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<td>Total</td>
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<td>24</td>
<td>48</td>
<td>13</td>
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As of: 6-Apr-2020 8:15 am
<table>
<thead>
<tr>
<th>Township</th>
<th>MCDD or Off Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township of Wheelier</td>
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<td>Township of Washington</td>
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<tr>
<td>Township of Summer</td>
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<tr>
<td>Township of Seville</td>
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<tr>
<td>Township of Pine River</td>
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<td>Township of Lafayette</td>
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<td>Township of Fulton</td>
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<td>Township of Emerson</td>
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<td>Township of Bethany</td>
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<td>City of St. Louis</td>
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<td>City of Lima</td>
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<td>City of Alma</td>
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**Total**

### Alma Transit Center

*From 2-Mar-2020 through 31-Mar-2020*

**Pct of Trips by MCDD or Off and On Stops**
<table>
<thead>
<tr>
<th></th>
<th>Elderly</th>
<th>Persons w/Diabilities</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>Regular</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unlinked</td>
<td>0</td>
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</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>3.867</td>
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<tr>
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</tr>
<tr>
<td></td>
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<td>2.409</td>
</tr>
<tr>
<td>Total</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Elderly</th>
<th>Persons w/Diabilities</th>
<th>Total</th>
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<tbody>
<tr>
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<table>
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<th></th>
<th>Vehicle Miles</th>
<th>Total</th>
</tr>
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<tr>
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<td>Total</td>
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<table>
<thead>
<tr>
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<th>Vehicle Hours</th>
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<td>Weekday</td>
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<tr>
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Monthly Summary

March 2020

Non Financial Operating Data
Alma Transit Center

Scheduling and Dispatch
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Non-Financial Operating Data

Alma Transit Center

Scheduling and Dispatch
Assessing Customer Satisfaction and Trip Purpose for Alma Transportation Center

Brett Baublitz
1105 Willow Run Dr.,
PO BOX 278,
Alma, MI 48801-0278
(989) 463-4444
bbaublitz@ci.alma.mi.us

This survey was conducted by a research team from Michigan State University
Eva Kassens-Noor, Project Lead
Associate Professor Urban and Regional Planning
Focus: Transportation Planning
201E Human Ecology
552 W. Circle Drive
East Lansing, MI 48823
ekn@msu.edu
work: 517-432-8085
cell: 312-636-5043

This survey was contracted through the Michigan Department of Transportation (MDOT)
Ms. Andy Brush, Unit Supervisor
MDOT – Office of Passenger Transportation
425 W. Ottawa, P.O. Box 30050 – Mail Code B425
Lansing, MI 48909
(517) 335-2534
brusha@michigan.gov
Introduction to Survey

This report summarizes the results of the Demand-Response survey to assess customer satisfaction and trip purpose for Alma Transportation Center (ATC), conducted on the 17th, 24th, and 31st of January, 2020. We collected data from 61 respondents. Results for the survey are organized into four categories: customer satisfaction, trip purpose, Alma Transportation Center questions, and demographics.

Summary of survey results

Overall, the Alma Transportation Center survey respondents provided positive feedback. Customer satisfaction was very high as the majority of respondents answered very satisfied in this category. The results of the trip purpose category showed us that the most common destination was related to shopping. The third category, which were Alma Transportation Center questions, showed that the majority of riders rely on Alma Transportation Center for most of their destinations. The demographic questions showed that the most common group of Alma Transportation Center riders identify as Caucasian/White, between 55-64 years of age, and are retired with no special needs.
Customer Satisfaction

For customer satisfaction, we asked transit riders twenty questions within the following seven categories: timeliness, comfort, cleanliness, information availability and ease of use, customer service, safety/security, and cost/value.

Timeliness

We asked transit riders to rate their satisfaction with timeliness on a five-point scale, ranging from very dissatisfied to very satisfied, with a N/A option. Three questions within this category asked about their level of satisfaction with:

- The arrival time of this vehicle.
- The timeliness (on-time arrival) of the transit vehicles in general.
- The time taken to reach their destination, given the distance traveled.

We asked transit riders about their satisfaction with the arrival time of the vehicle. The majority of respondents ranked this as Very Satisfied.

Figure 1: n=58
We asked transit riders about their satisfaction with the on-time arrival of the transit vehicles in general. The plurality of respondents ranked this as Very Satisfied.

![Figure 2: n=59](image)

We asked transit riders about their satisfaction with the time taken to reach their destinations given the distance traveled. The majority of respondents ranked this as Very Satisfied.

![Figure 3: n=58](image)
Comfort

We asked transit riders to rate their satisfaction with comfort on a five-point scale, ranging from very dissatisfied to very satisfied, with a N/A option. Two questions within this category asked about their satisfaction level with:

- The temperature of the vehicle.
- The seats on this vehicle.

We asked transit riders about their satisfaction with the temperature on the vehicle. The majority of respondents ranked this as Very Satisfied.

Figure 4: n=59
We asked transit riders about their satisfaction level with the seats on the vehicle. The plurality of respondents ranked this as Very Satisfied.

Figure 5: n=58
Cleanliness

We asked transit riders to rate their satisfaction with cleanliness on a five-point scale, ranging from very dissatisfied to very satisfied, with a N/A option. One question within this category asked about their satisfaction level with:

- The cleanliness of this vehicle.

We asked transit riders about their satisfaction with the cleanliness of the vehicle. The majority of respondents ranked this as Very Satisfied.

Figure 6: n=57
Information availability and ease of use

We asked transit riders to rate their satisfaction with information availability and ease of use on a five-point scale, ranging from very dissatisfied to very satisfied, with a N/A option. Six questions within this category asked about their satisfaction level with:

- The information that was provided to them when they made the reservation regarding when the vehicle would arrive.
- The information that was provided to them when they made the reservation regarding how long the trip would take.
- The ease of booking trips.
- The ease of changing trips.
- The ease of cancelling trips.
- The ease of finding information on the transit agency in general.

We asked transit riders about their satisfaction with the information that was provided while making reservations regarding when the vehicle would arrive. The plurality of respondents ranked this as Very Satisfied.

![Figure 7: n=58](image-url)
We asked transit riders about their satisfaction with the information that was provided while making reservations regarding how long the trip would take. The plurality of respondents ranked this as Very Satisfied.

![Figure 8: n=58](image)

We asked transit riders about their satisfaction with the ease of booking trips. The majority of respondents ranked this as Very Satisfied.

![Figure 9: n=58](image)
We asked transit riders about their satisfaction with the ease of changing trips. The plurality of respondents ranked this as Very Satisfied.

![Figure 10: n=58](image)

We asked transit riders about their satisfaction with the ease of cancelling trips. The majority of respondents ranked this as Very Satisfied.

![Figure 11: n=58](image)
We asked transit riders about their satisfaction with the ease of finding information on the transit agency in general. The majority of respondents ranked this as Very Satisfied.

![Bar Chart: Satisfaction Levels]

*Figure 12: n=57*
Customer Service

We asked transit riders to rate their satisfaction with customer service on a five-point scale, ranging from very dissatisfied to very satisfied, with a N/A option. Six questions within this category asked about their satisfaction level with:

- The helpfulness of the driver.
- The professionalism of the driver.
- The driver’s driving skill.
- The helpfulness of the staff taking reservations.
- The hours of operations from this transit agency.
- The overall service received from this transit agency.

We asked transit riders about their satisfaction with the helpfulness of the driver. The majority of respondents ranked this as Very Satisfied.

![Bar Chart](image)

*Figure 13: n=57*
We asked transit riders about their satisfaction with the professionalism of the driver. The majority of respondents ranked this as Very Satisfied.

![Figure 14: n=56](image)

We asked transit riders about their satisfaction with the driver’s driving skill. The majority of respondents ranked this as Very Satisfied.

![Figure 15: n=57](image)
We asked transit riders about their satisfaction with the helpfulness of the staff taking reservations. The majority of respondents ranked this as Very Satisfied.

![Figure 16: n=57](image)

We asked transit riders about their satisfaction with the hours of operations. The majority of respondents ranked this as Very Satisfied.

![Figure 17: n=56](image)
We asked transit riders about their satisfaction with the overall service of the transit agency. The majority of respondents ranked this as Very Satisfied.

Figure 18: n=57
Safety and Security

We asked transit riders to rate their satisfaction with safety and security, providing a five-point scale, ranging from very dissatisfied to very satisfied, with a N/A option. One question within this category asked about their satisfaction level with:

- The safety in this vehicle.

We asked transit riders about their satisfaction with the safety in this vehicle. The majority of respondents ranked this as Very Satisfied.

![Bar chart showing satisfaction levels](image)

*Figure 19: n=57*
Cost/Value

We asked transit riders to rate how much they agreed with a statement on cost and value, providing a five-point scale, ranging from very dissatisfied to very satisfied, with a N/A option. One question within this category asked about their satisfaction level with:

- The cost of this ride.

We asked transit riders how much they agreed with the statement “How satisfied are you with the cost of this ride?” The majority of respondents ranked this as Very Satisfied.

![Figure 20: n=57](Image)
**Trip Purpose**

For trip purpose, we asked transit riders two questions regarding the purpose of their trip and what they would do if public transportation was unavailable.

**Trip purpose**

We asked transit riders about the purpose of their trip. The plurality of respondents said their purpose was related to shopping.

![Figure 21: n=59](image)

**Alternative Transport Options**

We asked transit riders what they would do if public transportation was not available. 59 persons responded to the question.

- 34% said they would not make this trip.
- 25% said they would walk or bike.
- 24% said they would get a ride from family or friends.
- 8% said they would look for alternative destinations.
- 4% said others (e.g. “case worker”).
- 3% said they would take a taxi, cab, Uber, or Lyft.
- 2% said they would drive.
Alma Transportation Center Questions

We asked transit riders questions specific to Alma Transportation Center. Three questions within this category asked about:

- Whether they would use transportation services and their current mode of transportation for medical appointments, work/school, shopping, entertainment, county services, and other destinations.
- Whether they support the new public transport service in the county.
- Whether they would be willing to contribute up to 1 millage point on their property taxes to have public transit service in the county.

We asked transit riders if they would use transportation services to the following destinations and their current mode of transportation. 57 responded to this question.

For medical appointments (n=51):

- 89% said they would use transportation services for medical appointments.
- 11% said they would not use transportation services for medical appointments.

Current mode of transportation:
- 66% said their current mode of transportation for medical appointments is ATC.
- 11% said their current mode of transportation for medical appointments is driving.
- 6% said their current mode of transportation for medical appointments is biking.
- 6% said their current mode of transportation for medical appointments is getting a ride from friends.
- 6% said their current mode of transportation for medical appointments is a taxi.
- 5% said their current mode of transportation for medical appointments is walking.

For work/school (n=51):

- 69% said they would use transportation services for work/school.
- 31% said they would not use transportation services for work/school.

Current mode of transportation:
- 92% said their current mode of transportation for work/school is ATC.
- 8% said their current mode of transportation for work/school is biking.

For shopping (n=57):

- 69% said they would use transportation services for shopping.
- 31% said they would not use transportation services for shopping.

Current mode of transportation:
- 71% said their current mode of transportation for shopping is ATC.
• 14% said their current mode of transportation for shopping is walking.
• 8% said their current mode of transportation for shopping is biking.
• 7% said their current mode of transportation for shopping is driving.

For entertainment (n=47):

• 74% said they would use transportation services for entertainment.
• 26% said they would not use transportation services for entertainment.

Current mode of transportation:
• 64% said their current mode of transportation for entertainment is ATC.
• 9% said their current mode of transportation for entertainment is biking.
• 9% said their current mode of transportation for entertainment is walking.
• 9% said their current mode of transportation for entertainment is driving.
• 9% did not specify their current mode of transportation for entertainment.

For county services (n=43):

• 72% said they would use transportation services for county services.
• 28% said they would not use transportation services for county services.

Current mode of transportation:
• 59% said their current mode of transportation for county services is ATC.
• 14% said their current mode of transportation for county services is biking.
• 14% said their current mode of transportation for county services is driving.
• 13% did not specify their current mode of transportation for county services.

We further asked transit riders if they support the new public transport service in the county. 49 responded to this question.

• 98% said they do support the new public transport service in the county.
• 2% said they do not support the new public transport service in the county.
We asked transit riders if they would be willing to contribute up to 1 millage point on their property taxes to have public transit service in their county. 45 responded to this question.

- 64% said they would be willing to contribute up to 1 millage point on their property taxes to have public transit service in their county.
- 36% said they would not be willing to contribute up to 1 millage point on their property taxes to have public transit service in their county.
Demographic Information

We asked transit riders about their employment. The plurality of respondents said they were retired.

![Bar chart showing percentage of respondents by occupation.](image)

*Figure 22: n=50*

We asked transit riders about their gender, we received 51 responses.

- 67% said male.
- 33% said female.
We asked transit riders about their age. The plurality of respondents said they were between 55 and 64 years old.

![Age Distribution Chart](chart1.png)

*Figure 23: n=53*

We asked transit riders about their total combined annual household income. The majority of respondents reported their income as less than $9,999.

![Income Distribution Chart](chart2.png)

*Figure 24: n=47*
We asked transit riders about their ethnicity. The majority of respondents said Caucasian/White.

![Ethnicity](image)

*Figure 25: n=52*

We asked transit riders about what accommodations, disabilities, or special needs they required assistance with. The majority of respondents said they have no special needs.

![Disabilities or Special Needs](image)

*Figure 26: n=51*

Other accommodation needs include head injuries, epilepsy, and shortness of breath.
We asked transit riders if they had any additional comments about the transportation service. We received 18 responses, excluding “no” answers. Responses were recorded exactly as was written. Their answers were as follows, some comments fit in more than one group:

Satisfied with services:

1. I’m thankful for the transportation period
2. I appreciate this service.
3. Very satisfied
4. We are like family they make me laugh and smile
5. they are excellent with their services.
6. Everything is good.
7. I have no problem with ATC very professional.
8. I love dial a ride it gives me freedom to get places.
9. I would be lost without having Dial-a-ride, I do depend on the bus. I don't depend on family they are too far away to ask for help. Thank you for all your services.

Schedules/timeliness issues:

1. They need to pick you up on time and pick you up if they say they are.
2. Could benefit from longer operation times and wider buses.

Vehicles/Driver:

1. I love our transit system, need more buses and drivers.
2. Need room for walkers for the people who have them weekends.
3. Could benefit from longer operation times and wider buses.
4. the drivers could be more friendly notice no one talks on the bus much

Routes/Service area:

1. would like it if the bus made pick up in Ithaca again
2. It's perfect, but I would expanded county wide.
3. I look forward to having all county services, weekends too otherwise will ride my bike. I pay my taxes already and I take bus to high school athletic games too.

Price:

1. I like dial-a-ride but there should be a cheaper way to ride for those you don’t get payed a lot where they work. I spend nearly $30 to work a full week when I only get a $100 check. everything is excellent.
Final recommendations:

Customer satisfaction was very good overall. The majority of passengers indicated they were very satisfied with most every aspect of the service. Analysis of the final question of the survey, which asked if respondents had any additional comments for the agency, demonstrates that riders are pleased with their riding experience. Though asking for expanded hours and service areas was common, including weekend hours and county route expansion. Analysis of the ATC questions shows that the majority of riders relied on ATC for medical appointments, work/school, and shopping. The vast majority of riders also indicated that they supported the new public transport service in the county. We recommend that ATC continue to provide excellent service to their riders and consider expanding their service, where and if possible.
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**Number of Permits:** 7

**Total Billed:** $10,019.30

Population: Range (Using Current
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3/31/2020 11:59:59 PM AND
Permit.PermitType = Building
City of Alma  
Alma City Commission

Following is the schedule set by the Alma City Commission for review of the proposed FY 2021 Annual City Budgets. All interested persons are invited and encouraged to attend.

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<td>Budget Review Session (regular meeting)</td>
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<td>May 7, 2020</td>
<td>Budget Review Session (special meeting)</td>
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<tr>
<td>May 12, 2020</td>
<td>Budget Review Session (regular meeting)</td>
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<td>Public Hearing: Budget Presentation and Adoption of Resolution Approving FY 2021</td>
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<td>millage rates</td>
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<tr>
<td>May 28, 2020</td>
<td>Budget Review Session (regular meeting)</td>
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<td>Adoption of FY 2021 Budget</td>
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Should the Governor’s Executive Order 2020-21, or another stay in place order issued by the Governor or the Federal Government remain in effect as of April 28th, 2020, the public hearing will be held remotely.

The public hearing will be held via the Zoom application. You are invited to attend remotely via telephone at 929-205-6099. When prompted please use meeting #620764766. (When attending via phone, you can alert the meeting host if you would like to speak during public comment by pressing *9.)

Please publish: Morning Sun  
April 17, 2020  
1 Affidavit
WARRANT TO THE TREASURER

WARRANT NO. 20-19  CITY OF ALMA  APRIL 14, 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 19, 2020 through April 9, 2020, are:

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<td>EQUIPMENT RENTAL CHARGES:</td>
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<td>GARAGE SERVICES</td>
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Payroll of April 2, 2020, totaling $ 206,631.60 in gross wages, employer taxes and benefit costs.

SIGNED: __________________________________________
        Sara Anderson, City Clerk

COUNTERSIGNED: __________________________________
                Matthew Schooley, City Manager
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INVOICE REGISTER FOR CITY OF ALMA
EXP CHECK RUN DATES 01/01/2018 - 04/29/2020
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN AND PARTIALLY PAID - CHECK TYPE: PAPER CHECK