

CITY COMMISSION



AUGUST 8, 2023
AGENDA

City Commission Meeting Agenda

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

Roll Call

Pledge of Allegiance

Approval of Minutes of the July 25, 2023, [regular meeting](#).

Requested Action

A. Petitions:

B. Communications:

C. Hearings:

D. Consent Agenda:

E. Requests for Purchase:

F. Recommendation on Bids:

G. Resolutions:

1. Consideration of a resolution exempting the City of Alma from the requirements of PA 152 of 2011 for the benefit plan year January 1 through December 31, 2024.

Adopt

(**Subject:** On September 27, 2011, the Public Funded Health Insurance Contribution Act (PA 152) became effective, which limits public employer contributions towards employee medical benefit plans. For compliance, the employer is provided with three options: “Hard caps” option, “80%/20%” option, or “exemption” option. The second and third options must be renewed annually. The City traditionally chooses the third option in order to pursue the best, most economical options for both the city and employees.)

2. Consideration of a resolution to temporarily close 100-300 blocks of Superior Street and 300 block of N. State Street for the Alma Alive Celebration event on Saturday, August 19, 2023.

Adopt

3. Consideration of a resolution to agree to share costs for development of the Gratiot County Master Land Use Plan, in the amount of \$1,291.08, also to authorize the Alma Planning Commission to join the planning process for the Gratiot County Master Land Use Plan and appoint a representative to the Gratiot Countywide Master Plan Steering Committee.

Adopt

(**Subject:** Alma’s total cost on the project is \$5,164.30, but a grant request has been received from the Michigan Economic Development Corporation, which will reduce Alma’s balance due to \$1,291.08.)

4. Consideration of a resolution to designate the Isabella Community Credit Union as an additional approved depository for City of Alma funds, in accordance with Section 6.7 of the Alma City Charter.

Approve

H. Ordinances:

I. Agreements:

1. Consideration of a resolution to approve the renewal of a one-year contract for transportation services between Alma Transit and Gratiot Integrated Health Network, also to authorize Transit Director Brett Baublitz to execute the contract.

Approve

2. Consideration of a resolution to approve Change Order #4 to the contract with McGuirk Sand-Gravel Inc. for the downtown parking lots improvement project, in the amount of \$71,177.15, to cover costs for stamped concrete in the new pocket park.

Approve

(**Subject:** Additional costs in the downtown parking lot project for stamped concrete in the pocket park will be paid with previously budgeted funds and funds received from the Gratiot County parks and recreation grant.)

3. Consideration of a resolution authorizing the execution of engagement letters between the City of Alma and the Alma Transit Center and Yeo & Yeo, CPAs & Business Consultants for the purpose of conducting annual year-end audits for a total fee of \$29,850.00, also to authorize the City Manager to sign both letters on behalf of the City and Alma Transit Center.

Approve

4. Consideration of a resolution to accept and authorize Contract No. 23-5320 with the Michigan Department of Transportation regarding asphalt resurfacing of Michigan Avenue from Superior Street to Bridge Street, also to authorize the Mayor to execute the contract of behalf of the City of Alma.

Approve

(**Subject:** Grand total estimated costs for the project are \$355,650. Federal funds in the amount of \$81,204 are requested pursuant to the Federal Highway Administration Surface Transportation Program. The balance of \$274,446 is the city's share of the project.)

J. Reports of Officers, Boards, Committees:

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

1. Parks Committee July 24, 2023 Draft Meeting Minutes
2. Alma District Fire Board July 26, 2023 Draft Meeting Minutes
3. Downtown Development Authority July 26, 2023 Draft Meeting Minutes
4. Alma Transit July 2023 Report
5. Building Permit Report for April through July 2023
6. City Manager's Newsletter

Receive

K. Appointments:

1. Consideration of a resolution to appoint a City Commission designee and alternate to attend the Michigan Municipal League Annual Convention and vote on behalf of the City of Alma at the Annual Meeting.

Approve

L. Unfinished Business:

M. New Business:

1. Consideration of a resolution to approve a Transit "carve-out" with Municipal Employees Retirement System and authorize Municipal Employees Retirement System to create a new division for Transit employees, also to authorize City Manager Aeric Ripley to sign documents as needed to execute the transition.

Approve

Appropriations

Commissioner's Comments and Reports

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

Roll Call

Present: Roger Allman, Andrew Bare, Greg Mapes, Michelle Pitts, and Danny Wernick.
Absent: Roxann Harrington (arrived after roll call), and Laurie Harrison.

2023-0192 Motion by Commissioner Pitts, seconded by Commissioner Bare, to adopt the agenda, as amended. Motion carried.

Yes: Allman, Bare, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrington and Harrison.

Vice-Mayor Harrington arrived at 6:01 p.m.

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

Minutes

2023-0193 Motion by Commissioner Pitts, seconded by Commissioner Bare, to approve minutes of the July 11, 2023, regular meeting, as presented. Motion carried.

Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.

Requests for Purchase

2023-0194 Motion by Commissioner Allman, seconded by Commissioner Pitts, to adopt a resolution to approve a request for purchase to Todd Wenzel Chevrolet for the purchase of a 2023 4WD Chevrolet Tahoe, for use as a Police Department patrol vehicle, in the amount of \$42,802.81.

Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.
Resolution declared adopted.

Resolutions

2023-0195 Motion by Commissioner Allman, seconded by Commissioner Bare, to adopt a resolution to approve Alma Transit's Title VI Plan as presented and authorize Transit Director Brett Baublitz to provide signatures, as necessary.

Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.
Resolution declared adopted.

2023-0196 Motion by Commissioner Bare, seconded by Vice-Mayor Harrington, to adopt a resolution to designate the following financial institutions as additional approved depositories for City of Alma funds: Michigan One Credit Union, Independent Bank, Fifth Third Bank/Fifth Third Securities, Gratiot Community Credit Union, and GraCo Federal Credit Union.

Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.
Resolution declared adopted.

Agreements

2023-0197

Motion by Commissioner Pitts, seconded by Commissioner Allman, to adopt a resolution to approve Change Order #2 to the contract with McGuirk Sand-Gravel Inc. for the downtown parking lots improvement project, in the amount of \$152,205.30, to cover additional costs for installation of an overflow drain to facilitate drainage in Parking Lots 4 and 8 behind the Opera House building.

**Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.
Resolution declared adopted.**

2023-0198

Motion by Vice-Mayor Harrington, seconded by Commissioner Bare, to approve the Airport Lease and Asset Transfer Agreement, also to authorize the Mayor to execute the agreement on behalf of the City of Alma.

**Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.
Resolution declared adopted.**

2023-0199

Motion by Commissioner Allman, seconded by Commissioner Pitts, to approve the Intergovernmental Agreement for the Supply of Municipal Services by the City of Alma to the Gratiot Community Airport Authority, also to authorize the Mayor to execute the agreement on behalf of the City of Alma.

**Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.
Resolution declared adopted.**

Reports

2023-0200

Motion by Commissioner Pitts, seconded by Commissioner Bare, to receive the following reports: Board of Review July 18, 2023 Meeting Minutes and the Finance FY2023 Report. Motion carried.

**Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.**

2023-0201

Motion by Commissioner Pitts, seconded by Commissioner Bare, to adopt an amendment to Resolution 2023-0068 MDOT Annual Performance Resolution amending the 2023 Banners & Street Closures table to include a closure on August 24, 2023, for the Old US-27 Motor Tour Stop in Alma (Attachment A).

**Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.
Resolution declared adopted.**

2023-0202

Motion by Commissioner Pitts, seconded by Vice-Mayor Harrington, to receive the City Manager's Newsletter.

City Manager Aeris Ripley reviewed items in his newsletter, asking direction from the Commission on the following two items: transitioning Alma Transit to a separate division for retirement purposes, and options for audit contracts.

Commissioners verbally agreed with pursuing a separate division for Transit and requested additional information on the use of overtime in computing a final average compensation. Commissioners also verbally agreed with staff's recommendation for an additional one-year contract with the current audit firm. Ripley also spoke briefly about the Parks and Recreation survey results and the upcoming Alma Alive event.

Motion to receive the City Manager's Newsletter carried.

Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.

New Business

2023-0203 Motion by Commissioner Pitts, seconded by Commissioner Allman, to adopt a resolution to approve a request from the Gratiot County Players Summer Youth Workshop to temporarily locate a 10' x 20' tent on the east side of the Strand Theater August 4 through August 13, 2023, for use during play performances.

Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.
Resolution declared adopted.

Appropriations

2023-0204 Motion by Commissioner Allman, seconded by Commissioner Pitts, to adopt a resolution approving Warrant No. 24-02, and authorizing the City Treasurer to issue checks in payment of all claims.

Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.
Resolution declared adopted.

Commissioner Comments

Commissioner Pitts thanked the public for attendance at Rural Urban Day. Commissioners Bare and Allman spoke about an upcoming Gratiot County Players production. Mayor Mapes spoke briefly about the Strand Theater.

Invitation to Public

Les Rosan shared concerns about sites in town that he believed to be safety issues.

Dawn Daniels spoke about trees removed as part of the downtown parking lot renovation, plans for removal of trees downtown on Superior Street, and the City's process for tree management.

Adjournment

Motion by Commissioner Pitts, seconded by Commissioner Bare, to adjourn the meeting at 7:01 p.m. Motion carried.

Yes: Allman, Bare, Harrington, Mapes, Pitts, and Wernick.
No: none.
Absent: Harrison.

Greg Mapes, Mayor, City of Alma

Sara Anderson, City Clerk, City of Alma

Date of Approval

Event	Date	Time	State Highway Closure/Banner Installation	City Street Closure/Banner Installation
Alma Highland Festival Banner	04/14/2023-05/31/2023		Over MDOT Street Superior Street "Alma Highland Festival Memorial Day Weekend"	City Crew
Gratiot Art Expo Banner Program	05/8/2023-10/31/2023		Banners attached to Street Light Poles on Superior St	Banners attached to Street Light Poles on State St City Crew
Alma Highland Festival Parade	05/27/2023	8:30 a.m.-1:00 p.m.	Superior-Prospect to Pine	Pine-Superior to HS/Panther Pkwy Downie-Park to Prospect Prospect-Wright Park to Superior City Crew
Alma All Class Reunion	07/13/2023-08/22/2023		Over MDOT Street Superior Street "Alma High School Annual All Class Reunion"	City Crew
Lucky MacDuck Community Day Banner	08/22/2023-09/12/2023		Over MDOT Street Superior Street "Lucky MacDuck First Weekend after Labor Day"	City Crew
Alma Alive Downtown Celebration	08/19/2023	3:00 p.m. – 10:00 pm	Superior Street – Pine Avenue to State Street	State Street – Superior St. to Center St. City Crew
Michigan Old U.S. 27 Motor Tour Stop	08/24/2023	12:00 p.m.-3:30 p.m.	Superior St – Pine Ave to Wright Ave	Superior-Wright Avenue to Pine Avenue City Crew
Alma College Welcome Back Banner	09/01/2023-10/06/2023		Over City Street	Superior at Philadelphia "Welcome Back Students" Private Contractor
Alma High School Homecoming Parade	09/22/2023	4:30 p.m. – 6:30 p.m.	Superior Street Pine Ave to Prospect Ave	Pine – Superior to Middle School Downie – Park to Prospect Prospect – Wright Park to Superior St City Crew
Alma College Homecoming Parade	09/30/2023	8:30 a.m. – 12 p.m.	Wright Ave – Downie St to Superior St Superior St – State St to Wright Ave	State to Downie & State St to W Center St W Superior St – Wright Ave to Harvard Ave City Crew
Alma Fall Festival	10/19/2023	4:00 p.m. – 7:30 p.m.	Superior St – Pine Ave to Park Ave Hard Closure	City Crew
Downtown Christmas Celebration Banner	11/01/2023-01/04/2023		Over MDOT Street Superior Street "Come Home to Alma for the Holidays"	City Crew
Downtown Christmas Celebration/Parade	12/8/2023	4:30 p.m. – 9:00 p.m.	Superior – Pine Ave to Park Ave	Woodworth Ave – Center St to Downie St City Crew



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RESOLUTION 2023-_____

Resolution to Adopt the Annual Exemption Option as Set Forth in 2011 PA 152, the Publicly Funded Health Insurance Contribution Act

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

Whereas, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011:

Whereas, the Act contains three options for complying with the requirements of the Act;

Whereas, the three options are as follows:

- 1) Section 3 – "Hard Caps" Option – limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 – "80%/20%" Option – limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 – "Exemption" Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

Whereas, the City of Alma has decided to adopt the annual Exemption option as its choice of compliance under the Act;

Now, Therefore, Be It Resolved the City Commission of the City of Alma elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year January 1, 2024 through December 31, 2024.

Upon a call of the roll, the vote was as follows:

Yes:

No:

Absent:

Resolution Declared Adopted

Certificate

I, Sara Anderson, Clerk of the City of Alma, do hereby certify that the above resolution is a true and exact copy of a resolution adopted at a regular meeting of the Alma City Commission held on Tuesday, August 8, 2023.

Sara Anderson, City Clerk

PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT
Act 152 of 2011

AN ACT to limit a public employer's expenditures for employee medical benefit plans; to provide the power and duties of certain state agencies and officials; to provide for exceptions; and to provide for sanctions.

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011.

The People of the State of Michigan enact:

15.561 Short title.

Sec. 1. This act shall be known and may be cited as the "publicly funded health insurance contribution act".

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011.

15.562 Definitions.

Sec. 2. As used in this act:

(a) "Designated state official" means:

(i) For an election affecting employees and officers in the judicial branch of state government, the state court administrator.

(ii) For an election affecting senate employees and officers, the secretary of the senate.

(iii) For an election affecting house of representatives employees and officers, the clerk of the house.

(iv) For an election affecting legislative council employees, the legislative council.

(v) For an election affecting employees in the state classified service, the civil service commission.

(vi) For an election affecting executive branch employees who are not in the state classified service, the state employer.

(b) "Flexible spending account" means a medical expense flexible spending account in conjunction with a cafeteria plan as permitted under the federal internal revenue code of 1986.

(c) "Health savings account" means an account as permitted under section 223 of the internal revenue code of 1986, 26 USC 223.

(d) "Local unit of government" means a city, village, township, or county, a municipal electric utility system as defined in section 4 of the Michigan energy employment act of 1976, 1976 PA 448, MCL 460.804, an authority created under chapter VIA of the aeronautics code of the state of Michigan, 1945 PA 327, MCL 259.108 to 259.125c, or an authority created under 1939 PA 147, MCL 119.51 to 119.62.

(e) "Medical benefit plan" means a plan established and maintained by a carrier, a voluntary employees' beneficiary association described in section 501(c)(9) of the internal revenue code of 1986, 26 USC 501, or by 1 or more public employers, that provides for the payment of medical benefits, including, but not limited to, hospital and physician services, prescription drugs, and related benefits, for public employees or elected public officials. Medical benefit plan does not include benefits provided to individuals retired from a public employer or a public employer's contributions to a fund used for the sole purpose of funding health care benefits that are available to a public employee or an elected public official only upon retirement or separation from service.

(f) "Medical benefit plan costs" does not include a payment by the public employer to an employee or elected public official in lieu of medical benefit plan coverage and, for a medical benefit plan coverage year beginning after the later of January 1, 2014 or the effective date of the amendatory act that added this subdivision, includes, but is not limited to, all of the following:

(i) Any amount that the public employer pays directly or indirectly for the assessment levied pursuant to the health insurance claims assessment act, 2011 PA 142, MCL 550.1731 to 550.1741.

(ii) Insurance agent or company commissions.

(iii) Any additional amount the public employer is required to pay as a fee or tax under the patient protection and affordable care act, Public Law 111-148, as amended by the federal health care and education reconciliation act of 2010, Public Law 111-152.

(g) "Medical benefit plan coverage year" means the 12-month period after the effective date of the contractual or self-insured medical coverage plan that a public employer provides to its employees or public officials.

(h) "Public employer" means this state; a local unit of government or other political subdivision of this state; any intergovernmental, metropolitan, or local department, agency, or authority, or other local political subdivision; a school district, a public school academy, or an intermediate school district, as those terms are

defined in sections 4 to 6 of the revised school code, 1976 PA 451, MCL 380.4 to 380.6; a community college or junior college described in section 7 of article VIII of the state constitution of 1963; or an institution of higher education described in section 4 of article VIII of the state constitution of 1963.

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011;—Am. 2013, Act 269, Imd. Eff. Dec. 30, 2013.

Compiler's note: Enacting section 1 of Act 269 of 2013 provides:

"Enacting section 1. This amendatory act clarifies the original intent of the legislature and is curative and retroactive as to the exclusion of funding for health care benefits that are available only upon either retirement or separation from service from the definition of medical benefit plan and as to the exclusion of payments in lieu of medical benefit plan coverage from medical benefit plan costs."

15.563 Public employer contribution to medical benefit plan; limitation on amount; allocation of payments; adjustment of maximum payment.

Sec. 3. (1) Except as otherwise provided in this act, a public employer that offers or contributes to a medical benefit plan for its employees or elected public officials shall pay no more of the annual costs or illustrative rate and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, than a total amount equal to \$5,500.00 times the number of employees and elected public officials with single-person coverage, \$11,000.00 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage, plus \$15,000.00 times the number of employees and elected public officials with family coverage, for a medical benefit plan coverage year beginning on or after January 1, 2012. A public employer may allocate its payments for medical benefit plan costs among its employees and elected public officials as it sees fit. By October 1 of each year after 2011 and before 2019, the state treasurer shall adjust the maximum payment permitted under this subsection for each coverage category for medical benefit plan coverage years beginning the succeeding calendar year, based on the change in the medical care component of the United States Consumer Price Index for the most recent 12-month period for which data are available from the United States Department of Labor, Bureau of Labor Statistics. By April 1 of each year after 2018, the state treasurer shall adjust the maximum payment permitted under this subsection for each coverage category for medical benefit plan coverage years beginning the succeeding calendar year, based on the change in the medical care component of the United States Consumer Price Index for the most recent 12-month period for which data are available from the United States Department of Labor, Bureau of Labor Statistics.

(2) For a medical benefit plan coverage year beginning January 1, 2014 through December 31, 2014, the multiplier used to calculate the maximum public employer payment under subsection (1) is \$12,250.00 for employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage. The state treasurer shall adjust the multiplier each year as provided in subsection (1).

(3) For purposes of calculating a public employer's maximum total annual medical benefit plan costs under subsection (1), "employee or elected public official" does not include an employee or elected public official who declines the medical benefit plan offered or contributed to by the public employer.

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011;—Am. 2013, Act 270, Imd. Eff. Dec. 30, 2013;—Am. 2018, Act 477, Imd. Eff. Dec. 27, 2018.

Compiler's note: Enacting section 1 of Act 270 of 2013 provides:

"Enacting section 1. Section 3(1) and (3) of the publicly funded health insurance contribution act, 2011 PA 152, MCL 15.563, as amended or added by this amendatory act, clarifies the original intent of the legislature that a public employee or elected official who declines the public employer's medical benefit plan coverage is not an employee or elected public official for purposes of calculating the public employer's maximum total annual medical benefit plan costs. These amendments are curative and apply retroactively."

15.564 Public employer contribution to medical benefit plan; limitation on percentage of annual costs; allocation of employees' share of total costs.

Sec. 4. (1) By a majority vote of its governing body each year, prior to the beginning of the medical benefit plan coverage year, a public employer, excluding this state, may elect to comply with this section for a medical benefit plan coverage year instead of the requirements in section 3. The designated state official may elect to comply with this section instead of section 3 as to medical benefit plans for state employees and state officers.

(2) For medical benefit plan coverage years beginning on or after January 1, 2012, a public employer shall pay not more than 80% of the total annual costs of all of the medical benefit plans it offers or contributes to for its employees and elected public officials. For purposes of this subsection, total annual costs includes the premium or illustrative rate of the medical benefit plan and all employer payments for reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts, or similar accounts used for health care but does not include beneficiary-paid copayments, coinsurance, deductibles,

other out-of-pocket expenses, other service-related fees that are assessed to the coverage beneficiary, or beneficiary payments into health savings accounts, flexible spending accounts, or similar accounts used for health care. For purposes of this section, each elected public official who participates in a medical benefit plan offered by a public employer shall be required to pay 20% or more of the total annual costs of that plan. The public employer may allocate the employees' share of total annual costs of the medical benefit plans among the employees of the public employer as it sees fit.

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011;—Am. 2013, Act 271, Imd. Eff. Dec. 30, 2013.

15.565 Collective bargaining agreement or other contract in effect; inconsistent terms.

Sec. 5. (1) If a collective bargaining agreement or other contract that is inconsistent with sections 3 and 4 is in effect for 1 or more employees of a public employer on September 27, 2011, the requirements of section 3 or 4 do not apply to an employee covered by that contract until the contract expires. A public employer's expenditures for medical benefit plans under a collective bargaining agreement or other contract described in this subsection shall be excluded from calculation of the public employer's maximum payment under section 4. The requirements of sections 3 and 4 apply to any extension or renewal of the contract.

(2) A collective bargaining agreement or other contract that is executed on or after September 27, 2011 shall not include terms that are inconsistent with the requirements of sections 3 and 4.

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011;—Am. 2013, Act 272, Imd. Eff. Dec. 30, 2013.

Compiler's note: Enacting section 1 of Act 272 of 2013 provides:

"Enacting section 1. This amendatory act clarifies the original intent of the legislature that September 27, 2011 is the date on and after which a new contract must comply with this act. This amendatory act is curative and applies retroactively."

15.566 Deduction by public employer.

Sec. 6. A public employer may deduct the covered employee's or elected public official's portion of the cost of a medical benefit plan from compensation due to the covered employee or elected public official. The employer may condition eligibility for the medical benefit plan on the employee's or elected public official's authorizing the public employer to make the deduction.

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011.

15.567 Applicability of requirements to medical benefit plans of public employees and elected public officials; scope; effect of certain sections found to be invalid.

Sec. 7. (1) The requirements of this act apply to medical benefit plans of all public employees and elected public officials to the greatest extent consistent with constitutionally allocated powers, whether or not a public employee is a member of a collective bargaining unit.

(2) If a court finds the requirements of section 3 to be invalid, the expenditure limit in section 4 shall apply to a public employer that does not exempt itself under section 8, except that the requirement for a majority vote of the governing body of the public employer in section 4 shall not apply. If a court finds section 4 to be invalid, the expenditure limit in section 3 shall apply to each public employer that does not exempt itself under section 8.

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011.

15.568 Exemption from act; extension; exceptions.

Sec. 8. (1) By a 2/3 vote of its governing body each year, prior to the beginning of the medical benefit plan coverage year, a local unit of government may exempt itself from the requirements of this act for the next succeeding medical benefit plan coverage year.

(2) A 2/3 vote of the governing body of the local unit of government prior to the beginning of each succeeding medical benefit plan coverage year is required to extend an exemption under this section.

(3) An exemption under this section is not effective for a city with a mayor who is both the chief executive and chief administrator, unless the mayor also approves the exemption.

(4) An exemption under this section is not effective for a county with a county executive who is both the chief executive and chief administrator, unless the county executive also approves the exemption.

(5) An exemption under this section is not effective for a city with a population greater than 600,000.

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011;—Am. 2013, Act 273, Imd. Eff. Dec. 30, 2013;—Am. 2014, Act 184, Imd. Eff. June 20, 2014.

15.569 Noncompliance by public employer; penalty.

Sec. 9. If a public employer fails to comply with this act, the public employer shall permit the state treasurer to reduce by 10% each economic vitality incentive program payment received under 2011 PA 63 and the department of education shall assess the public employer a penalty equal to 10% of each payment of

any funds for which the public employer qualifies under the state school aid act of 1979, 1979 PA 94, MCL 388.1601 to 388.1772, during the period that the public employer fails to comply with this act. Any reduction setoff or penalty amounts recovered shall be returned to the fund from which the reduction is assessed or upon which the penalty is determined. The department of education may also refer the penalty collection to the department of treasury for collection consistent with section 13 of 1941 PA 122, MCL 205.13.

History: 2011, Act 152, Imd. Eff. Sept. 27, 2011.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

March 21, 2023

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2024**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2023, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$7,399.47 times the number of employees and elected public officials with single-person coverage
- \$15,474.60 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$20,180.43 times the number of employees and elected public officials with family coverage.

The limits for 2024 equal the 2023 limits increased by **4.1 percent**. The 4.1 percent is the percentage change in the medical care component from the period March 2021-February 2022 to the period March 2022-February 2023.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2024, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- \$7,702.85 times the number of employees and elected public officials with single-person coverage
- \$16,109.06 times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$21,007.83 times the number of employees and elected public officials with family coverage.

Rachael Eubanks

Rachael Eubanks
State Treasurer

March 21, 2023



CITY OF ALMA, MICHIGAN

525 E. Superior, Alma, MI 48801

www.myalma.org

2023-_____

Resolution to Temporarily Close 100-300 Blocks of Superior Street/300 Block N. State Street for Alma Alive Event

At a regular meeting of the City Commission of the City of Alma, County of Gratiot, State of Michigan, held on the 8th of August 2023, at 6:00 p.m.

Present:

Absent:

Whereas, the Gratiot Area Chamber of Commerce is sponsoring a social event in the City of Alma which constitutes a public celebration on Saturday, August 19, 2023; and

Whereas, this social event requires the temporary closure of the Superior Street from Pine Avenue to State Street and State Street from Superior to Center Street in the City of Alma; and

Whereas, section 48-56 of the City of Alma Code of Ordinances allows for the city commission, by resolution, to authorize the nonemergency closing of streets for a temporary time period to facilitate a program which is city-wide in scope and benefit; and

Whereas, at such time the 100-300 block of Superior Street and the 300 block of N. State Street would not be a public street during the closure;

Now therefore be it resolved by the Alma City Commission that the 100-300 blocks of Superior Street and the 300 block of N. State Street be closed to traffic on Saturday, August 19, 2023, from 1:00 p.m. to 10 p.m.;

Be it further resolved, that the City of Alma acknowledges temporary alcohol sales within the designated area by the Gratiot Area Chamber of Commerce pursuant to a one-day event permit for sale of alcohol granted by the Michigan Liquor Control Commission for the duration of the event.

Yes:

No:

Absent:

Resolution declared _____.

CERTIFICATE

I, Sara Anderson, Clerk of the City of Alma, do hereby certify that the above resolution is a true and exact copy of a resolution adopted at the regular meeting of the City Commission held on Tuesday, August 8, 2023 at 6:00 p.m.

Sara Anderson, City Clerk



CITY OF ALMA, MICHIGAN

525 E. Superior, Alma, MI 48801

www.myalma.org

RESOLUTION 2023-_____

TO BEGIN MASTER PLAN EFFORTS AS PART OF THE GRATIOT COUNTYWIDE MASTER PLAN EFFORTS

At a regular meeting of the City Commission of the City of Alma, County of Gratiot, State of Michigan, held on the 8th day of August 2023, at 6:00 p.m.

Present:

Absent:

WHEREAS, by statute (2008 PA 33) at least every five years, a planning commission shall review a master plan and determine whether to amend the plan, adopt a new plan, or maintain the existing plan; and

WHEREAS, the review period for local units of government within Gratiot County has arrived; and

WHEREAS, there is interest in certain local units of government within Gratiot County to join efforts together to research and address areas of mutual concern and interest in land use planning; and

WHEREAS, Michigan law authorizes local units of government in Gratiot County to utilize shared resources to help adopt master plans; and

WHEREAS, it is in the best interest to foster a collaborative effort between these local units of government to join together to exercise this common power jointly; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Legislative Body of the City of Alma supports and authorizes its respective planning commission to jointly initiate the planning process to begin the planning process for the Master Land Use Plan and to appoint a representative to the Gratiot Countywide Master Plan Steering Committee to organize such effort. Such local unit of government agrees to share costs for development of such plan in the amount of \$1,291.08.

The foregoing resolution offered by _____ and seconded by _____.

Upon roll call vote, the following voted

Yes:

No:

Resolution declared duly adopted.

Signed: _____

Clerk of Alma, Michigan

Date: _____

I, Sara Anderson, the duly appointed and acting Clerk of the City of Alma, hereby certify that the foregoing resolution was adopted by the City Commission of the City of Alma at the regular meeting of said Commission held on August 8, 2023, at which meeting a quorum was present; that said resolution was ordered to take immediate effect.

Clerk of Alma, Michigan



Greater Gratiot Development, Inc.

136 South Main St., Ithaca, MI 48847
www.gratiot.org (989) 875-2083

Collaborating to shape a whole community



To: All Gratiot County Cities, Villages, and Townships
From: Jim Wheeler, Gratiot Countywide Master Plan Steering Committee
Date: July 20, 2023
Re: Involvement in the Master Plan Process

It is time again to start the Gratiot Countywide Master Plan process. The last iteration of this plan was an update that was approved by most municipal units in 2017 or 2018. State law requires the Plan be reviewed and/or updated every five years. There are a number of reasons why a new Master Plan is necessary at this time, including new Census data, major economic developments, and ongoing issues related to transportation, broadband access, and state requirements.

The Gratiot Countywide Steering Committee recently selected a consultant to draft a new Master Plan for Gratiot County: Community Image Builders (CIB). This firm showed a great understanding of collaborative planning projects, had relevant past experience, and was cost effective. The total cost will be \$35,000 for the Master Plan.

Gratiot County, as before, will be acting as fiduciary. As agreed, the cost will be allocated amongst all municipal units based on parcel count. We anticipate the cost will be \$1.60 per parcel, full cost per unit is attached.

Each municipal unit interested in participating in the countywide effort will need its legislative body to pass the attached resolution to be a formal participant in the countywide efforts. Once completed, please send a copy to 136 S. Main St., Ithaca, MI 48847 or by email to info@gratiot.org. Once we receive your resolution, the County will send out bills for the Master Plan process.

CIB will be working with the Steering Committee to determine a timeline of activities, which will include public sessions for citizen feedback. We will forward this on when it is finalized. Each municipal unit is asked to provide a person (with alternate, if needed) to participate on the Steering Committee.

If any unit is interested in pursuing a more in-depth analysis of their area (which can be added as an addendum to the full Master Plan), extra services may be contracted with CIB. Please let us know if your unit would be interested in this, and we will provide you with the appropriate information.

Thank you for your cooperation in continuing the spirit of collaboration in Gratiot County. This saves every unit a considerable amount of time, funds, and effort, while still getting a comprehensive and thorough Master Plan. Gratiot County is still known as a leader in Michigan for our unique and beneficial planning efforts; we are happy to continue this tradition.

If you have any questions, please call (989) 875-2083.

Thank you,

Jim Wheeler, President



5 MICHIGAN CERTIFIED BUSINESS PARKS

Gratiot Countywide Master Plan Costs

Economic Development Strategy (\$10,000) to be covered by GDI

Unit	Parcels	MP Cost per Parcel	Total Cost
City of Alma	3233	\$1.60	\$5,164.30
City of Ithaca	1421	\$1.60	\$2,269.86
City of St. Louis	1554	\$1.60	\$2,482.31
Village of Breckenridge	573	\$1.60	\$915.29
Village of Ashley	284	\$1.60	\$453.65
Village of Perrinton	203	\$1.60	\$324.27
Arcada Township	1060	\$1.60	\$1,693.21
Bethany Township	981	\$1.60	\$1,567.02
Elba Township	657	\$1.60	\$1,049.47
Emerson Township	709	\$1.60	\$1,132.54
Fulton Township	1835	\$1.60	\$2,931.18
Hamilton Township	379	\$1.60	\$605.40
Lafayette Township	558	\$1.60	\$891.33
Newark Township	734	\$1.60	\$1,172.47
New Haven Township	700	\$1.60	\$1,118.16
North Shade Township	605	\$1.60	\$966.41
North Star Township	750	\$1.60	\$1,198.03
Pine River Township	1545	\$1.60	\$2,467.94
Seville Township	1372	\$1.60	\$2,191.59
Sumner Township	1085	\$1.60	\$1,733.15
Washington Township	647	\$1.60	\$1,033.50
Wheeler Township	1026	\$1.60	\$1,638.90
Total	21911		\$35,000.00

*Based on 2022 Parcel Count report from Gratiot County Equalization

CONTRACTUAL AGREEMENT

MEMORANDUM OF AGREEMENT between the City of Alma, Transportation Department, 1105 Willow Run Drive, Alma, Michigan 48801, hereinafter referred to as “City” and the Gratiot Integrated Health Network, 608 Wright Avenue, Alma, Michigan 48801, hereinafter referred to as “GIHN”.

The above-mentioned parties agree to the following terms and conditions for the purpose of providing transportation for Gratiot Integrated Health Network.

The CITY will provide transportation adhering to the following guidelines:

1. The CITY shall transport **those designated by GIHN** from an established address within Gratiot County to and from destinations designated by GIHN within Gratiot County at either a predetermined pick up and drop off time, or as a part of the system’s normal priority service.
 - a. The CITY shall provide transit rides to GIHN clients within the transit’s primary service areas (City of Alma, City of St. Louis, City of Ithaca, and Pine River Township) anytime during normal business hours.
 - b. Fee is \$2/ride.
2. For the Gratiot Rehabilitation Employment and Training (GREAT) Program GIHN must notify the CITY of service dates in advance and give one working day notice of any alterations in the schedule. Sufficient flexibility will be allowed to take into account: weather conditions, public demand, transit business operating hours and vehicle repair. The intent of this flexibility is to insure a minimum of disruption, if any, to normal transit services.
 - a. Fees: \$20/One Way \$35/Round Trip
 - b. GIHN will reserve the right to designate those persons eligible for transportation under this agreement.
3. Administration Fee: A 10.5% administrative fee will be added to the quarterly billing.
4. GIHN will have the right to cancel scheduled trips due to inclement weather and will notify the CITY.
5. The listing of names and addresses of clients being transported shall remain confidential between GIHN and the CITY as stated in the Freedom of Information Act.
6. The CITY will submit quarterly invoices to GIHN with documentation of the trips. This statement is to be paid in full within thirty (30) days of invoice.
7. The CITY will be obligated to maintain public liability, vehicle, unemployment, and worker’s compensation insurance in accordance with Federal and State laws and

regulations. The CITY will hold GIHN harmless from any liability arising from the use of the Transit system.

8. In the event of conditions beyond the CITY's control which prevent it from rendering service for a limited period, it will immediately notify GIHN of such inability with an estimate of the period of time for which such disruption to service extends.
9. No person or persons shall be denied services on the basis of race, color, creed, age, sex, national origin, religious beliefs, or handicapping condition.
10. **Permitted Uses and Disclosures of Protected Health Information.** Except as otherwise limited in this Agreement, the City may:
 - a. Use Protected Health Information for the proper management and administration of the City or to carry out the legal responsibilities of the City.
 - b. Disclose Protected Health Information for the proper management and administration of the City, provided that the City represents to the GIHN in writing that: (i) the disclosures are required by law, or, (ii) the City obtains written assurances from the third party to whom the information is disclosed regarding its confidential handling of such Protected Health Information as required under 45 CFR 164.504(e)(4) and the third party notifies the City of any instances of which it is aware in which the confidentiality of the information has been breached.
 - c. Use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(1).
 - d. Disclose Protected Health Information as Required by Law.
 - e. The City agrees to not use or further disclose Protected Health Information other than as permitted or required by this Agreement or as required by law.
 - f. The City agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement.
 - g. City will report to the designated Privacy Office of GIHN any use or disclosure of protected health information **not provided** for by the Agreement of which it becomes aware, including breaches of unsecured PHI as required at 45 CFR § 164.410, and any security incident of which it becomes aware and involving GIHN PHI used and disclosed by City within ten (10) days from the date it becomes aware of the breach or, having exercised due care, would have become aware.
 - h. In the event of a breach of PHI, City shall provide GIHN a report consistent with 45 CFR Part 164, Subpart D. Pursuant to 45 CFR Part 164, Subpart D, the report shall include individuals(s) name, contract information nature/cause of the breach, PHI breached, date or period of time during which the breach occurred, steps taken to mitigate any potential harm, and controls that will be implemented to reasonably prevent similar breaches of PHI. City understands that such a report must be provided to Organization within fifteen (15) business days from the date of discovery of the breach or, having exercised due care, the date on which the breach would have been known to have occurred.

- i. The City agrees to ensure that any agent, including a subcontract, to whom it provides Protected Health Information received from, or created or received by the City on behalf of the GIHN, agrees, in writing, to the same restrictions and conditions that apply through this Agreement to the City with respect to such information.
- j. To notify the City of any restriction to the use or disclosure of Protected Health Information that the GIHN has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect the City's use or disclosure of Protected Health Information.
- k. To Use Protected Health Information in accordance HIPAA as amended by the "HITECT ACT" and any associated federal rules and regulations.
- l. Any breach of this section by the City shall be regarded as a material breach of this Agreement and may be a cause for termination thereof by the GIHN. Any breach of the HIPAA provisions on the part of the GIHN shall also be regarded as a material breach and may be cause for termination thereof by the City.
- m. Upon termination of this Agreement for any reason, the City shall return, all Protected Health Information received from the GIHN, or created or received by the City on behalf of the GIHN. This provision also shall apply to Protected Health Information that is in the possession of subcontractors or agents of the City. The City shall not retain any copies of the Protected Health Information. If the City destroys, pursuant to this Subsection, the Protected Health Information, it shall certify to the GIHN that the Information has been destroyed.
- n. If the City determines that returning or destroying the Protected Health Information is infeasible whether from itself or from an agent or subcontractor, the City shall provide to the GIHN written notification of the specific reasons that make return or destruction infeasible. Upon mutual agreement of the GIHN and the City that return, or destruction of Protected Health Information is infeasible, the City shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as the City maintains such Protected Information.

This agreement shall be in effect from October 1, 2023 to September 30, 2024.

Irene O'boyle
Board Chairperson
Gratiot Integrated Health Network

Brett Baublitz
Transportation Director
City of Alma

AR - 8-3-2023

Physical Address:
3046 Jen's Way
Mt. Pleasant, MI 48858



Mailing Address:
P.O. Box 530
Mt. Pleasant, MI 48804

Office: (989) 772-1309 - Fax: (989) 773-4393 - info@mcguirksand.com - www.mcguirksand.com

To: City Of Alma	Contact: David Ringle
Address: 525 E. Superior Street Alma, MI 48801-0278	Phone:
	Fax:
Project Name: City Of Alma - Downtown Parking Lots - Change Orders	Bid Number:
Project Location: Alma, MI	Bid Date: 3/1/2023

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
4000	Sidewalk, Rem	175.00	SF	\$4.15	\$726.25
4010	Curb, Rem	41.00	LF	\$18.50	\$758.50
4020	Asphalt, Rem	82.00	SF	\$10.75	\$881.50
4030	Removable Bollard	6.00	EACH	\$500.00	\$3,000.00
4040	8" Plain Concrete Ribbon	395.00	SF	\$11.65	\$4,601.75
4050	6" Stamped Concrete	1,700.00	SF	\$27.70	\$47,090.00
4060	24" Plain Concrete Bollard Pad	78.00	SF	\$39.00	\$3,042.00
4070	Set Removable Bollard Sleeve	6.00	EACH	\$275.00	\$1,650.00
4080	6" Sand Under Flatwork	40.00	CY	\$32.75	\$1,310.00
4090	Fine Grade For Flatwork	2,346.00	SF	\$0.80	\$1,876.80
4100	6" Concrete Sidewalk	175.00	SF	\$9.85	\$1,723.75
4110	Concrete Curb And Gutter, Det F4	41.00	LF	\$37.50	\$1,537.50
4120	Brick Paver Repair	76.00	SF	\$27.70	\$2,105.20
4130	HMA Pavt Repair, Modified	9.00	SY	\$97.10	\$873.90

Total Bid Price: \$71,177.15

Notes:

- Stamped concrete work will need to wait until Eastlund has availability in thier schedule to perform this work (Approx Early Sept)
- Price does not include additional traffic control items (Utilize already on-site cones and signage).

Payment Terms:

Net 30 days.

CHANGE ORDER #4

101-751.000-970.000

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: McGuirk Sand And Gravel, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Alex Fuller (989) 621-7574 alex.fuller@mcguirksand.com</p>
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800.968.0010 | YEOANDYEO.COM

August 2, 2023

Curtis Dancer
City of Alma
525 E. Superior St.
Alma, MI 48801

Dear Curtis:

Enclosed is the engagement letter for City of Alma for the year ending June 30, 2023. Generally Accepted Auditing Standards and *Government Auditing Standards* require that we communicate, during the planning stage of an audit, certain information to the City Commission. This information includes the auditors' responsibilities in a financial statement audit, including our responsibilities for testing and reporting on compliance with laws and regulations and internal control, and the planned scope and timing of the audit. The engagement letter includes the items which must be communicated to the City Commission.

Therefore, please make copies of the attached engagement letter and forward the copies to each member of the City Commission. Additionally, please inform the City Commission, that as part of our audit procedures we will be selecting a member of the City Commission to direct specific inquiries to as part of our risk assessment process. However, any of the members of the City Commission are invited to contact us to discuss any matters they feel as though may be of audit significance, or areas of concern.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads 'Ali N. Barnes'.

Ali N. Barnes
Yeo & Yeo, P.C.
CPAs & Business Consultants

Enclosures



800.968.0010 | YEOANDYEO.COM

August 2, 2023

To the City Commission and Management
City of Alma
525 E. Superior St.
Alma, MI 48801

We are pleased to confirm our understanding of the services we are to provide the City of Alma for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City of Alma as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Alma's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Alma's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedules
- 3) Pension schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Alma's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Nonmajor governmental funds combining statements
- 2) Fiduciary funds combining statements

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee

that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of group management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant those emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We will communicate significant risks of material misstatement identified in our audit planning with a specific individual or individuals charged with governance during our required discussions as part of our planning process. Our audit procedures will be developed to address the specific risks identified.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. This understanding will include relevant group-wide controls. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to group management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Alma's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to

provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also provide the following services, some of which may be covered by separate engagement letters, which cover the terms of each separate engagement. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

- Assist in preparing financial statements, related notes and supplementary financial information in accordance with U.S. Generally Accepted Accounting Principles (U.S. GAAP)
- Assist in preparing the government-wide conversion
- Assist in preparing calculations related to GASB 68 for the Net Pension Liability and related amounts
- Assist in preparing calculations related to GASB 87 for leases, and related journal entries
- Assist in the implementation of GASB 96 related to subscription-based information technology arrangements

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

At the conclusion of the audit, you agree to retain all work products provided to you as part of our engagement in order to maintain complete records to support the audited financial statements. Under the AICPA Code of Professional Conduct, we cannot serve as custodian of your data under the independence rule.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair

presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

In relation to the Alma Housing Commission that is to be included in your financial statements, you are also responsible for providing us with access to the Alma Housing Commission's financial and other relevant information, and management and members of the board of directors of the Alma Housing Commission, and the auditors of the Alma Housing Commission.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Yeo & Yeo, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Yeo & Yeo, P.C. is not involved, you agree to clearly indicate in the exempt offering document that Yeo & Yeo, P.C. is not involved with the contents of such offering document.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services or we will provide an addendum to be governed by the terms of this engagement letter.

We will provide copies of our reports to the City of Alma and the Michigan Department of Treasury; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Yeo & Yeo, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the applicable regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeo & Yeo, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the applicable regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ali N. Barnes is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit during October 2023 and to issue our reports no later than December 31, 2023.

Professional standards require us to be independent with respect to the City of Alma in the performance of our services. Any discussions that management has with personnel of Yeo & Yeo regarding employment could pose a threat to our independence. Therefore, we request that management inform

the engagement principal prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement and for one year after its termination, solicit for hire as an employee, consultant or otherwise, any of the other party's personnel without such other party's express written consent. If the City of Alma desires to offer employment to a Yeo & Yeo, P.C. employee and the employee is hired in any capacity by the City of Alma, a compensation placement fee of 25% of their salary may apply.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the price charged by us, and paid by you, for the services set forth in this engagement letter.

Yeo & Yeo, P.C. has an established portal system to allow for secure transfer of your confidential information. The portal system is not intended to be utilized as a record storage device, purely a means to transmit information. Documents provided via the portal system will be removed approximately a year after it has been provided.

Our fee for services will be \$29,850 for the financial statement audit. Assistance related to the GASB 68 reconciliation will be billed at our standard rates. Our fee for the implementation of GASB 96 will be contingent upon the level of implementation activity related to the standard. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes past due and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination, even if we have not completed our report. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

To be respectful of your time and ours, we schedule our client work well in advance. When engagements have to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result, we may have to put your engagement at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your and our staff. Our price quoted above is contingent on the following:

- All items on the assistance list being completed by the due dates indicated.
- The audit being performed during the dates scheduled.
- All accounts being adequately reconciled by the beginning of scheduled fieldwork.
- Accurate information provided to us that does not require subsequent rework.
- Suralink is used to provide the assistance list items to us.

If the above items are not met and the engagement needs to be rescheduled or if additional days need to be scheduled, then an additional price of 20% will apply. Beyond this, the time required for rework and posting client requested entries after we have been given the trial balance will be billed at our standard hourly rates.

Reporting

We will issue a written report upon completion of our audit of the City of Alma's financial statements.

If determined to be significant, we will make reference to the auditors who audited the Alma Housing Commission in our report on your financial statements.

Our audit will also include performing procedures on the financial information of the Alma Housing Commission (or requesting other auditors to perform procedures on the financial information of the Alma Housing Commission) to enable us to express such an opinion.

Our report will be addressed to management and those charged with governance of the City of Alma. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Alma is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Our engagement will end upon delivery of your audited financial statements and our report thereon for the year set forth above. Any additional services that may be required will be part of a separate and new engagement. Should you wish to engage us to audit your financial statements for any other year, and should we accept such engagement, such engagement will be a separate and new engagement. A new engagement letter for any services beyond the scope of this engagement will govern the terms and conditions of the new engagement.

We appreciate the opportunity to be of service to the City of Alma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,

Yeo & Yeo, P. C.
CPAs & Business Consultants



Ali N. Barnes, CPA
Principal

RESPONSE:

This letter correctly sets for the understanding of the City of Alma.

Signature: _____

Title: _____

August 2, 2023

To the City Commission and Management
City of Alma
525 E. Superior St.
Alma, MI 48801

We are pleased to confirm our understanding of the services we are to provide the Transit Services Fund of the City of Alma for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the Transit Services Fund of the City of Alma including the related disclosures, which collectively comprise the basic financial statements, of the Transit Services Fund of the City of Alma as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Transit Services Fund of the City of Alma's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Transit Services Fund of the City of Alma's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the Transit Services Fund of the City of Alma's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- Schedules required by the Michigan Department of Transportation

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- OAR Schedule 4N
- Schedule of Mileage Data

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant those emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any

person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We will communicate significant risks of material misstatement identified in our audit planning with a specific individual or individuals charged with governance during our required discussions as part of our planning process. Our audit procedures will be developed to address the specific risks identified.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Transit Services Fund of the City of Alma's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also provide the following services, some of which may be covered by separate engagement letters, which cover the terms of each separate engagement. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

- Assist in preparing financial statements, related notes and supplementary financial information in accordance with U.S. Generally Accepted Accounting Principles (U.S. GAAP)
- Assist in preparing calculations related to GASB 68 for the Net Pension Liability and related amounts
- Assist in preparing calculations related to GASB 87 for leases, and related journal entries
- Assist in the implementation of GASB 96 related to subscription-based information technology arrangements

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

At the conclusion of the audit, you agree to retain all work products provided to you as part of our engagement in order to maintain complete records to support the audited financial statements. Under the AICPA Code of Professional Conduct, we cannot serve as custodian of your data under the independence rule.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Yeo & Yeo, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Yeo & Yeo, P.C. is not involved, you agree to clearly indicate in the exempt offering document that Yeo & Yeo, P.C. is not involved with the contents of such offering document.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

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You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services or we will provide an addendum to be governed by the terms of this engagement letter.

We will provide copies of our reports to the Transit Services Fund of the City of Alma and the Michigan Department of Treasury; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Yeo & Yeo, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the applicable regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeo & Yeo, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the applicable regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ali N. Barnes is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit during October 2023 and to issue our reports no later than December 31, 2023.

Professional standards require us to be independent with respect to the Transit Services Fund of the City of Alma in the performance of our services. Any discussions that management has with personnel of Yeo & Yeo regarding employment could pose a threat to our independence. Therefore, we request that management inform the engagement principal prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement and for one year after its termination, solicit for hire as an employee, consultant or otherwise, any of the other party's personnel without such other party's express written consent. If the Transit Services Fund of the City of Alma desires to offer employment to a Yeo & Yeo, P.C. employee and the employee is hired in any capacity by the Transit Services Fund of the City of Alma, a compensation placement fee of 25% of their salary may apply.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the price charged by us, and paid by you, for the services set forth in this engagement letter.

Yeo & Yeo, P.C. has an established portal system to allow for secure transfer of your confidential information. The portal system is not intended to be utilized as a record storage device, purely a means to transmit information. Documents provided via the portal system will be removed approximately a year after it has been provided.

Our fee for services is included in the June 30, 2023 engagement letter with the City of Alma for the City's financial statement audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes past due and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination, even if we have not completed our report. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

To be respectful of your time and ours, we schedule our client work well in advance. When engagements have to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result, we may have to put your engagement at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your and our staff. Our price quoted above is contingent on the following:

- All items on the assistance list being completed by the due dates indicated.
- The audit being performed during the dates scheduled.
- All accounts being adequately reconciled by the beginning of scheduled fieldwork.
- Accurate information provided to us that does not require subsequent rework.
- Suralink is used to provide the assistance list items to us.

If the above items are not met and the engagement needs to be rescheduled or if additional days need to be scheduled, then an additional price of 20% will apply. Beyond this, the time required for rework and posting client requested entries after we have been given the trial balance will be billed at our standard hourly rates.

Reporting

We will issue a written report upon completion of our audit of the Transit Services Fund of the City of Alma's financial statements.

Our report will be addressed to management and those charged with governance of the Transit Services Fund of the City of Alma. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Transit Services Fund of the City of Alma is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Our engagement will end upon delivery of your audited financial statements and our report thereon for the year set forth above. Any additional services that may be required will be part of a separate and new engagement. Should you wish to engage us to audit your financial statements for any other year, and should we accept such engagement, such engagement will be a separate and new engagement. A new engagement letter for any services beyond the scope of this engagement will govern the terms and conditions of the new engagement.

We appreciate the opportunity to be of service to the Transit Services Fund of the City of Alma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,

Yeo & Yeo, P. C.
CPAs & Business Consultants



Ali N. Barnes, CPA
Principal

RESPONSE:

This letter correctly sets for the understanding of the Transit Services Fund of the City of Alma.

Signature: _____

Title: _____



CITY OF ALMA, MICHIGAN

525 E. Superior, Alma, MI 48801

www.myalma.org

RESOLUTION 2023-_____

At a regular meeting of the City Commission of the City of Alma, County of Gratiot, State of Michigan, held on the 8th day of August 2023, at 6:00 p.m.

Present:

Absent:

Commissioner _____ offered the following resolution, and moved for its adoption:

Be it resolved that CONTRACT No. 23-5320, Control Section STUL 29000, Job Number 218499CON, by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION and the City of Alma, regarding asphalt reconstruction along Michigan Avenue from Superior Street (US-127BR) to Bridge Street, is hereby accepted.

The following Official(s) is/are authorized to sign the said contract:

Gregory S. Mapes, Mayor

The motion was seconded by Commissioner _____

AYES:

NAYES:

ABSENT:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

I, Sara Anderson, Clerk of the City of Alma, do hereby certify that the above resolution is a true and exact copy of a resolution adopted at the regular meeting of the City Commission held on Tuesday, August 8, 2023 at 6:00 p.m.

Sara Anderson, City Clerk

STP

DA

Control Section	STUL 29000
Job Number	218499CON
Project	23A0703
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	23-5320

PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF ALMA, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Alma, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated July 17, 2023, attached hereto and made a part hereof:

Hot mix asphalt reconstruction along Michigan Avenue from Superior Street (US-127 BR) to Bridge Street, including earthwork, aggregate base, concrete sidewalk, curb and gutter, curb ramps and permanent pavement markings; and all together with necessary related work.

WITNESSETH:

WHEREAS, pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

WHEREAS, the PROJECT, or portions of the PROJECT, at the request of the REQUESTING PARTY, are being programmed with the FHWA, for implementation with the use of Federal Funds under the following Federal program(s) or funding:

SURFACE TRANSPORTATION PROGRAM

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

2. The term "PROJECT COST", as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT, including any other costs incurred by the DEPARTMENT as a result of this contract, except construction engineering and inspection.

No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering, construction materials testing, inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to administer on behalf of the REQUESTING PARTY all phases of the PROJECT, including advertising and awarding the construction contract for the PROJECT or portions of the PROJECT. Such administration shall be in accordance with PART II, Section II of this contract.

Any items of the PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

4. The REQUESTING PARTY, at no cost to the PROJECT or to the DEPARTMENT, shall:

- A. Design or cause to be designed the plans for the PROJECT.
- B. Appoint a project engineer who shall be in responsible charge of the PROJECT and ensure that the plans and specifications are followed.
- C. Perform or cause to be performed the construction engineering, construction materials testing, and inspection services necessary for the completion of the PROJECT.

The REQUESTING PARTY will furnish the DEPARTMENT proposed timing sequences for trunkline signals that, if any, are being made part of the improvement. No timing

adjustments shall be made by the REQUESTING PARTY at any trunkline intersection, without prior issuances by the DEPARTMENT of Standard Traffic Signal Timing Permits.

5. The PROJECT COST shall be met in part by contributions by the Federal Government. Federal Surface Transportation Funds shall be applied to the eligible items of the PROJECT COST up to the lesser of: (1) \$81,204, or (2) an amount such that 81.85 percent, the normal Federal participation ratio for such funds, is not exceeded at the time of the award of the construction contract. The balance of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

Any items of PROJECT COST not reimbursed by Federal Funds shall be the sole responsibility of the REQUESTING PARTY.

6. No working capital deposit will be required for this PROJECT.

In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less Federal Funds earned as the PROJECT progresses.

7. Upon completion of construction of the PROJECT, the REQUESTING PARTY will promptly cause to be enacted and enforced such ordinances or regulations as may be necessary to prohibit parking in the roadway right-of-way throughout the limits of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART II that are applicable to a Federally funded project.

In the event of any discrepancies between PART I and PART II of this contract, the provisions of PART I shall prevail.

Buy America Requirements (23 CFR 635.410) shall apply to the PROJECT and will be adhered to, as applicable, by the parties hereto.

9. The REQUESTING PARTY certifies that it is not aware if and has no reason to believe that the property on which the work is to be performed under this agreement is a facility, as defined by the Michigan Natural Resources and Environmental Protection Act [(NREPA), PA 451, 1994, as amended 2012]; MCL 324.20101(1)(s). The REQUESTING PARTY also certifies that it is not a liable party pursuant to either Part 201 or Part 213 of NREPA, MCL 324.20126 et seq. and MCL 324.21323a et seq. The REQUESTING PARTY is a local unit of government that has acquired or will acquire property for the use of either a transportation

corridor or public right-of-way and was not responsible for any activities causing a release or threat of release of any hazardous materials at or on the property. The REQUESTING PARTY is not a person who is liable for response activity costs, pursuant to MCL 324.20101 (vv) and (ww).

10. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either state or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and, with the FHWA, to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall be charged for and shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT, in the event that remediation and delay costs are not deemed eligible by the FHWA. If the REQUESTING PARTY refuses to participate in the cost of remediation, the DEPARTMENT shall terminate the PROJECT. The parties agree that any costs or damages that the DEPARTMENT incurs as a result of such termination shall be considered a PROJECT COST.

11. If federal and/or state funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the FHWA and/or the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

12. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the Federal Highway Administration pursuant to Title 23 of the United States Code.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT or its agents pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT or its agents shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT or its agents is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT or its agents does not relieve the REQUESTING PARTY and the local agencies, as applicable of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT or its agents is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

17. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving any claims brought against the DEPARTMENT by the contractor, vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be considered PROJECT COSTS.

18. The DEPARTMENT shall require the contractor who is awarded the contract for the construction of the PROJECT to provide insurance in the amounts specified and in accordance with the DEPARTMENT'S current Standard Specifications for Construction and to:

- A. Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- B. Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other county, county road commission, or municipality in whose jurisdiction the PROJECT is located, and their employees, for the duration of the PROJECT and to provide, upon request, copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume jurisdiction of the highway described as the PROJECT as a result of being named as an insured on the owner's protective liability insurance policy.
- C. Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current standard specifications for construction and to provide, upon request, copies of notices and reports prepared to those insured.

19. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolutions approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF ALMA

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
for Department Director MDOT

By _____
Title:



July 17, 2023

EXHIBIT I

CONTROL SECTION	STUL 29000
JOB NUMBER	218499CON
PROJECT	23A0703

ESTIMATED COST

CONTRACTED WORK

Estimated Cost	\$355,650
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COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$355,650
Less Federal Funds*	<u>\$ 81,204</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$274,446

*Federal Funds for the PROJECT are limited to an amount as described in Section 5.

NO DEPOSIT

DOT

TYPE B
BUREAU OF HIGHWAYS
03-15-93

PART II

STANDARD AGREEMENT PROVISIONS

SECTION I COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION II PROJECT ADMINISTRATION AND SUPERVISION

SECTION III ACCOUNTING AND BILLING

SECTION IV MAINTENANCE AND OPERATION

SECTION V SPECIAL PROGRAM AND PROJECT CONDITIONS

SECTION I

COMPLIANCE WITH REGULATIONS AND DIRECTIVES

- A. To qualify for eligible cost, all work shall be documented in accordance with the requirements and procedures of the DEPARTMENT.
- B. All work on projects for which reimbursement with Federal funds is requested shall be performed in accordance with the requirements and guidelines set forth in the following Directives of the Federal-Aid Policy Guide (FAPG) of the FHWA, as applicable, and as referenced in pertinent sections of Title 23 and Title 49 of the Code of Federal Regulations (CFR), and all supplements and amendments thereto.
 - 1. Engineering
 - a. FAPG (6012.1): Preliminary Engineering
 - b. FAPG (23 CFR 172): Administration of Engineering and Design Related Service Contracts
 - c. FAPG (23 CFR 635A): Contract Procedures
 - d. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs
 - 2. Construction
 - a. FAPG (23 CFR 140E): Administrative Settlement Costs-Contract Claims
 - b. FAPG (23 CFR 140B): Construction Engineering Costs
 - c. FAPG (23 CFR 17): Recordkeeping and Retention Requirements for Federal-Aid Highway Records of State Highway Agencies
 - d. FAPG (23 CFR 635A): Contract Procedures
 - e. FAPG (23 CFR 635B): Force Account Construction
 - f. FAPG (23 CFR 645A): Utility Relocations, Adjustments and Reimbursement

- g. FAPG (23 CFR 645B): Accommodation of Utilities (PPM 30-4.1)
 - h. FAPG (23 CFR 655F): Traffic Control Devices on Federal-Aid and other Streets and Highways
 - i. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments--Allowable Costs
 - 3. Modification Or Construction Of Railroad Facilities
 - a. FAPG (23 CFR 140I): Reimbursement for Railroad Work
 - b. FAPG (23 CFR 646B): Railroad Highway Projects
 - C. In conformance with FAPG (23 CFR 630C) Project Agreements, the political subdivisions party to this contract, on those Federally funded projects which exceed a total cost of \$100,000.00 stipulate the following with respect to their specific jurisdictions:
 - 1. That any facility to be utilized in performance under or to benefit from this contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Federal Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended.
 - 2. That they each agree to comply with all of the requirements of Section 114 of the Federal Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder.
 - 3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA List of Violating Facilities.
 - D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.
 - E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.

SECTION II

PROJECT ADMINISTRATION AND SUPERVISION

- A. The DEPARTMENT shall provide such administrative guidance as it determines is required by the PROJECT in order to facilitate the obtaining of available federal and/or state funds.
- B. The DEPARTMENT will advertise and award all contracted portions of the PROJECT work. Prior to advertising of the PROJECT for receipt of bids, the REQUESTING PARTY may delete any portion or all of the PROJECT work. After receipt of bids for the PROJECT, the REQUESTING PARTY shall have the right to reject the amount bid for the PROJECT prior to the award of the contract for the PROJECT only if such amount exceeds by ten percent (10%) the final engineer's estimate therefor. If such rejection of the bids is not received in writing within two (2) weeks after letting, the DEPARTMENT will assume concurrence. The DEPARTMENT may, upon request, readvertise the PROJECT. Should the REQUESTING PARTY so request in writing within the aforesaid two (2) week period after letting, the PROJECT will be cancelled and the DEPARTMENT will refund the unused balance of the deposit less all costs incurred by the DEPARTMENT.
- C. The DEPARTMENT will perform such inspection services on PROJECT work performed by the REQUESTING PARTY with its own forces as is required to ensure compliance with the approved plans & specifications.
- D. On those projects funded with Federal monies, the DEPARTMENT shall as may be required secure from the FHWA approval of plans and specifications, and such cost estimates for FHWA participation in the PROJECT COST.
- E. All work in connection with the PROJECT shall be performed in conformance with the Michigan Department of Transportation Standard Specifications for Construction, and the supplemental specifications, Special Provisions and plans pertaining to the PROJECT and all materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. No extra work shall be performed nor changes in plans and specifications made until said work or changes are approved by the project engineer and authorized by the DEPARTMENT.

- F. Should it be necessary or desirable that portions of the work covered by this contract be accomplished by a consulting firm, a railway company, or governmental agency, firm, person, or corporation, under a subcontract with the REQUESTING PARTY at PROJECT expense, such subcontracted arrangements will be covered by formal written agreement between the REQUESTING PARTY and that party.

This formal written agreement shall: include a reference to the specific prime contract to which it pertains; include provisions which clearly set forth the maximum reimbursable and the basis of payment; provide for the maintenance of accounting records in accordance with generally accepted accounting principles, which clearly document the actual cost of the services provided; provide that costs eligible for reimbursement shall be in accordance with clearly defined cost criteria such as 49 CFR Part 18, 48 CFR Part 31, 23 CFR Part 140, OMB Circular A-87, etc. as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than \$100,000 for preliminary engineering and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" FAPG (23 CFR 172), which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

- G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.
- H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, the Railroad Safety & Tariffs Division of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.
- I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.

- J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.
- K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.
- L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.
- M. All work by a consulting firm will be performed in compliance with the applicable provisions of 1980 PA 299, Subsection 2001, MCL 339.2001; MSA 18.425(2001), as well as in accordance with the provisions of all previously cited Directives of the FHWA.
- N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those instances where a consultant firm is retained to provide engineering and inspection services, the personnel performing those services shall be subject to the same conditions.
- O. The DEPARTMENT, in administering the PROJECT in accordance with applicable Federal and State requirements and regulations, neither assumes nor becomes liable for any obligations undertaken or arising between the REQUESTING PARTY and any other party with respect to the PROJECT.
- P. In the event it is determined by the DEPARTMENT that there will be either insufficient Federal funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or issuing authorization for work performance, may cancel the PROJECT, or any portion thereof, and upon written notice to the parties this contract shall be void and of no effect with respect to that cancelled portion of the PROJECT. Any PROJECT deposits previously made by the parties on the cancelled portions of the PROJECT will be promptly refunded.
- Q. Those projects funded with Federal monies will be subject to inspection at all times by the DEPARTMENT and the FHWA.

SECTION III

ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for at least three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate

arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 USC 7501-7507).

The REQUESTING PARTY shall adhere to the following requirements associated with audits of accounts and records:

a. Agencies expending a total of \$500,000 or more in federal funds, from one or more funding sources in its fiscal year, shall comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The agency shall submit two copies of:

The Reporting Package
The Data Collection Form
The management letter to the agency, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

b. Agencies expending less than \$500,000 in federal funds must submit a letter to the Department advising that a circular audit was not required. The letter shall indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the Department federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

c. Address: Michigan Department of Education
Accounting Service Center
Hannah Building
608 Allegan Street
Lansing, MI 48909

d. Agencies must also comply with applicable State laws and regulations relative to audit requirements.

e. Agencies shall not charge audit costs to Department's federal programs which are not in accordance with the OMB Circular A-133 requirements.

f. All agencies are subject to the federally required monitoring activities, which may include limited scope reviews and other on-site monitoring.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FAPG Directives and Guidelines of the FHWA.
3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHPM Directives and the procedures of the DEPARTMENT. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than \$1,000.00 shall be submitted unless it is a final

or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number _____", or "Final Billing".

4. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.
5. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with Federal monies, the DEPARTMENT will act as billing agent for the REQUESTING PARTY, consolidating said billings with those for its own force account work and presenting these consolidated billings to the FHWA for payment. Upon receipt of reimbursement from the FHWA, the DEPARTMENT will promptly forward to the REQUESTING PARTY its share of said reimbursement.
6. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with non-Federal monies, the DEPARTMENT will promptly forward to the REQUESTING PARTY reimbursement of eligible costs.

B. Payment of Contracted and DEPARTMENT Costs:

1. As work on the PROJECT commences, the initial payments for contracted work and/or costs incurred by the DEPARTMENT will be made from the working capital deposit. Receipt of progress payments of Federal funds, and where applicable, State Critical Bridge funds, will be used to replenish the working capital deposit. The REQUESTING PARTY shall make prompt payments of its share of the contracted and/or DEPARTMENT incurred portion of the PROJECT COST upon receipt of progress billings from the DEPARTMENT. Progress billings will be based upon the REQUESTING PARTY'S share of the actual costs incurred as work on the PROJECT progresses and will be submitted, as required, until it is determined by the DEPARTMENT that there is sufficient available working capital to meet the remaining anticipated PROJECT COSTS. All progress payments will be made within thirty (30) days of receipt of billings. No monthly billing of a lesser amount than \$1,000.00 will be made unless it is a final or end of fiscal year billing. Should the DEPARTMENT determine that the available working capital exceeds the remaining anticipated PROJECT COSTS, the DEPARTMENT may reimburse the REQUESTING PARTY such excess. Upon completion of the PROJECT, payment of all PROJECT COSTS, receipt of all applicable monies from the FHWA, and completion of necessary audits, the REQUESTING PARTY will be reimbursed the balance of its deposit.

2. In the event that the bid, plus contingencies, for the contracted, and/or the DEPARTMENT incurred portion of the PROJECT work exceeds the estimated cost therefor as established by this contract, the REQUESTING PARTY may be advised and billed for the additional amount of its share.

C. General Conditions:

1. The DEPARTMENT, in accordance with its procedures in existence and covering the time period involved, shall make payment for interest earned on the balance of working capital deposits for all projects on account with the DEPARTMENT. The REQUESTING PARTY in accordance with DEPARTMENT procedures in existence and covering the time period involved, shall make payment for interest owed on any deficit balance of working capital deposits for all projects on account with the DEPARTMENT. This payment or billing is processed on an annual basis corresponding to the State of Michigan fiscal year. Upon receipt of billing for interest incurred, the REQUESTING PARTY promises and shall promptly pay the DEPARTMENT said amount.
2. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified in PART I and PART II. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.
3. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.

4. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in Section C(1).
5. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART I.

SECTION IV

MAINTENANCE AND OPERATION

A. Upon completion of construction of each part of the PROJECT, at no cost to the DEPARTMENT or the PROJECT, each of the parties hereto, within their respective jurisdictions, will make the following provisions for the maintenance and operation of the completed PROJECT:

1. All Projects:

Properly maintain and operate each part of the project, making ample provisions each year for the performance of such maintenance work as may be required, except as qualified in paragraph 2b of this section.

2. Projects Financed in Part with Federal Monies:

- a. Sign and mark each part of the PROJECT, in accordance with the current Michigan Manual of Uniform Traffic control Devices, and will not install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the FHWA, pursuant to 23 USC 109(d).
- b. Remove, prior to completion of the PROJECT, all encroachments from the roadway right-of-way within the limits of each part of the PROJECT.

With respect to new or existing utility installations within the right-of-way of Federal Aid projects and pursuant to FAPG (23 CFR 645B): Occupancy of non-limited access right-of-way may be allowed based on consideration for traffic safety and necessary preservation of roadside space and aesthetic quality. Longitudinal occupancy of non-limited access right-of-way by private lines will require a finding of significant economic hardship, the unavailability of practicable alternatives or other extenuating circumstances.

- c. Cause to be enacted, maintained and enforced, ordinances and regulations for proper traffic operations in accordance with the plans of the PROJECT.
- d. Make no changes to ordinances or regulations enacted, or traffic controls installed in conjunction with the PROJECT work without prior review by the DEPARTMENT and approval of the FHWA, if required.

- B. On projects for the removal of roadside obstacles, the parties, upon completion of construction of each part of the PROJECT, at no cost to the PROJECT or the DEPARTMENT, will, within their respective jurisdictions, take such action as is necessary to assure that the roadway right-of-way, cleared as the PROJECT, will be maintained free of such obstacles.
- C. On projects for the construction of bikeways, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such bikeways or walkways constructed as the PROJECT except those for maintenance purposes.
- D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

SECTION V

SPECIAL PROGRAM AND PROJECT CONDITIONS

- A. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the acquisition of right-of-way must be under construction by the close of the twentieth (20th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that right-of-way.
- B. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the performance of preliminary engineering must be under construction by the close of the tenth (10th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that preliminary engineering.
- C. On those projects funded with Federal monies, the REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, will provide such accident information as is available and such other information as may be required under the program in order to make the proper assessment of the safety benefits derived from the work performed as the PROJECT. The REQUESTING PARTY will cooperate with the DEPARTMENT in the development of reports and such analysis as may be required and will, when requested by the DEPARTMENT, forward to the DEPARTMENT, in such form as is necessary, the required information.
- D. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.
- E. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B
TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
 - a. Withholding payments to the contractor until the contractor complies; and/or
 - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

A regular meeting of the City of Alma Parks Committee was held Monday, June 26, 2023, at the Alma Municipal Building.

Present: Josh Higbie, and Jamie Jerome.

Absent: Roger Allman, Kim Alonzi, Blaine Lafler, Andi Whitmore, and Luke Wright.

Also present: Curtis Dancer, and Aeric Ripley.

A quorum of the Committee membership was not present for the meeting.

Finance Director Curtis Dancer explained that no official business could be transacted as a quorum was not present for the meeting. He asked Higbie and Jerome if they had any concerns with the proposed minutes from the meeting of June 26th. Neither had concerns or suggestions for changes.

Dancer reviewed the results of the Alma Parks and Recreation Master Plan Public Input Survey Results. He noted the online poll inadvertently cut off short and left off two parks for the first week and a half. The problem was corrected as soon as it was detected, but he expected it made a slight difference in survey results.

Committee members talked at length with Dancer about the results of the survey and comments that were heavily repeated regarding baseball and softball fields, parks maintenance, and security/vandalism. Discussion turned to ideas for programming and possibilities for a part-time recreation program director. Ideas included a community workday, donation boxes or a QR code for donations, an internship for students in CMU's recreation program, recreation program coordinators shared with other departments, and reaching out to building trades classes and instructors for help building consistent signage for all parks.

Dancer explained the next step will be to update goals and objectives and develop a new list of priorities and a realistic plan for the future including updated cost estimates. Brief discussion followed regarding the disc golf course. Jerome asked about the King Park restroom and City Manager Aeric Ripley explained that the building needs to come down, but replacement isn't in the budget for the time being. Discussion followed regarding rental of portable restrooms as an option.

Dancer asked about the girls' softball field and discussion followed about possible improvements and upgrades for the Washington Street field and Euclid Ball Fields. Additional brief discussion followed regarding the county parks millage. Dancer will send out follow-up information to members prior to the next meeting scheduled for Monday, August 28th, at 6:00 p.m.

The group recessed at 6:51 p.m.

Sara Anderson, Alma City Clerk

Date of Approval

A regular meeting of the Alma District Fire Board was held at the Alma Municipal Building. The meeting was called to order at 7:02 a.m. by Alma City Manager Aeris Ripley. A quorum of the Board was present.

Roll Call

Board members present: Kevin Beeson, Ron Hunt, Greg Mapes, Michelle Pitts, and Aeris Ripley.
Board members absent: Tish Mallory (arrived after roll call), and Doug Merchant.
Others present: Curtis Dancer, Harold House, and Mark Williams.

Motion by Beeson, seconded by Pitts, to approve minutes of the June 28, 2023, meeting, as presented. Motion carried.

Voting yes: Beeson, Hunt, Mapes, Pitts, and Ripley.

Voting no: none.

Absent: Mallory and Merchant.

Monthly Reports

Finance Director Curtis Dancer reviewed initial year-end reports. He noted he expects approximately \$97,000 to be added to fund balance at year-end close and answered questions regarding the total fund balance.

Mapes asked for input regarding building the Fire Board fund balance to save for future purchases versus retaining funds at the township and city levels.

Board Member Mallory arrived at 7:08 a.m.

Discussion followed regarding the possible negative effects of a fund balance on grant opportunities. Beeson said there are pros and cons to each method, but suggested seeking additional information from other municipalities before a decision is made. Additional discussion followed regarding the benefit of dedicated millages, and future Boards as an unknown factor in a capital improvement plan. Dancer noted a downside of reserving money at the local level is the possible effect on investment options. Beeson suggested additional discussion is needed at the local level and the Fire Board level.

Ripley reviewed the Municipal Employees Retirement System actuarial information, and answered questions regarding contribution rates, refunds from employees who leave service early, demographics, stock market fluctuations, and unfunded liabilities.

Pitts asked about two calls in the run report. Fire Chief Harold House and Public Safety Director Mark Williams provided information regarding the runs in question, the reporting process, and mutual aid responses. Brief discussion followed regarding removal of the structures at the corner of Wright and M46.

Public Safety Director Williams provided a brief department update noting donations received from Alma Tire. He also indicated twelve air-paks have been received to date.

Motion by Pitts, seconded by Mallory, to adjourn the meeting at 7:58 a.m. Motion carried.

Voting yes: Beeson, Hunt, Mallory, Mapes, Pitts, and Ripley.

Voting no: none.

Absent: Merchant.

Sara Anderson, City Clerk

Date of Approval

A regular meeting of the Alma Downtown Development Authority (ADDA) was held at the Alma Municipal Building at 6:00 p.m.

Authority members present: Ken Kline, Canyon Platt, Andy Shafley, and Katie Tobias.

Authority members absent: Joe Ahern, Stacey Ensz, Nancy Gallagher, Donna Kolar, Greg Mapes, Brent Moeggenborg, and Ken Solomon).

Others present: Jim Goodhall, Alma DPW Superintendent, and Aeric Ripley, DDA Director/City Manager. DDA Director Ripley noted a quorum of members was not present.

Ripley reviewed the year-end report provided by the Finance Department. Ripley noted the year-end balance is approximately \$40,000. He answered questions regarding the report, and discussion followed.

Ripley reviewed the status of the downtown parking lots improvement project. He said underground work was currently underway, and electrical repair had become necessary, when it was discovered that tree roots had wrapped around existing electrical conduit in Parking Lot 3. Ripley also explained extra drainage work approved by the City Commission that is intended to correct drainage issues in Parking Lots 4 and 8. Discussion followed regarding the drainage project.

Shafley asked if stumps would be pulled when trees on Superior are taken down. Goodhall said stumps would be ground rather than pulled. Discussion followed.

Ripley said the group needed to have a discussion regarding the direction of the downtown tree replacement project, but it should wait until a quorum of the Authority was present. Brief discussion followed regarding the timing of removal of the trees. Additional discussion followed regarding removal of the trees in Parking Lot 3. Tobias asked if the project was on schedule and Ripley said it was on schedule, so far. Shafley asked which contractor would be handling the stamped concrete. Additional discussion followed.

Ripley offered a reminder that Alma Alive! Is scheduled for August 19th. Discussion followed regarding the event date, and alcohol sales in the downtown district.

The group recessed at 6:38 p.m.

Sara Anderson, Alma City Clerk

Date of Approval

August 1, 2023

For the month of July, the Alma Transit Center provided 4,483 rides. These numbers exceeded FY23 July rides of 3,907 and FY22 July rides of 2,545. ATC continues to exceed prior year rider numbers.

A team of MDOT employees visited ATC on July 17 as part of the Triennial review of ATC policies and procedures, compliance with FTA drug and alcohol requirements, vehicle maintenance records review, and other daily transit operational activities. ATC received a clean review.

Regards,

A handwritten signature in blue ink that reads "Brett Baublitz". The signature is written in a cursive style with a large, stylized initial 'B'.

Brett Baublitz
Director of Transportation

Alma Transit Center Non Financial Operating Data

**Scheduling and Dispatch
July 2023**

Monthly Summary

		Weekday	Total
Demand Response	Vehicle Hours	1,392.65	1,392.65
	Excluded breaks	-47.08	-47.08
	Total	1,345.57	1,345.57
Total Vehicle Hours		1,345.57	1,345.57

		Weekday	Total
Demand Response	Vehicle Miles	21,332.00	21,332.00
	Total	21,332.00	21,332.00
Total		21,332.00	21,332.00

		Weekday	Total
Demand Response	Revenue Assignments	258	258
	Total	258	258
Total		258	258

			Weekday	Total
Demand Response	Unlinked Passenger Trips	Regular	2,569	2,569
		Elderly	380	380
		Persons w/Disabilities	773	773
		Elderly w/Disabilities	759	759
		Total	4,481	4,481
	Total		4,481	4,481
Line Haul	Unlinked Passenger Trips	Regular	0	0
		Elderly	0	0
		Persons w/Disabilities	0	0
		Elderly w/Disabilities	0	0
		Total	0	0

Alma Transit Center Non Financial Operating Data

Scheduling and Dispatch

		Weekday	Total
Line Haul	Total	0	0
No Route	Unlinked Passenger Trips	Regular	1
		Elderly	1
		Total	2
	Total	2	2
Shuttle	Unlinked Passenger Trips	Regular	0
		Elderly	0
		Persons w/Disabilities	0
		Elderly w/Disabilities	0
		Total	0
	Total	0	0
Total		4,483	4,483

		Weekday	Total
Days Operated	Demand Response	20	20
	No route	1	1
	Total	20	20

Fuel Consumption	Fuel
Gasoline	2,723.89
Total	2,723.89

Alma Transit Center

PcTrans Trips by MCD of **Off** and On Stops

From 3-Jul-2023 through 31-Jul-2023

MCD of Off Stop	Total
City of Alma	2,434
City of Ithaca	298
City of St. Louis	745
Township of Arcada	8
Township of Bethany	4
Township of Elba	1
Township of Fulton	26
Township of North Shade	1
Township of North Star	5
Township of Pine River	815
Township of Sumner	31
Township of Wheeler	8
Unknown	107
Total	4,483

Alma Transit Center PCTrans Daily Passenger Counts - Detailed

	Under 5			Youth			Adult			Senior			Gold Sr			Total
	Dis.	Not	Total	Dis.	Not	Total	Dis.	Not	Total	Dis.	Not	Total	Dis.	Not	Total	
Mon 3-Jul-23	0	1	1	0	3	3	33	11	144	10	16	26	10	22	32	206
Wed 5-Jul-23	0	0	0	0	11	11	38	131	169	15	25	40	8	19	27	247
Thu 6-Jul-23	0	2	2	0	9	9	31	102	133	7	14	21	6	13	19	184
Fri 7-Jul-23	0	0	0	0	1	1	24	112	136	15	22	37	4	16	20	194
Mon 10-Jul-23	0	5	5	0	7	7	36	112	148	20	22	42	8	7	15	217
Tue 11-Jul-23	0	0	0	0	19	19	28	144	172	19	20	39	8	27	35	265
Wed 12-Jul-23	1	10	11	2	16	18	45	124	169	11	25	36	6	14	20	254
Thu 13-Jul-23	0	3	3	2	8	10	50	113	163	7	25	32	10	12	22	230
Fri 14-Jul-23	0	3	3	0	4	4	50	119	169	6	13	19	4	10	14	209
Mon 17-Jul-23	4	4	8	2	15	17	52	110	162	15	18	33	7	16	23	243
Tue 18-Jul-23	0	0	0	2	9	11	39	125	164	8	23	31	12	13	25	231
Wed 19-Jul-23	1	0	1	2	10	12	28	115	143	17	19	36	6	22	28	220
Thu 20-Jul-23	0	3	3	2	11	13	41	128	169	8	9	17	10	27	37	239
Fri 21-Jul-23	0	0	0	0	7	7	36	113	149	27	23	50	19	14	33	239
Mon 24-Jul-23	0	2	2	2	9	11	24	96	120	12	14	26	8	13	21	180
Tue 25-Jul-23	0	2	2	3	18	21	41	122	163	12	16	28	10	19	29	243
Wed 26-Jul-23	4	8	12	2	19	21	27	102	129	21	28	49	5	14	19	230
Thu 27-Jul-23	2	5	7	2	13	15	36	109	145	11	16	27	14	22	36	230
Fri 28-Jul-23	2	0	2	2	11	13	31	106	137	5	20	25	9	18	27	204
Mon 31-Jul-23	4	3	7	2	14	16	40	111	151	6	13	19	6	19	25	218
Total	18	51	69	25	214	239	730	2,305	3,035	252	381	633	170	337	507	4,483



August 2, 2023

Downtown Trees

Last year the Alma DDA and the Alma City Commission approved bringing Dr. Asia Dowtin's Urban Forestry class to Alma to provide a study and recommendations to remove and the replacement of trees. On March 30, 2022 and April 6, 2022 public meetings were held to provide information on downtown trees and to receive feedback from attendees. An online survey was also provided to gain feedback about the downtown trees. In June of 2022 the final report was submitted titled "[Reimagining the Trees in Downtown Alma: An Urban Forest Management Plan for the Central Business District in Alma, Michigan](#)". The study ranked the health of the downtown trees in the project area. Each tree was given a ranking: 1 = Excellent, 2 = Good, 2.5 = Fair-Good, 3 = Fair, 4 = Poor.

At our budget goal setting session in February the discussion focused on removing and replacing 1/3 of the downtown trees each year for a three-year period. The trees to be removed in year 1, 2 and 3 would be based on the health of the tree. This plan did not overextend the budget, but at the same time put a reasonable time limit on finishing the project. A couple of months later the city was provided with the opportunity to receive some funding that would allow the removal and replacement of the trees within a one-year period. With the availability of the funds the discussion and plan moved to do the trees all at once.

The downtown parking lot project got underway in July in Lot #2 and #3. In lot number #3 the two parking lot islands contained mature trees. The trees within these islands were removed for the new conduit for future vehicle charging stations and for the new curb to be installed around the parking lot islands. New trees will be replanted within the new islands this fall. The removal of all the trees has caused alarm about the look and feel of downtown if all the trees were removed at once.

I have been asked to reconsider removing the trees all at once. As staff we can complete the project in one year or over three years, whichever the City Commission is most comfortable. The project does need to happen, so staff is putting the question to Commission, how should staff proceed once the funding is received for the project.

Human Resources Update

Enclosed with the newsletter is a [report](#) from Cheri Rayner, Human Resources Manager, breaking out the accomplishments of HR and the Payroll Clerk, Deb King. Ms. Rayner took over the HR position in July of 2021. The position was created in 2018, with approval from the City Commission, later the payroll function was rolled under the position by the previous City Manager. The payroll clerk was previously under the Finance Department. The HR position became its own function in 2020, previously it too was under the Finance Department. For many years the City of Alma did not have a dedicated HR Manager, the work was done as part of the City Clerk duties. The increased demands of State and Federal laws and regulations

make it very difficult for one individual to serve both as City Clerk and HR Manager. Therefore, the need to break out these responsibilities.

Urban Deer

Staff was asked to bring some information regarding options to deal with the deer population within the city limits. Attached to the newsletter are [two fact sheets from the Michigan DNR](#) on damage mitigation, population reduction, and considerations communities need to discuss and decide on before moving forward with some or all the available options. I have a conference call set up with the Michigan DNR next week to gain some more insight into the process of Lethal Management of the deer population.

Neighborhood Street Maintenance

The community and Commission are well aware of the two neighborhood street reconstruction projects on Iowa and Harvard Avenue. A major component of the last neighborhood street millage was to focus on the maintenance of the neighborhood streets. The focus of maintenance on our neighborhood street is important to our citizens, so much so they voted to increase our neighborhood street millage from 2.5 mills to 3.5 mills for maintenance of street not requiring full reconstruction.

The Public Works department got to work this spring on street maintenance projects across the community. Since spring, the crew has completed 3 wedges, 15 spot overlays, and 5 patching projects. This represents over 358 tons of asphalt. Before the construction season is complete the crew will complete 15 more wedges, 12 more spot overlays, and 6 cut out and patch projects. A [complete list of this year's maintenance projects](#) is provided for Commission review.

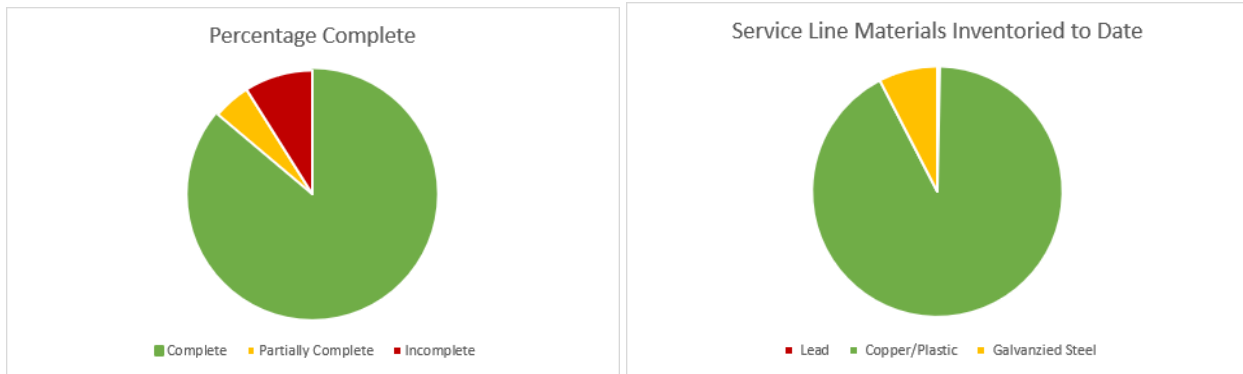
The crew has also been busy assisting the water department with the lead and copper investigation by replacing all the concrete removed to complete the water line inspections. This included the concrete removed in the downtown area and the pieces of driveway approaches in the neighborhoods. These concrete replacement projects are finishing up next week.

DSMI Water Service Inspections

It has been a while since staff has provided the Commission with an update on the Distribution System Material Inventory (DSMI), a/k/a the Lead and Copper Investigation. To date, the Water Distribution Department has completed 298 complete inspections and 17 partially complete inspections. The crew has inventoried 1 lead goose neck at the main, 298 Copper or Plastic Service Lines and 24 Galvanized Service Lines as part of the official DSMI project. The exterior portion (outside the home to the main) of the project is now 86% complete. The interior inspection portion (inside of the foundation) of the project is now 91% complete. The current estimated number of galvanized lines within our water distribution system is 8%. The city has replaced 1 of the 6 required services per EGLE requirements in 2023. To meet the mandated goal of 5% replacement, it is projected another 5 lines will need to be replaced before the end of the year.

All owners of property have been notified where all 3 inspection points have been completed. Water filters are available for properties identified to have galvanized service lines. Once any portion of a galvanized service line is inventoried, the property owner is notified of the potential of lead. By policy, one filter and one replacement cartridge is available for each qualifying resident upon request. The total number of known galvanized service lines in our system to date is 108. A total of 24 of these service lines

were identified as part of the DSML project. A total of 84 galvanized service lines have been identified through system records and rental inspections. Staff have estimated the total number of galvanized services within our system may be as many as 236 services in total. It's important to keep in mind that our current replacement requirement is 6 services, but it is estimated when we have inventoried all 3080 of our water services our annual replacement requirement will likely grow to 12 services per year until all services are replaced. This could cost the water fund about \$70,000+ annually. We are hopeful that our current State Drinking Water SRF Loan Application will be approved, providing funding for the replacement of the 108 known service lines within the system.



Catholic Church on Downie

You may or may not be aware of the conversations happening between the Catholic Diocese of Saginaw and those who want the Catholic Church on Downie Street saved from demolition. I have attached to the newsletter an [email from Nancy Graham](#) and a [letter from the Michigan Historic Preservation Network](#) regarding their position to save the building. I did have a conversation with a representative of the architectural firm that designed the building "Taliesin Architects". Mr. Bill Scott is a member of the Taliesin Fellows, an Alumnus Group of the Frank Lloyd Wright School of Architecture. Mr. Scott has looked at the building and feels it could be saved for less than advertised.

The city is in a neutral position, the building is not blighted and is not a health/safety issue. If the city were to take a position that the building was unsafe, the owner could be requested to make repairs and if the repairs were not made, the only other option the city would have is to seek a judgement from the court to demo the building, which is the opposite result for those who want see the building saved. The city does not have the resources to invest; the city can be supportive of efforts, whatever they may be, if the two sides could find a way forward.

Michigan Municipal League Annual Meeting

The Michigan Municipal League Annual Convention will be held at the Grand Traverse Resort in Traverse City October 18-20, 2023. If any Commissioner is interested in attending, please let the clerk know before September 15, 2023 for early bird pricing of \$595/person. The League's Annual Meeting is scheduled for 7:30 am on Friday, October 20th. The MML has requested the City of Alma designate by action of our Commission one of our officials who will be in attendance at the Convention to be our official

representative to cast votes for the city at the annual meeting. The MML has also requested we designate an alternate.

Upcoming Alma Events

Make sure to mark your calendars for these upcoming community events:

Alma Alive! – Saturday, August 19th from 3 pm – 10 pm – Downtown Alma

US 27 Motor Tour – Thursday, August 24th 1 pm – 3 pm – Downtown Alma

Alma Lucky MacDuck Day – September 9th 10 am – 4 pm – Alma Public Library/Highland Park

1225 Train Visit from Owosso – October 14th – Downtown Alma

The Lion King Jr. – August 4th, 5th, 6th & August 11th, 12th, 13th – Strand Theatre – Downtown Alma

Evenings in the Park – Presented by Pine River Arts Council (All performances in Wright Park)

Historical Evening with Lisa Yoder – August 8th 7pm

Central Michigan Area Concert Band – August 15th 7 pm

A vibrant event poster for 'Alma Alive' on August 19th. The background is dark blue with festive decorations including colorful bunting flags, tropical leaves, a yellow globe, a boombox, and a yellow speaker. The text is centered and reads: 'Alma Alive' in large yellow script, 'August 19 3-10 PM' in white sans-serif, 'FEATURING' in white on a teal background, 'Dueling Pianos: 8-10 pm' in pink, and 'Plus.... Social District (alcohol available to purchase) Cornhole tournament (3 pm) | Live music Bounce houses | Axe throwing & more!' in white. A pink note at the bottom says '*Most entertainment is free.'

Alma Alive
August 19 3-10 PM

FEATURING

Dueling Pianos: 8-10 pm

Plus....
Social District (alcohol available to purchase)
Cornhole tournament (3 pm) | Live music
Bounce houses | Axe throwing & more!

*Most entertainment is free.

Reimagining the Trees in Downtown Alma: An Urban Forest Management Plan for the Central Business District in Alma, Michigan



Written by Brendan Emch, Gabi Fracassi, Davien Graham, James Gray, Indya Hunt, Amy Maclaren, and Lauren McIntyre under the direction of Dr. Asia Dowtin in fulfillment of course requirements for Michigan State University Department of Forestry Class Forestry 461: Urban and Community Forestry | June 2022

Contents

Overview	3
Goals.....	3
Introduction.....	5
Summary of Community Interests in Trees Downtown.....	7
Downtown Alma Street Tree Inventory: Results and Discussion.....	10
Recommendations for Replacement Species	25
Management Recommendations.....	29
Appendix.....	31

Overview

The urban trees in Alma's historic downtown district help to shape its identity. While visitors to nearby communities will sometimes find few trees in their downtown, Alma's downtown trees help to create senses of pride and place as an integral part of the historic cityscape while providing a wide range of both aesthetic and 'green infrastructure' benefits.

At the same time, most existing trees, planted in the 1970s and 1980s, are primarily of a single species, honeylocust, and are reaching the end of their useful life. Life as an urban tree is challenging, and these have surpassed the lifespan of the average street tree in the U.S., which is around 30 years. Furthermore, these trees are causing myriad nuisances, which have created a consensus within both the city government and wider community that a 'tree reboot' is needed.

This urban management plan, entitled *Reimagining Trees in Downtown Alma, MI* is a vision for developing an improved urban tree canopy in downtown Alma. It is a collaboration that brings together the community residents, the city government and Michigan State University's Department of Forestry. This plan seeks to learn the preferences of residents, implement them in a realistic manner that corresponds to the city government's capacity and capitalizes on MSU's unique technical capabilities.

Goals

An integral part of this project involved the gathering of input from stakeholders, including downtown business owners, community members, and city government officials. Based on this input, the goals for this project are as follows:

1. Utilize trees to improve the unique "Historic Downtown Alma Experience"
2. Replace the relative monoculture of honeylocust trees with a wider diversity of tree species and age classes
3. Select trees that have a smaller seed and a larger leaf than the large honeylocust whose large pods and small leaves cause management problems
4. Remove trees that are causing localized problems, e.g. seed pods and leaves on roofs, damage to sewer pipes and sidewalks, etc.
5. Attract a manageable number of birds and other wildlife
6. Consider aesthetic issues such as ability to string holiday lights during the winter months

7. Add trees that will improve the fall colors and can withstand the application of road salt in the winter
8. Remove trees on Superior Street from Pine to Prospect
9. Develop a management schedule for tree maintenance that corresponds to the City of Alma's resources

Introduction

Urban trees provide a vast array of social, economic, and environmental benefits to the communities in which they are located. Collectively, these benefits are known as ecosystem services, and they can be invaluable in helping to restore, increase, or maintain environmental quality and quality of life in and around cities. Urban trees aid in reducing air temperature, improving air quality, mitigating stormwater, ameliorating soil quality, and providing habitat for wildlife. Urban trees and green spaces also aid in promoting improvements in physical, mental, and social health for the public. Positive health outcomes such as reduced occurrence of respiratory illnesses, improved cardiovascular health, reduced obesity rates, and improved mental health have been associated with urban trees and green spaces.

There are additional societal benefits that urban trees provide. Property values tend to be notably higher in neighborhoods in which a greater proportion of trees are present. Business districts in which there is a relatively high proportion of tree cover are more likely to attract a greater number of patrons who are willing to spend more time shopping. These patrons are also more likely to spend a greater amount of money during their time in these areas of business. Urban trees also help to promote social cohesion by providing environments in which community members may engage in recreational activities, or those activities that facilitate establishment or maintenance of connection with one another.

Collectively, these services provided by urban trees are of great benefit to the community. Where trees are present, localized temperature reduction decreases dependence on cooling systems, subsequently reducing related emissions (that is, air pollution) from heavy use of these systems. There are additional reductions in risks to heat-related illnesses that urban trees help to provide. Reduced runoff levels not only lessen the threat of localized flooding, but also reduce stress on municipal stormwater and wastewater treatment systems.

While urban trees provide this vast array of benefits, they are only able to do so if they are properly managed and maintained over their respective lifespans. The proper tree species must be selected for planting in a given location, with knowledge of surrounding infrastructure, site and environmental conditions, and regional climate taken into consideration when identifying suitable species. Further, the selected trees must be properly planted to ensure they are able to establish successfully. Finally, proper maintenance (e.g., pruning, mulching, practicing appropriate plant health care techniques, conducting tree removals when necessary)

must be performed over the life of these trees to ensure they are able to reach maturity with good health and vigor. It is when urban trees mature that they are able to provide optimal yield of the ecosystem services described above.

This report is intended to serve as a guidance document for the city of Alma, MI as the municipality seeks to develop a management strategy for trees in the downtown district.

Summary of Community Interests in Trees Downtown

As urban trees are intended to be of benefit to all members of a given community, it is imperative that the insights and perspectives of all stakeholders are considered when developing plans for the urban forest. To ensure all community members were provided an accessible platform upon which to voice their concerns, the city worked with Michigan State University to provide three distinct opportunities through which stakeholder interests and concerns regarding trees in downtown Alma could be addressed. These included the following:

- Town hall meeting, March 30, 2022 (approximately 10 attendees)
- Town hall meeting, April 6, 2022 (approximately 20 attendees)
- Online survey (publicly promoted and accessible), April 14-21, 2022 (114 respondents)

At each of the town hall meetings, attendees completed an anonymous eight-question survey that was used to discern community perspectives on the trees downtown. The survey consisted of a mix of multiple choice and open-ended response questions, with the same survey used in the online solicitation of community feedback. Following the distribution of the survey at the town hall meetings, attendees also engaged in a guided discussion used to determine additional emerging themes regarding their respective attitudes towards trees in downtown Alma, and their preliminary ideas around ideal future tree cover in the city's central business district. The following themes were common among the feedback received from these discussions:

- Respondents value maintaining adequate tree cover in downtown Alma, as trees contribute to the vibrancy of the city's central business district.
- The majority of respondents think that the current trees downtown are aesthetically pleasing.
- Respondents generally support replacing downtown trees as needed, but advocate for limiting removal and replacement to those trees that are hazardous or indicate poor health conditions.
- Respondents placed high priority on ensuring that replacement trees are aesthetically pleasing, with consistent emphasis placed on flowering trees and those that have notable fall color.

- The majority of respondents expressed dislike for the small leaf and fruit (e.g., seed pod) litter that is produced by the current trees downtown.
- Respondents expressed general concern over the damage that the current trees may or have caused to sidewalks, buildings, and other infrastructure (e.g., rain gutters, sewer lines, gas lines).
- Respondents indicated high interest in ensuring that replacement trees are selected in a manner that ensures that they provide optimal environmental and social benefits.

Additional insights regarding community attitudes towards trees in downtown Alma are summarized in the figures below.

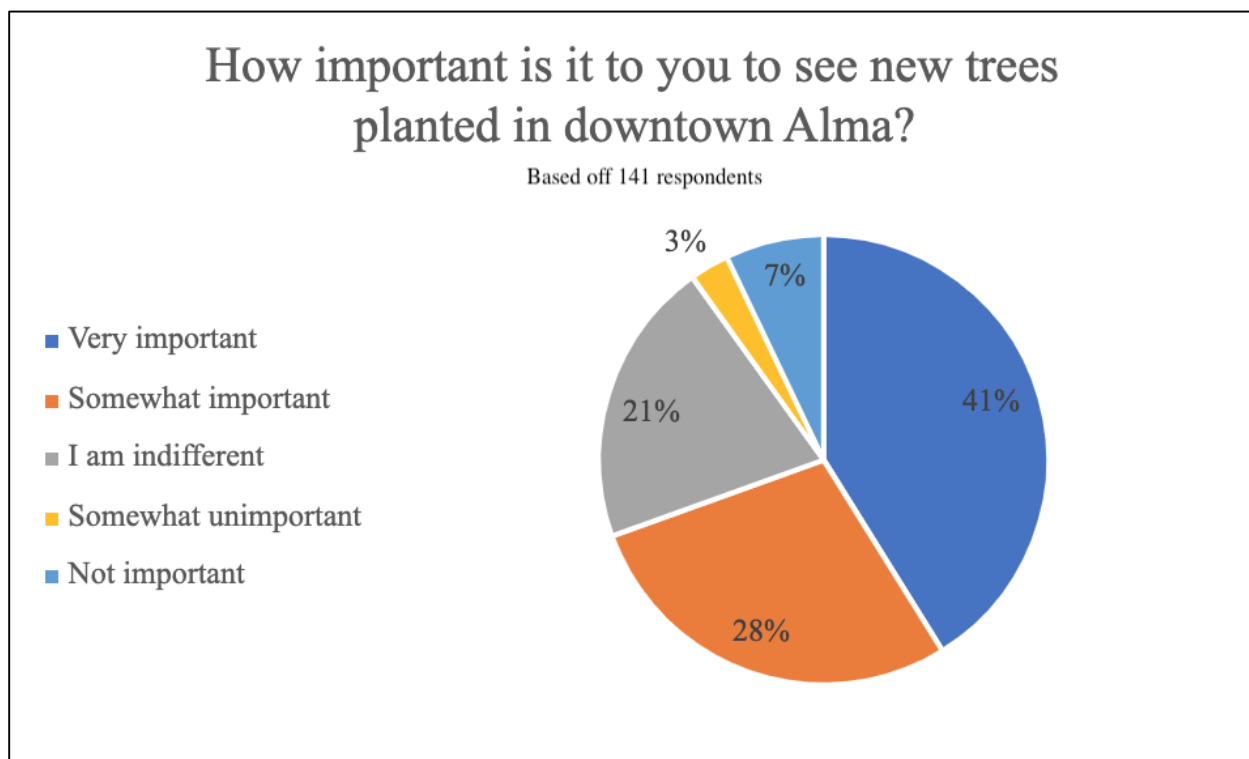


Figure 1: Community-reported perceived importance of planting new trees in downtown Alma. Percentages are based on responses provided by 141 respondents.

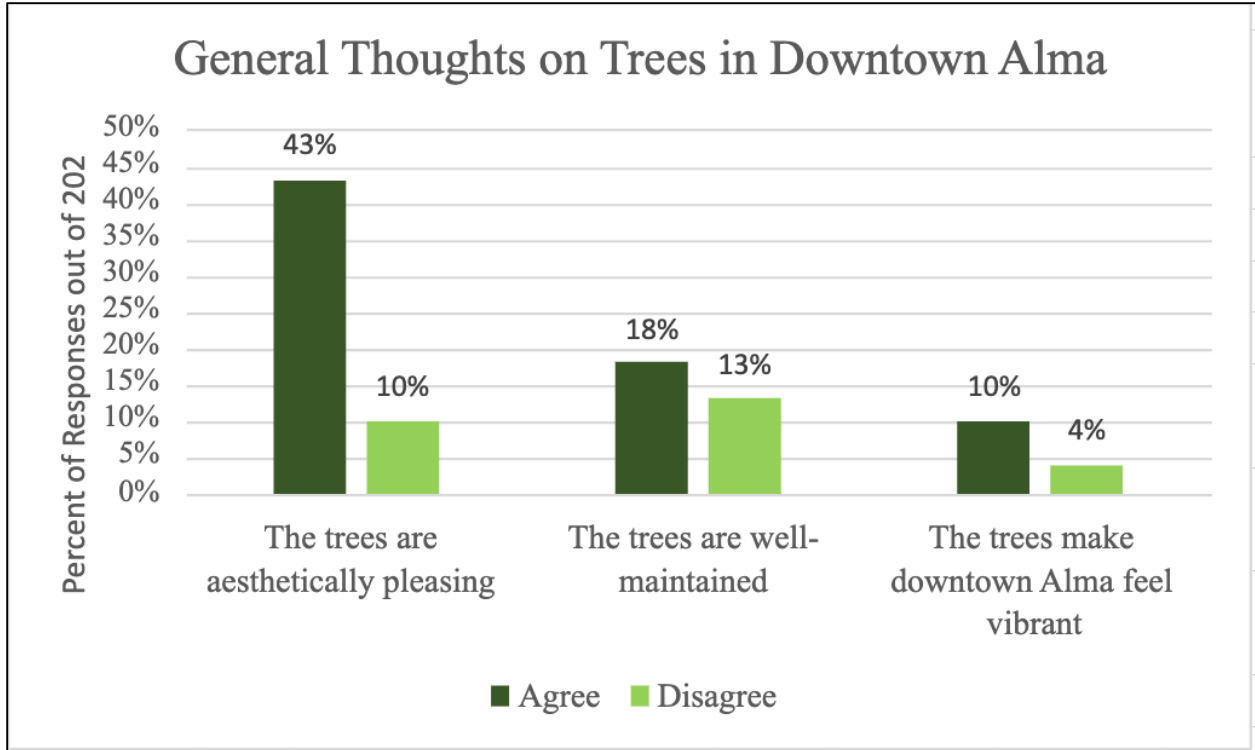


Figure 2: General community perceptions of trees currently in downtown Alma.

Downtown Alma Street Tree Inventory: Results and Discussion

A street tree inventory was conducted to determine the species composition of trees in downtown Alma, assess the general health condition of the trees, and identify which trees, if any, required immediate forms of maintenance or removal. The inventory was limited to an approximately 1/3-mile stretch of Superior Street, beginning at Prospect Ave and extending east to the banks of the Pine River. The study area also included a one-block stretch of State Street beginning at the intersection with Superior Street and extending south to Center Street (Figure 3).

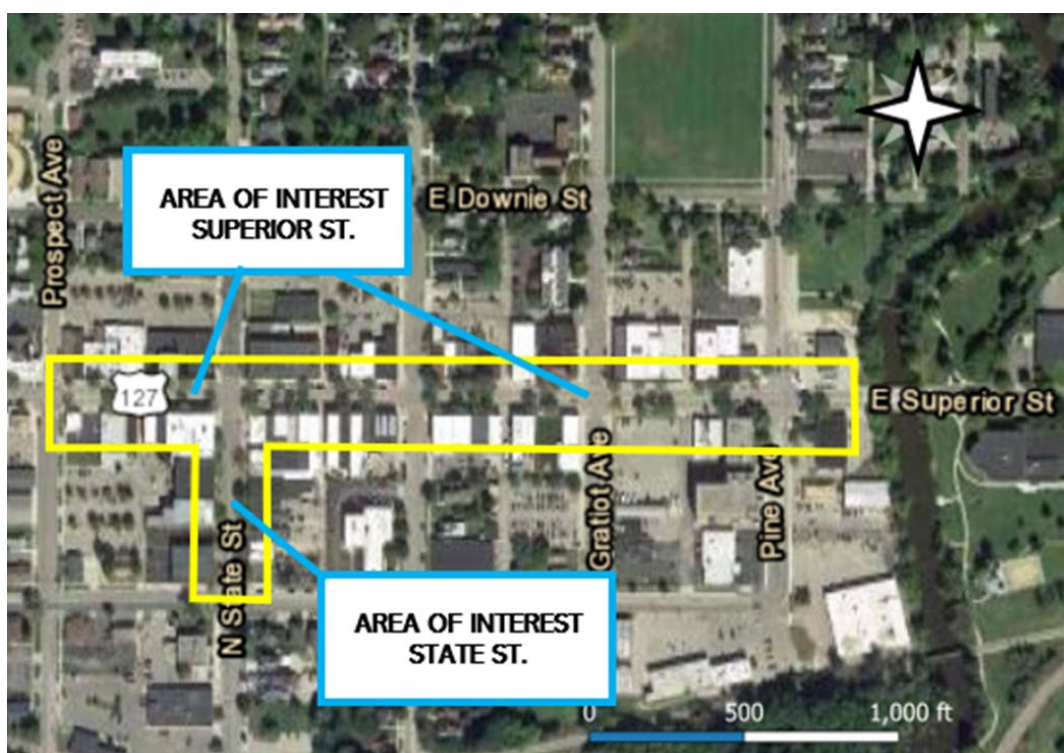


Figure 3: Designated area of interest for the Downtown Alma urban forest guidance document. The area of interest includes two streets in downtown Alma: 1.) the north and south sides of the five blocks of Superior Street between Prospect Avenue and the Pine River; and 2.) the east and west sides of one block of State Street between Superior Street and Center Street.

A basic assessment was conducted for all of the street trees in the study area, with data collected for those located along both the north and south sides of Superior Street and the east and west sides of State Street. For each tree we recorded the species, diameter, height, and condition. All tree diameter measurements were made at the standard diameter at breast height

level (hereon dbh, which is 4.5 ft. above tree base), with measurements made using a dbh tape. A rangefinder was used to measure the heights of all trees at their tallest point. The height of the tallest building on each block was also recorded using the rangefinder. The condition was determined through a 360-degree visual assessment. Every visible section of each tree was considered when determining the condition including visible roots, bark, branches, and buds when within reach. Leaf health was not an available metric due to the date of the inventory, as it took place at the onset of the growing season and bud break had not yet occurred for all trees.

Justification for tree condition classification

The trees were assessed for their condition based on a four-tier rating system that was modeled after the tree condition rating system outlined by Purdue University Tree Appraisal Guide (Purcell 2012). The metrics chosen, in order from best condition to worst condition were: excellent (E), good (G), fair (F), and poor (P). Trees were given their rating based on any noticeable problem areas that might hinder their health. Tree condition assessment was based on the presence of girdling roots, a narrow crotch angle, water sprouts, frost cracks, evidence of pathogen, root damage, wood boring damage, decaying bark, burnt bark, elongated calluses, resin, suckering, and conks.

Species Composition

Results

Species compositions refers to the different tree species that are present within a given forested area. Honeylocust (*Gleditsia triacanthos*) is the most abundant tree in the downtown area, with London planetree (*Platanus x acerifolia*) also present, though to a lesser extent. Approximately 96% of the trees downtown are honeylocust (count = 59), while the remaining 4% are London planetree (count = 3; see Figure 4).

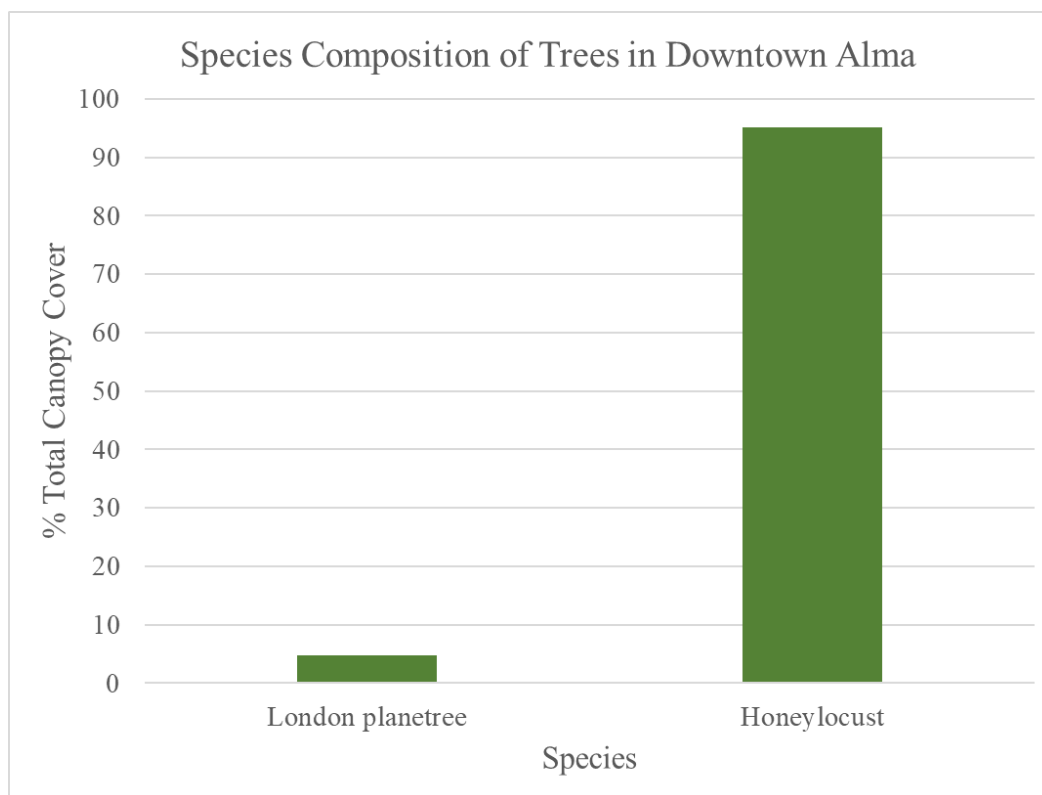


Figure 4: Species composition of trees in downtown Alma, MI.

Discussion

At present, there is a dominance of a singular tree species in downtown Alma (i.e., honeylocust). For urban forests, it is ideal to ensure that the canopy cover displays a high degree of biodiversity; that is, that the canopy is comprised of a variety of tree species that are suitable given environmental conditions in that area. Biodiversity of urban canopy cover is important as it contributes to resilience of the urban forest in the event that exotic pests or diseases may be introduced to the area and pose potential risks to tree health. When there is an overabundance of a given species, it is possible for a large proportion of the urban forest to be vulnerable and potentially lost to pest and disease outbreaks that occur in a given area. It is thus recommended that the City of Alma prioritize the inclusion of a greater variety of species in future tree planting initiatives in the downtown district.

Size class distribution

Results

Size class distribution refers to the classes of trees of varying size present within a given forested area, with size quantified using dbh. Of the 62 trees in Alma’s downtown business district, approximately 3% can be classified as young, with dbh ranging from 0-8 inches. Approximately 52% of trees downtown can be classified as established, with dbh ranging from 9-17 inches, while an additional 45% can be classified as maturing, with dbh ranging from 18-24 inches. No trees in the downtown district are considered mature, as no trees have a dbh that exceeds 25 inches (Figure 5). Information on the height distribution of trees in downtown Alma is provided in the appendix.

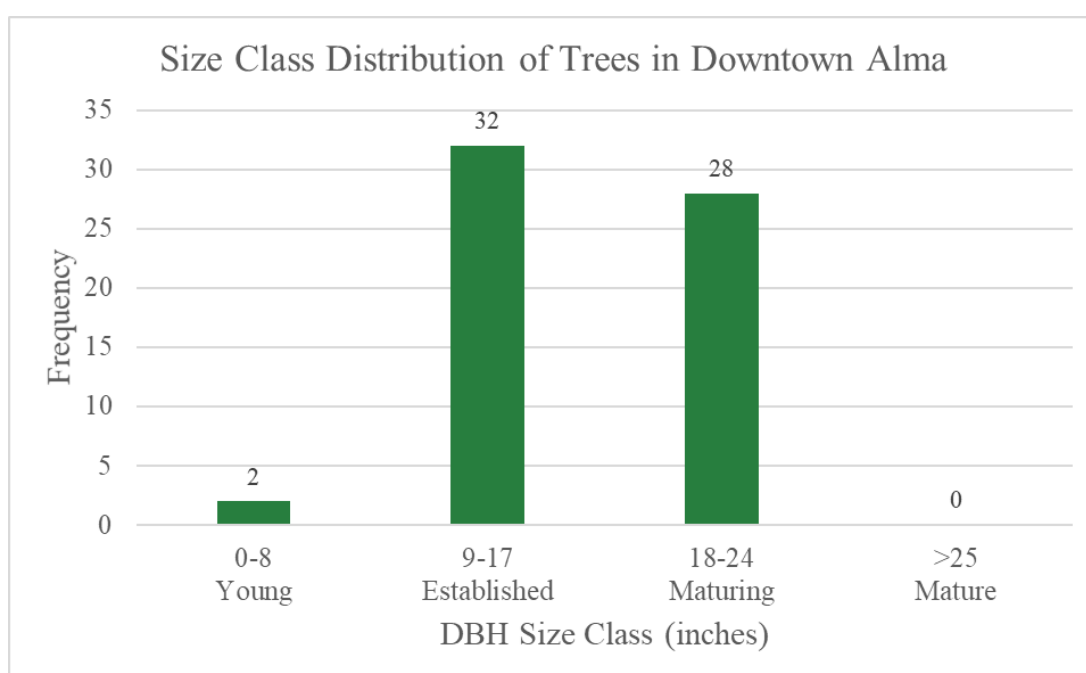


Figure 5: Size class distribution of trees in downtown Alma.

Discussion

The size class distribution of trees in downtown Alma (Figure 5) indicates that the majority of trees present were likely planted around the same time and are approximately the same age, though a small number of the observed trees appear to be planted more recently. As such, the distribution of trees is skewed such that a significant proportion of trees in the city may be classified as maturing, with only a small proportion of the canopy comprised of young trees, and no mature trees present. It is ideal to have trees within the urban forest that are structurally diverse, that is, that there is a suitable mix of trees from varying size classes present. Trees that

are mature provide the most optimal yield of ecosystem services, while the presence of a suitable proportion of young trees helps to ensure that the age distribution of the urban forest remains diverse when mature or diseased trees die, are removed, and need to be replaced by new, younger trees. Some guidance from the urban forestry literature (i.e., Richards et al. 1983) suggest that urban forests be comprised of approximately 40% young trees, 30% establishing trees, 20% maturing trees, and 10% mature trees.

It is thus recommended that the City of Alma refrain from removing trees that are classified as maturing (18-24" dbh) that are in good condition, so that these trees are given the opportunity to mature. Furthermore, it is recommended that the city stagger replacement of trees, so as to introduce a greater degree of structural diversity to the urban forest; that is, to ensure that there is greater representation of trees from all size classes in the years to come.

Tree condition classification

Results

The tree condition rating is used to categorize the health of trees within the urban forest. Trees can be assessed based on their structural health and functional health. Structural health is determined via evaluation of the condition of the wood of the tree(s) of interest, while functional health can be ascertained by evaluation of leaf condition. For this study, tree condition was classified as poor, fair, good, and excellent, with classification based on the observations outlined in Table 1. It should be noted that the assessment conducted for this report was completed at the beginning of the growing season, and before full leaf out. Findings are thus based on the structural health of the trees as determined at the time of the surveying.

For the trees within the study area, 3% were classified as excellent, 37% as good, 8% as fair-good, 42% as fair, and 6% as poor (Table 1).

Table 1: Summary of condition classification for trees in downtown Alma. The number of trees for each condition class is provided.

TREE CONDITION KEY ON MAP				
RATING	NUMERICAL VALUE	DESCRIPTION	NUMBER OF TREES	% TOTAL TREE COVER
Excellent	1	Vigorous, healthy tree with good form and no health- or pest-related issues	2	3%
Good	2	Tree is generally healthy and vigorous but has minor impediments, such as water sprouts, minor pest damage, missing limbs, root girdling, excessive mulch, etc.	23	37%
Fair-Good	2.5	Same as above only more extensive issues.	5	8%
Fair	3	High-risk tree with more comprehensive health and vigor issues. Should be replaced in near future.	26	42%
Poor	4	Tree is in very poor condition, is likely to experience mortality or cause safety problems very soon and should be replaced as soon as possible.	6	10%

The following tables provide an overview of tree condition at the individual tree level. Each table contains information on the tree ID number, species, and structural condition for all trees within the study area. A detailed description of noted observations for each tree is provided in the appendix.

The number sequence for the tree ID number is based on the order in which trees were evaluated, which is as follows:

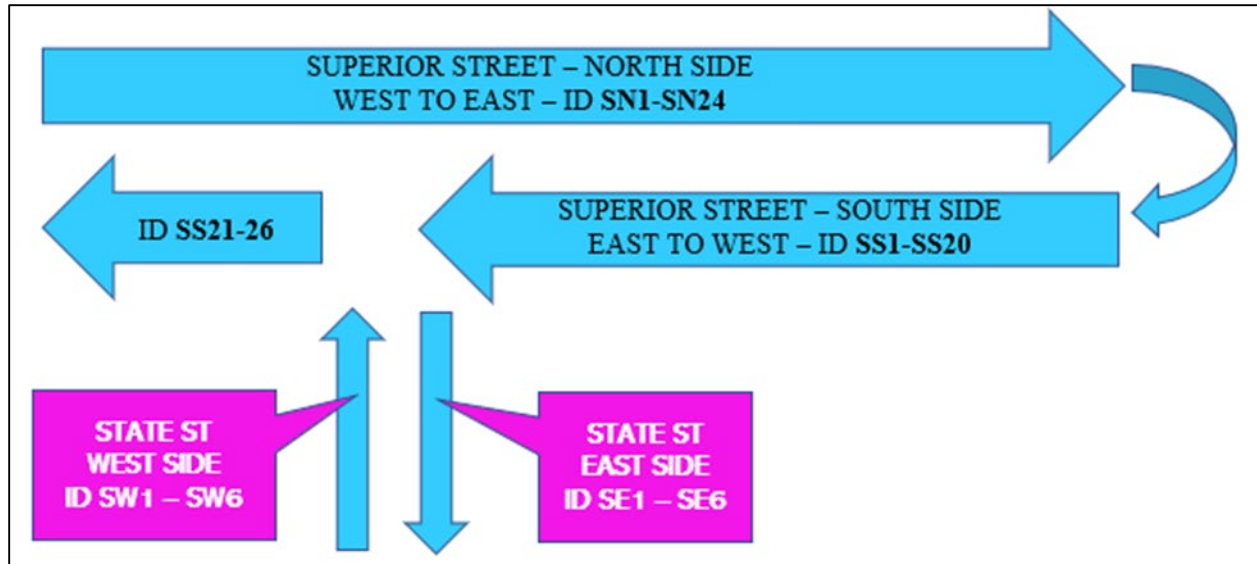


Figure 6: Sampling order and tree identification scheme for downtown Alma inventory data.

Table 2: Trees on North Side of Superior Street

DOWNTOWN ALMA STREET TREE INVENTORY			
PART 1 OF 3			
TREES ON NORTH SIDE OF SUPERIOR STREET			
LOCATION	TREE ID #	SPECIES	CONDITION
SUPERIOR ST. NORTH SIDE PROSPECT AVE EAST TO STATE ST.	SN1	PL	1
	SN2	HL	2.5
	SN3	HL	2.5
	SN4	HL	2.5
	SN5	HL	2
	SN6	HL	3
	SN7	HL	3
SUPERIOR ST. NORTH SIDE STATE ST. EAST TO WOODWORTH AVE.	SN8	HL	2
	SN9	HL	3
	SN10	HL	3
	SN11	HL	3
	SN12	HL	3
	SN13	HL	3
SUPERIOR ST. NORTH SIDE WOODWORTH AVE. EAST TO GRATIOT AVE.	SN14	PL	2.5
	SN15	HL	2
	SN16	HL	3
SUPERIOR ST. NORTH SIDE GRATIOT AVE. EAST TO PINE AVE.	SN17	HL	3
	SN18	HL	2
	SN19	HL	3
	SN20	HL	3
	SN21	HL	3
	SN22	HL	2
	SN23	HL	4
SN24	HL	2	
SPECIES KEY: HL = honey locust PL = London plane tree			

Table 3: Trees on South Side of Superior Street.

DOWNTOWN ALMA STREET TREE INVENTORY			
PART 2 OF 3			
TREES ON SOUTH SIDE OF SUPERIOR STREET			
LOCATION	TREE ID #	SPECIES	CONDITION
SUPERIOR ST. SOUTH SIDE PINE RIVER WEST TO PINE AVE.	SS1	HL	3
	SS2	HL	2
SUPERIOR ST. SOUTH SIDE PINE AVE. WEST TO GRATIOT AVE.	SS3	HL	2
	SS4	HL	2
	SS5	PL	1
	SS6	HL	2
	SS7	HL	3
	SS8	HL	2
	SS9	HL	3
SUPERIOR ST. SOUTH SIDE GRATIOT AVE. WEST TO WOODWORTH AVE.	SS10	HL	3
	SS11	HL	2.5
	SS12	HL	3
	SS13	HL	4
	SS14	HL	2
	SS15	HL	3
SUPERIOR ST. SOUTH SIDE WOODWORTH AVE. WEST TO STATE ST.	SS16	HL	2
	SS17	HL	4
	SS18	HL	2
	SS19	HL	2
	SS20	HL	3
SUPERIOR ST. SOUTH SIDE STATE ST. WEST TO PROSPECT AVE.	SS21	HL	3
	SS22	HL	3
	SS23	HL	4
	SS24	HL	3
	SS25	HL	2
	SS26	HL	2

SPECIES KEY: HL = honey locust PL = plane tree

Table 4: Trees on State Street between Superior & Center Streets.

DOWNTOWN ALMA STREET TREE INVENTORY			
PART 3 OF 3			
TREES ON STATE STREET			
LOCATION	TREE ID #	SPECIES	CONDITION
STATE ST. EAST SIDE	SE1	HL	2
	SE2	HL	2
	SE3	HL	2
SUPERIOR ST. SOUTH TO CENTER ST	SE4	HL	3
	SE5	HL	4
	SE6	HL	3
STATE ST. EAST SIDE	SW1	HL	3
	SW2	HL	2
	SW3	HL	2
CENTER ST. NORTH TO SUPERIOR ST.	SW4	HL	3
	SW5	HL	2
	SW6	HL	4
SPECIES KEY: HL = honey locust PL = plane tree			

Discussion

While 40% of trees in Alma are in good or excellent condition, there is a significant proportion of the total tree cover that are in fair to poor condition. Trees that are in fair condition should be reassessed during the leaf-out season to determine functional condition as indicated by the proportion of dieback [that is, indication of foliar (leaf) death in the crown of the tree and other foliar signs of stress] at the time of the assessment. The proper management decisions should follow, which may include pruning of dead limbs or application of plant health care treatments as needed. Trees that are classified as poor displayed concerning structural and/or health conditions that should be addressed immediately, with subsequent assessment by a tree risk assessment qualified arborist warranted.

The five poor quality trees appeared to be stressed and diseased, being either infected with fungus or in a state of gradual decay. Trees in the poor category should be prioritized for replacement. All other removal and/or replacement of trees should occur in phases, with trees prioritized in accordance with their condition ratings. Where possible, trees classified as fair

should be managed to facilitate restoration of health and mitigation of hazards due to structural issues. For cases in which this is not possible, these trees should receive next highest priority for removal and/or replacement. Trees classified as good and excellent should not be prioritized for removal and replacement. Rather, these trees should be left in place and allowed to grow to maturity, so as to optimize their potential to provide maximum ecosystem services for City of Alma.

The follow figures indicate the location of each tree within the study area, and provide summary information on the condition rating of each tree.

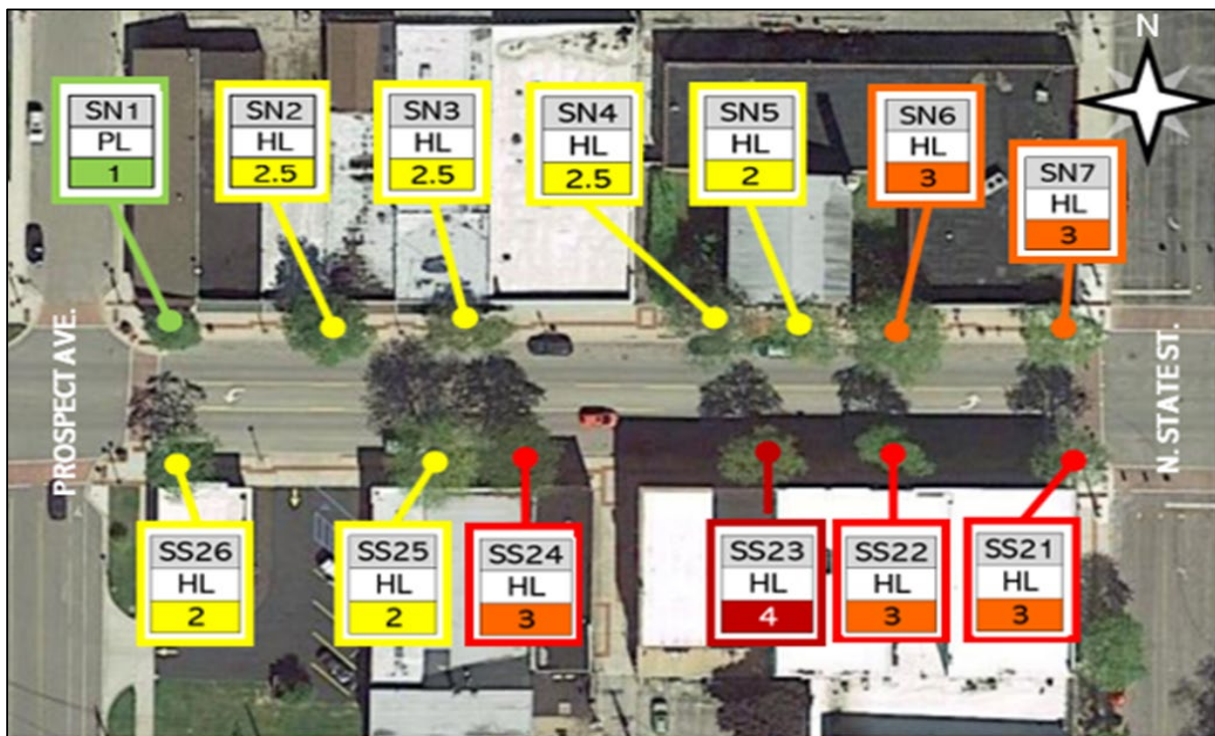


Figure 7: Tree inventory along Superior Street – Prospect Ave to State St.

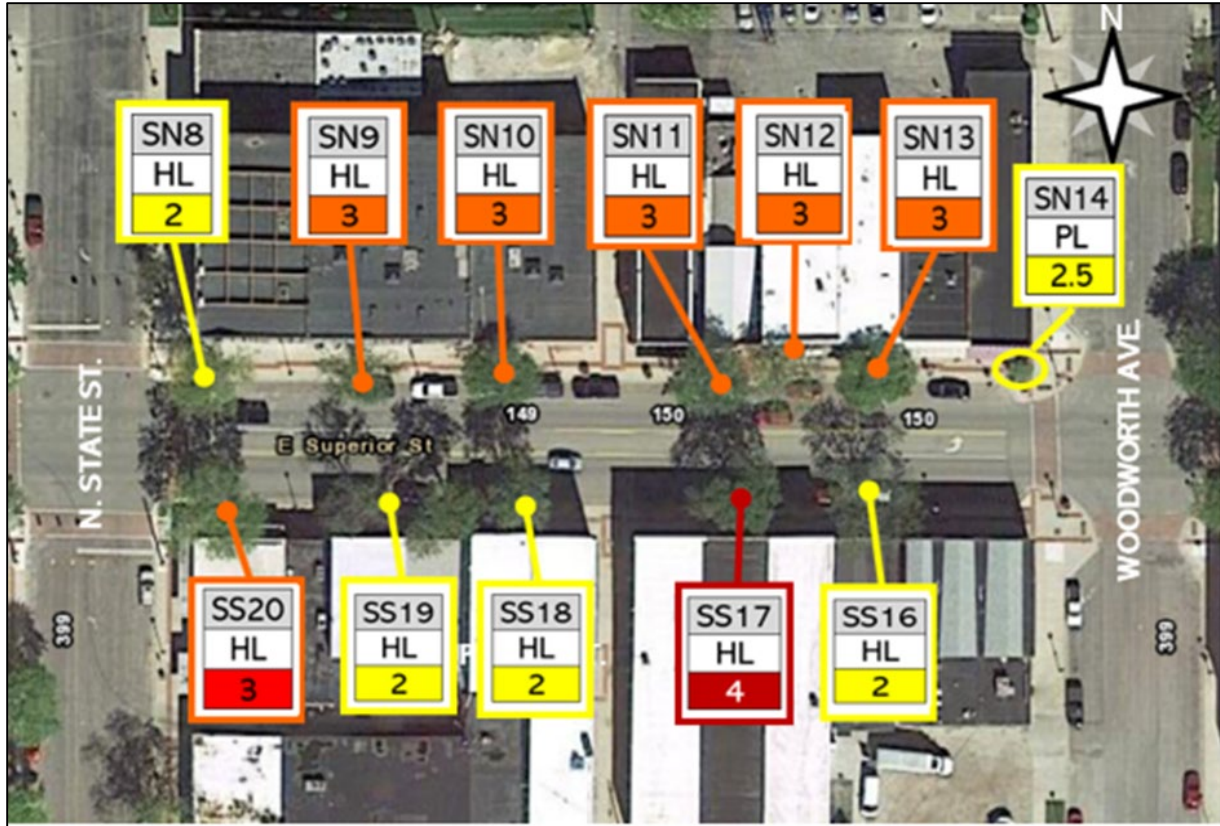


Figure 8: Tree inventory along Superior Street – State St to Woodworth Ave.

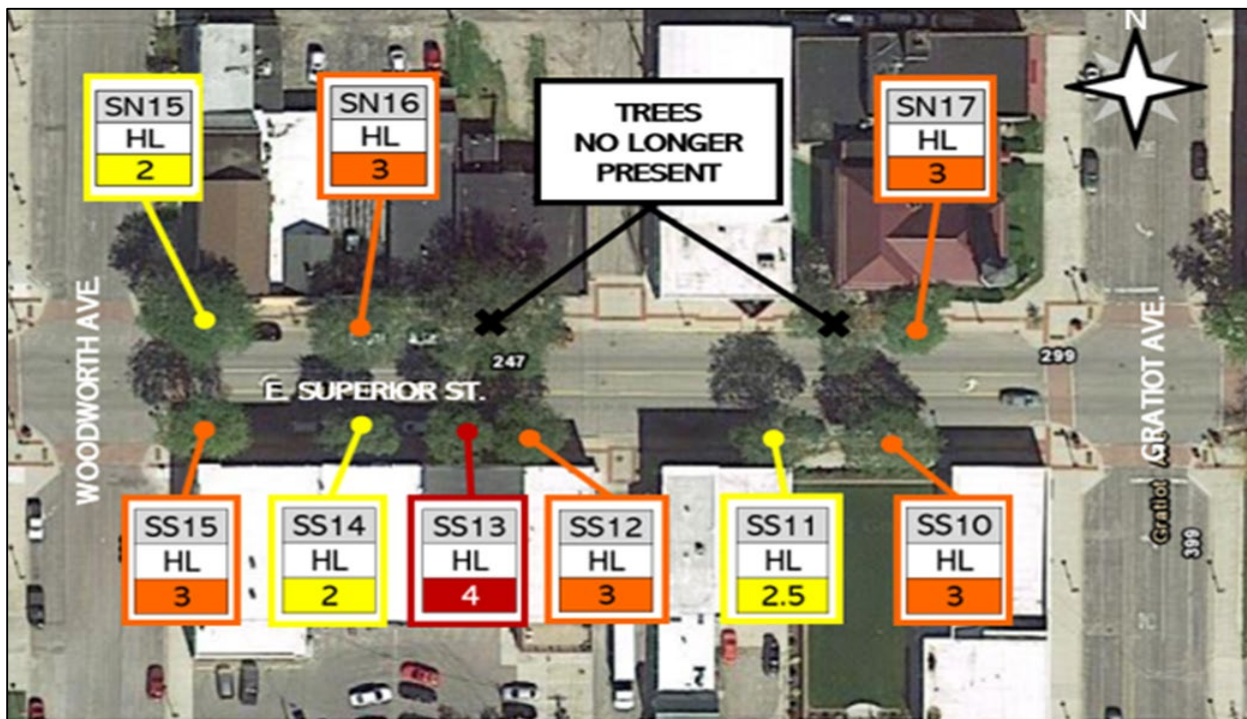


Figure 9: Tree inventory along Superior Street – Woodworth Ave to Gratiot Ave.

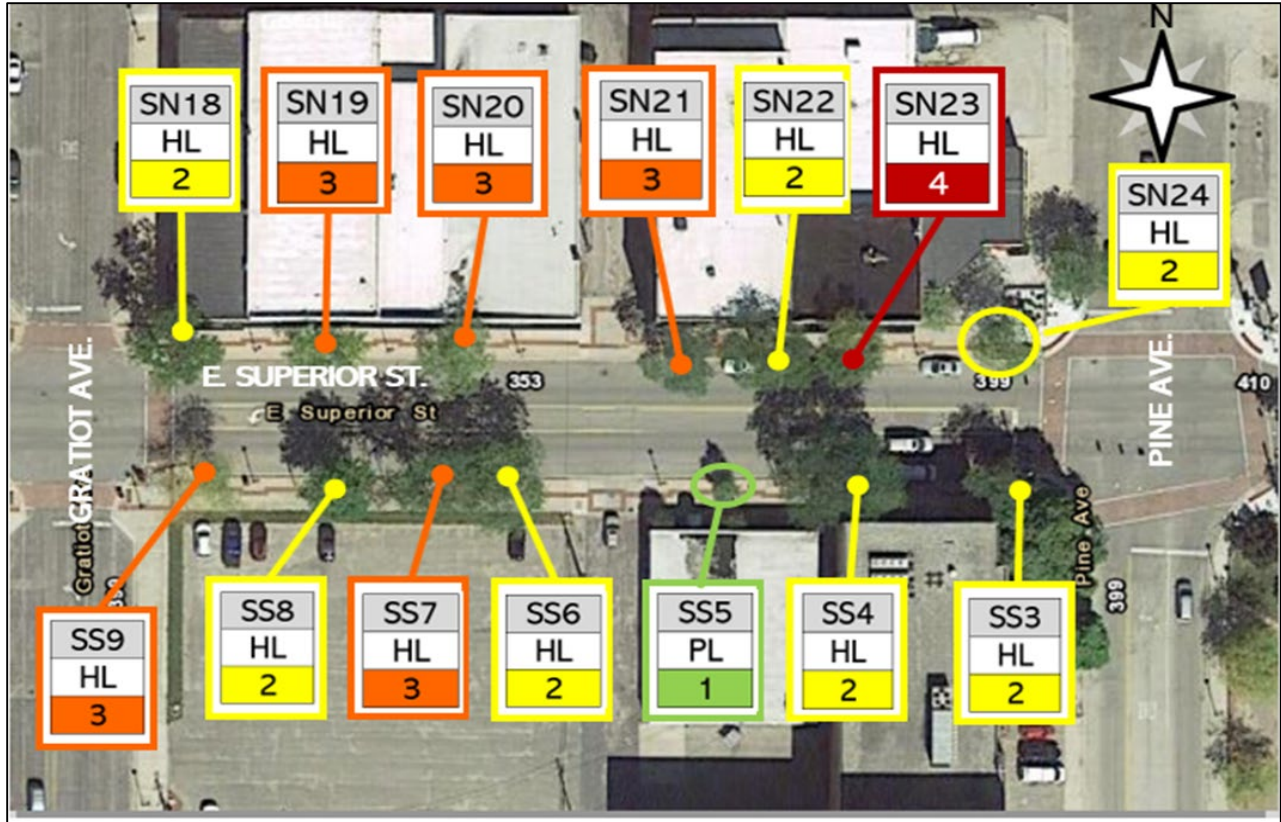


Figure 10: Tree inventory along Superior Street – Gratiot Ave to Pine Ave.

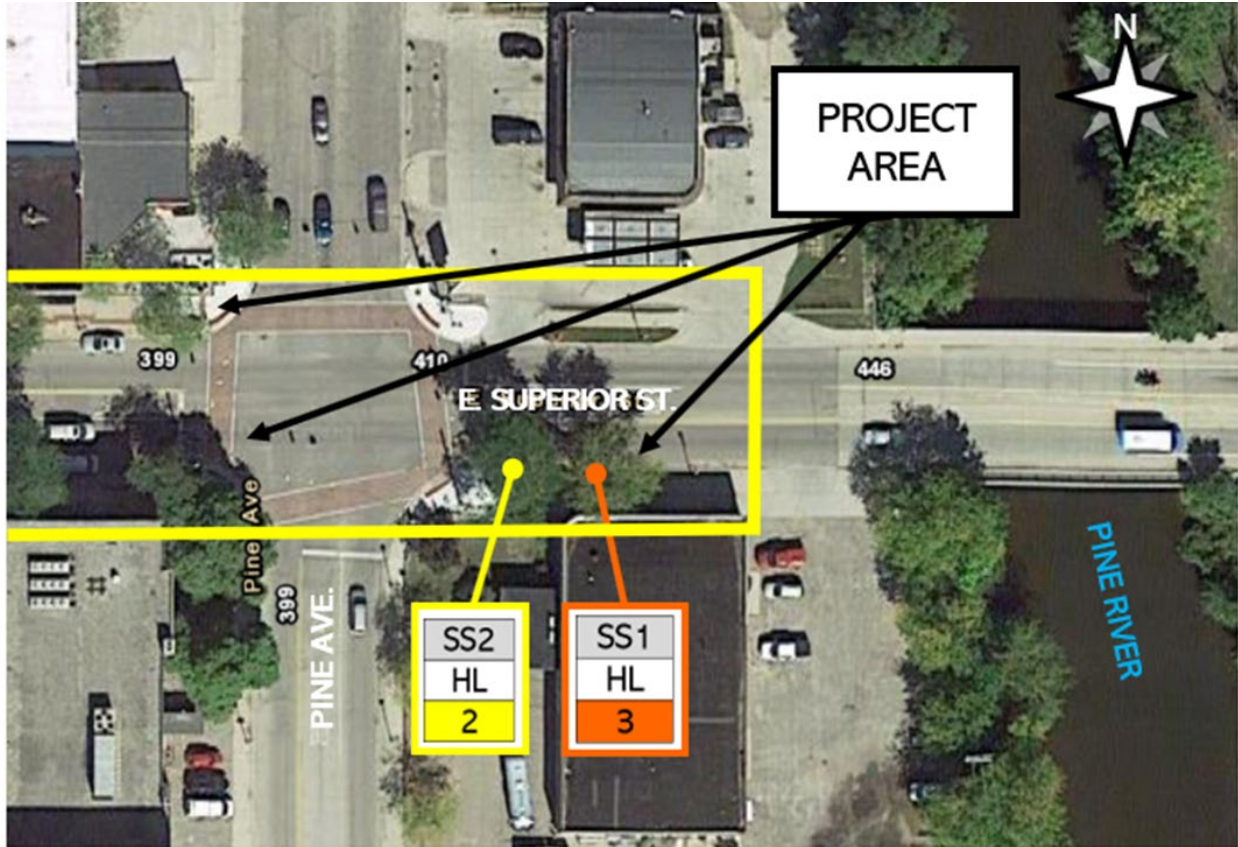


Figure 11: Tree inventory along Superior Street – Pine Ave to Pine River.

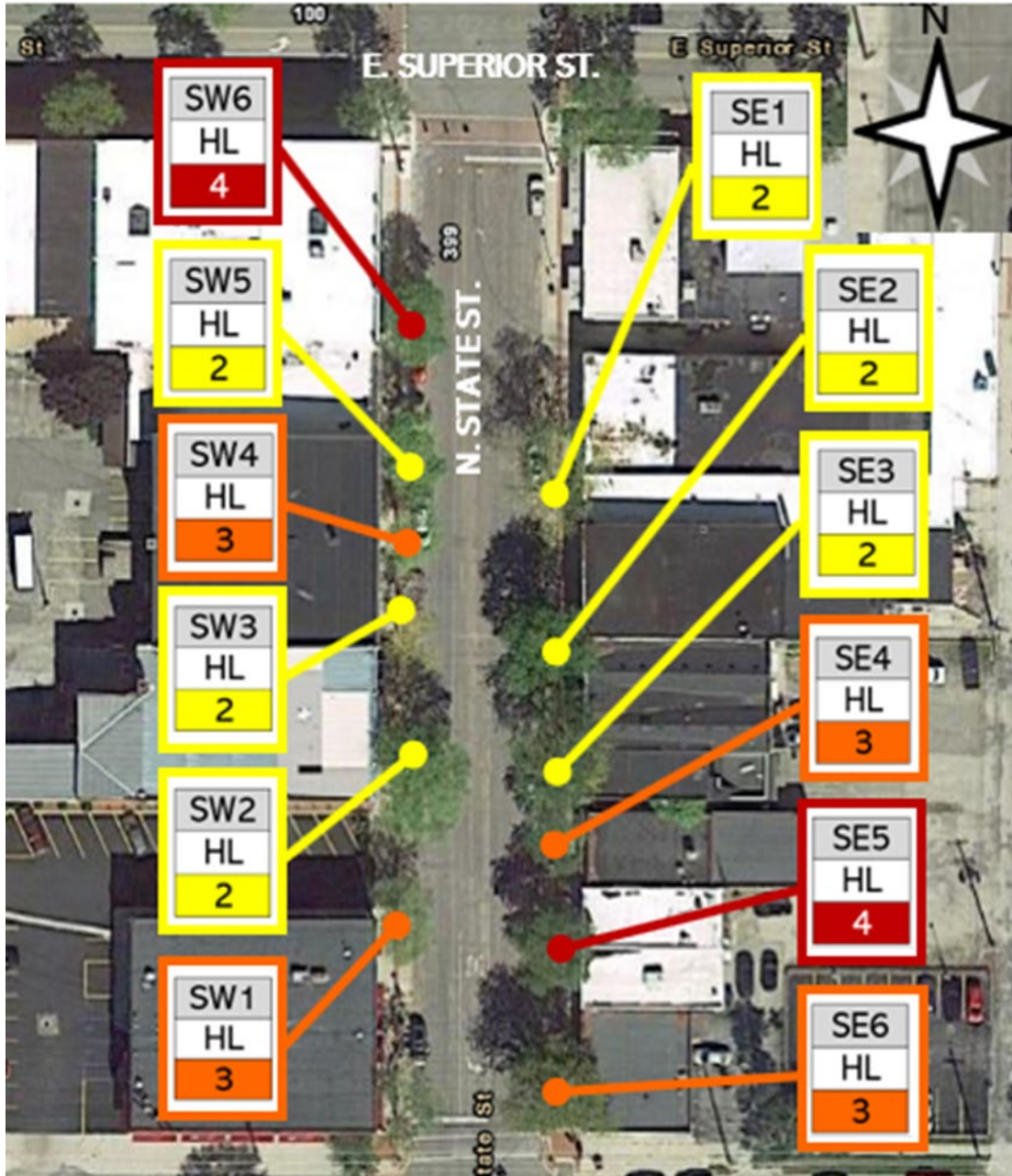


Figure 12: Tree inventory along State Street – Superior St to Center St.

References

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Recommendations for Replacement Species

Trees in bad condition must be prioritized for removal. The inventory team found four trees that should be removed at the implementation of this plan. The remainder of the trees can slowly be removed over the course of this plan. Three trees are in good shape and may stay indefinitely, with some changes to their maintenance.

Alma would like to prioritize having smaller trees so that leaf litter and fruit dropping on top of buildings will not be an issue. It is also important that the trees are shade tolerant and salt tolerant where possible. They would like to avoid large fruits that are difficult to clean up. They are also interested in some interesting fall foliage. Keeping these objectives in mind, where possible, we feel the following species may fit well in Alma.

Syringa reticulata: Japanese tree lilac is a small, flowering tree that normally grows 20-30 ft. The fruits are small and not known to cause litter issues and surface roots are unlikely to be a problem. The tree may need extra watering during dryer seasons to prevent drought stress and keep the plant from being susceptible to insect damage. Pruning can be performed in early spring, before the sap flows or in summer when the tree is fully leafed out.



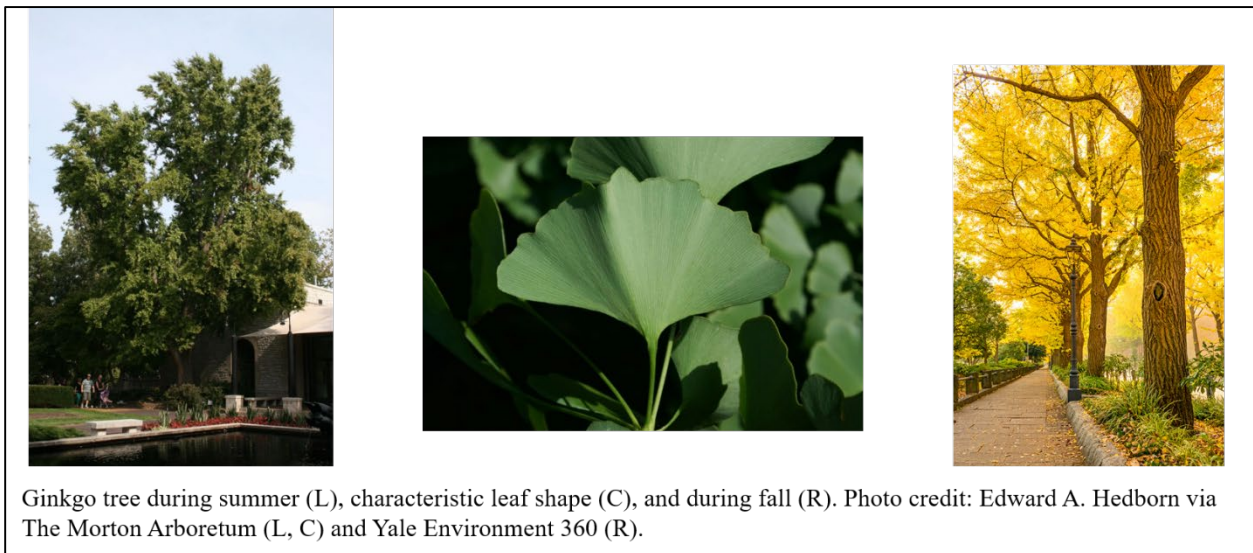
Japanese tree lilac during spring/summer (L) and fall (R). Photo credit: John Hagstrom and Jeff Franklin via The Morton Arboretum.

Cercis canadensis: eastern redbud grows to be 20-30 feet tall and is known for its pink flowers that appear in April. Redbud has heart shaped leaves that give the tree an interesting look in the spring and summer. It has small 2-4 inch seed pods that may remain on the tree throughout the winter. It is important to apply mulch to the dripline of the planting area to ensure adequate moisture retention. Pruning should take place as needed either immediately after flowering or in

late fall.

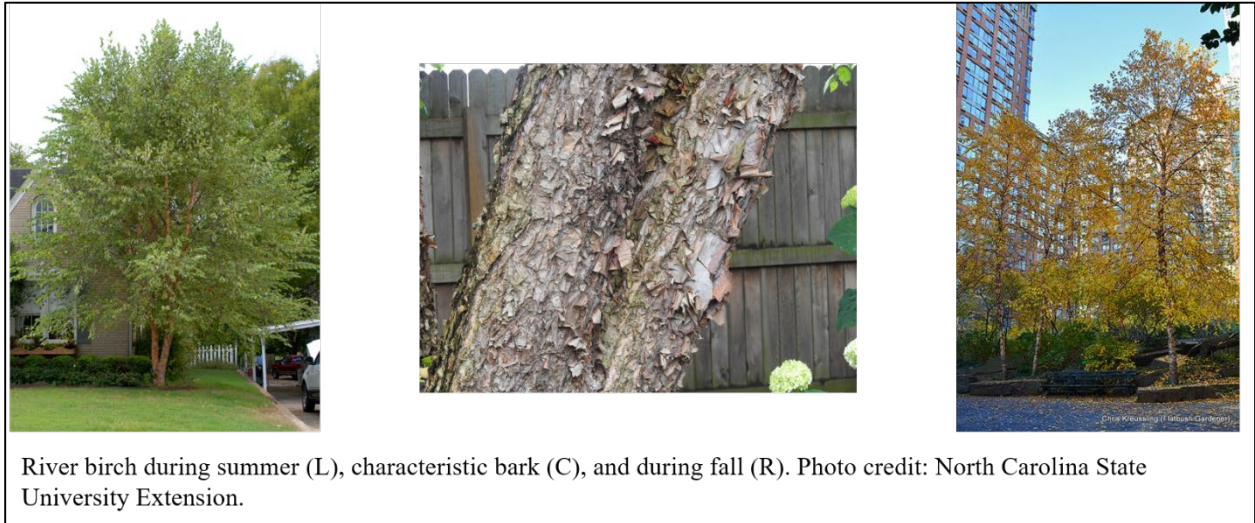


Ginkgo biloba: Ginkgo trees typically grow at a medium pace of 13-24 inches per year, with maximum height of mature trees ranging from 25 to 35 feet. The distinctive fan-shaped leaves turn a vibrant yellow color in the fall. Ginkgo trees tend to be pest and disease resistant and are able to tolerate urban conditions that may be challenging for many other species (including elevated temperatures, confined growing spaces, excessive road salt application, high air pollution, and compacted soils). Female ginkgo trees produce a strong-odored fruit, so it is best to plant male ginkgo trees when possible. Ginkgo trees are well-suited street trees that require little pruning.

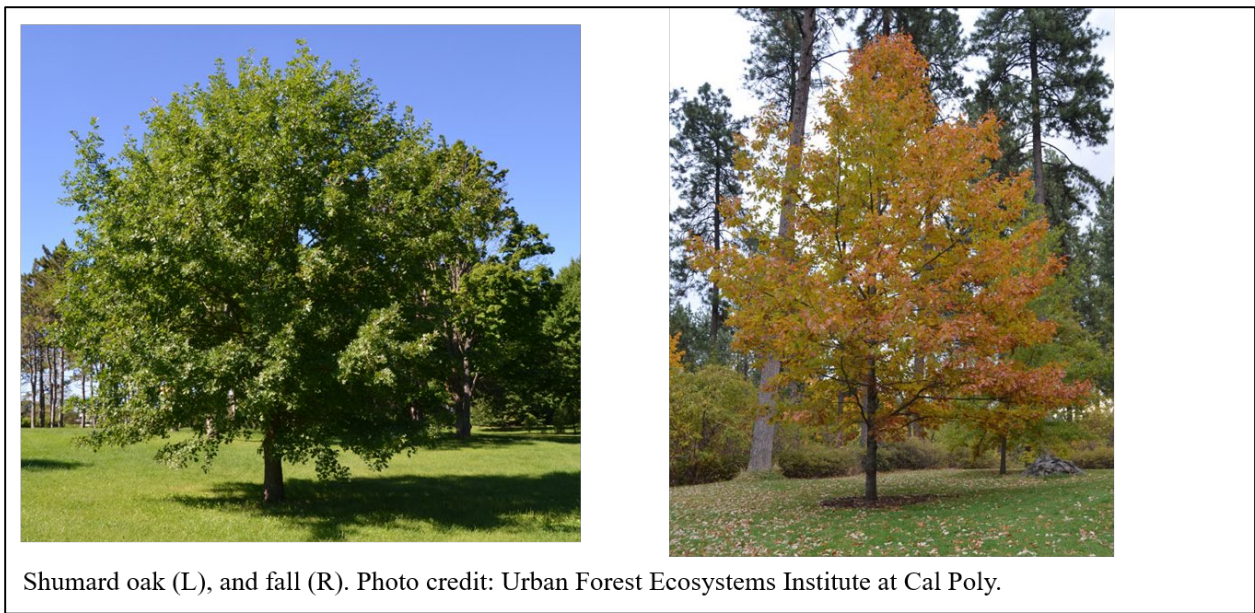


Betula nigra: River birch typically grows to 40-60 feet, although there are cultivars that grow to smaller heights. River birch grows in an oval-like shape and has exfoliating bark of a

cinnamon-like color. The diamond-shaped leaves are shiny, medium green in the summer and of yellow and brown color in the fall. River birch is more heat tolerant and resistant to pests than other common birch species. Selecting a single stem river birch cultivar is advised for urban settings.



Quercus shumardii: Shumard oak is a relatively fast-growing tree that reaches 40-60 feet in height. In the fall, the leaves turn into a shade of vibrant red or blood orange. There are no flowers; instead, the seeds produce in droopy catkins. Every 2 to 4 years, there are droppings of acorns that are approximately 2 inches in size. Pruning should take place during the dormant season or early spring.



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<https://plants.ces.ncsu.edu/plants/betula-nigra/>
- Urban Forest Ecosystems Institute at Cal Poly, (n.d.). Shumard Red Oak, SelecTree: A Tree Selection Guide. <https://selectree.calpoly.edu/tree-detail/1261>

Management Recommendations

Following the replacement of trees in downtown Alma, it is imperative that proper maintenance be provided for all newly planted trees, so as to ensure they are able to grow properly throughout their life cycle, and are able provide maximum benefit to area residents while posing minimal risk to their safety. We outline the following guidelines for maintenance of new trees planted downtown:

Pruning

Pruning is an important tool of urban tree management that helps to establish and maintain the structural integrity of urban trees. There are different types of pruning techniques that are used given the stage of life of a given tree, and its exposure to natural or anthropogenic activity that may compromise its health or vitality. Within the first five years of planting a new tree, the tree should undergo **structural pruning**. Structural pruning is used to help manage crown density during the early life stages of a tree, and to train the tree for proper form and growth. When done correctly, this form of pruning will help to minimize risk of failure as the tree continues to mature.

Once the tree becomes established and continues to mature, there will be a need to perform pruning that allows for crown cleaning. **Crown cleaning** is completed to remove parts of the tree that are no longer contributing to its continued growth, as well as those parts that may introduce risks to the health or structural integrity of the tree. Crown cleaning may include the removal of dead, decaying, diseased, or poorly attached tree limbs and branches. This method is often used following storm events or pest infestations.

Additional pruning techniques may be used to raise the height of the tree crown, so as to facilitate passage of pedestrians or vehicles, or to maintain an appropriate line of site for vehicular safety. It should be noted that each pruning cut can pose a potential threat to the health and vigor of the tree. It is thus vital to conduct pruning cuts in a manner that minimizes the risk of long-term injury and maximizes the ability of a given tree to heal following the cut. As such, it should be noted that it is better to make pruning cuts as small as possible, noting that trees of varying species respond differently to pruning wounds. Decisions and actions around tree pruning should be facilitated by the help or consultation of a certified arborist.

Watering

Following planting, trees should be watered to ensure that their root systems establish properly. Newly planted trees should be watered daily for the first 1-2 weeks following planting, and 2-3 times per week for the remaining roughly four months following the initial planting/watering period. Trees should then be watered once weekly for the remaining 1-2 years following planting. It should be noted that

watering should be done in a manner that keeps the soil moist but not inundated. Excessive soil moisture can compromise root and tree health, and decrease tree resilience in the occurrence of disturbances. Tree watering bags can be used to facilitate the slow, deeply percolating release of water to tree roots during irrigation campaigns.

Mulching

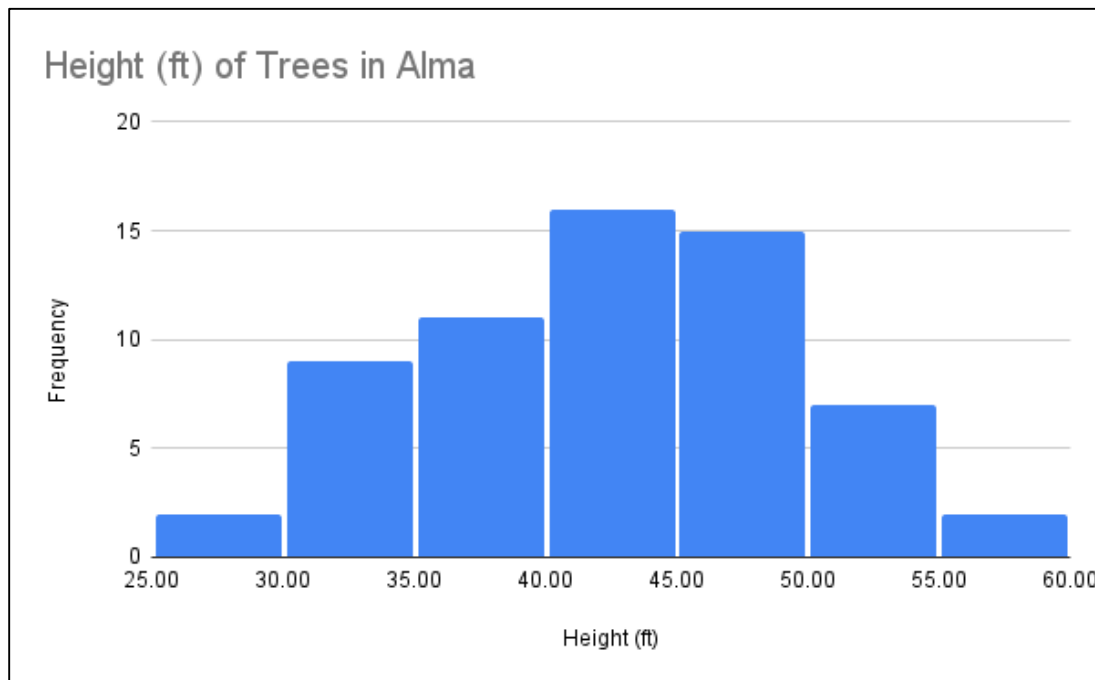
Mulching is an important management practice that can be used to retain soil moisture following watering, minimize competition from weeds and other vegetation, and provide trees with protection against various forms of human activity such as mowing and use of electric weeding tools. Care should be taken to ensure that mulch is used properly, with 2-4" of mulch applied out to the drip line of the tree (that is, to the ground-based location to which the canopy spread extends). Mulch should not be applied close to the tree trunk, with care to be taken not to apply mulch to the area in which the root flare is evident.

Tree Replacement

As noted in the previous section, replacement of trees should be prioritized for those trees that have been identified to be in poor condition. Trees in good or fair condition should be monitored for dieback and evidence of pest and/or pathogens. Following related observations, those trees should be cared for accordingly, whether that be undergoing proper pruning or receiving a plant health care treatment. Trees that are noted to be in fair condition should be considered in the second round of replacement initiatives led by the city. Trees classified as good or excellent should not be replaced in the immediate or near future, but instead should be cared for and allowed to remain in place so that they reach full maturity. Replacement of all trees should be overseen by certified arborist. When possible, trees should be sourced by a local nursery. Balled and burlapped (BNB) nursery stock is recommended for the replacement trees as this nursery stock consistently performs well in terms establishment post planting.

Appendix

This appendix is intended as a means by which to share supplemental data that may be of benefit to the community of Alma. The figures and tables provided below provide additional insights into community attitudes towards the trees downtown, information on infrastructure in downtown Alma, and detailed description of data collected during the street tree inventory.



Appendix Figure 1 - Distribution of height in feet of trees in downtown Alma, MI

APPENDIX – DETAILED TREE INVENTORY

Table 1 – Trees on North Side of Superior Street

DETAILED DOWNTOWN ALMA STREET TREE INVENTORY - PART 1 OF 3						
TREES ON NORTH SIDE OF SUPERIOR STREET						
LOCATION	TREE ID #	SPECIES	CONDITION	DBH (IN.)	HEIGHT (FT.)	NOTES
SUPERIOR ST. NORTH SIDE PROSPECT AVE EAST TO STATE ST.	SN1	PL	1	11.2	40.1	
	SN2	HL	2.5	18.4	49.4	Water Sprouts
	SN3	HL	2.5	15.3	34.4	Water Sprouts, bark strip
	SN4	HL	2.5	20.5	46.1	Water sprouts, root damage
	SN5	HL	2	16.4	46.9	Bark strip, pruned limbs
	SN6	HL	3	19	47.9	Water sprouts
	SN7	HL	3	14.8	36.9	Water sprouts, limb strip
SUPERIOR ST. NORTH SIDE STATE ST. EAST TO WOODWORTH AVE.	SN8	HL	2	21	46.8	Limb strip
	SN9	HL	3	15.3	41.5	Water sprouts, root damage
	SN10	HL	3	17.6	52.7	Narrow crotch angle
	SN11	HL	3	15.5	40.4	Water sprouts, bark strip
	SN12	HL	3	15.7	33.1	Water sprout, too much mulch, burnt trunk
	SN13	HL	3	16.9	37.6	Water sprout, burnt trunk but structurally sound
SUPERIOR ST. NORTH SIDE WOODWORTH AVE. EAST TO GRATIOT AVE.	SN14	PL	2.5	7.3	25.7	Water sprout
	SN15	HL	2	22.8	51.6	Root girdle
	SN16	HL	3	23.7	54.3	Water sprout, root chopped up
SUPERIOR ST. NORTH SIDE GRATIOT AVE. EAST TO PINE AVE.	SN17	HL	3	15.3	42.2	Black pathogen, water sprouts, too much mulch
	SN18	HL	2	20.2	46.9	Too much mulch
	SN19	HL	3	14	33.8	Black pathogen, water sprouts
	SN20	HL	3	18.2	46.8	Water sprouts white pathogen
	SN21	HL	3	16.4	43.5	Narrow crotch angle
	SN22	HL	2	20.9	57.8	Wood boring damage
	SN23	HL	4	18.5	42.5	Conks, suckering, slash in bark
SN24	HL	2	12.7	34.6	Pathogen	

SPECIES KEY: HL = honey locust PL = London plane tree

Table 2 – Trees on South Side of Superior Street

DOWNTOWN ALMA STREET TREE INVENTORY - PART 2 OF 3						
TREES ON SOUTH SIDE OF SUPERIOR STREET						
LOCATION	TREE ID #	SPECIES	CONDITION	DBH (IN.)	HEIGHT (FT.)	NOTES
SUPERIOR ST. SOUTH SIDE PINE RIVER WEST TO PINE AVE.	SS1	HL	3	18.2	49.4	Black pathogen
	SS2	HL	2	23.2	32.2	Water sprouts, decaying bark @ base
SUPERIOR ST. SOUTH SIDE PINE AVE. WEST TO GRATIOT AVE.	SS3	HL	2	13.8	36.8	Black pathogen
	SS4	HL	2	23.7	51.5	
	SS5	PL	1	7.3	29.5	
	SS6	HL	2	19.5	39.5	Water sprouts
	SS7	HL	3	16.7	45	Water sprouts, looks stressed
	SS8	HL	2	18.8	42.5	Water sprouts
	SS9	HL	3	12.7	31.5	Long calluses, hole damage, water sprouts
SUPERIOR ST. SOUTH SIDE GRATIOT AVE. WEST TO WOODWORTH AVE.	SS10	HL	3	17.6	41.1	Extreme broken roots, long callus, water sprouts
	SS11	HL	2.5	18.3	51.8	Water sprouts, root damage
	SS12	HL	3	15.6	39.9	Water sprouts, callus, burls, root damage
	SS13	HL	4	16	41.3	Root damage, water sprouts, callus, fungus
	SS14	HL	2	14.7	46.4	Water sprouts
	SS15	HL	3	18.6	45.4	Water sprouts, root damage
SUPERIOR ST. SOUTH SIDE WOODWORTH AVE. WEST TO STATE ST.	SS16	HL	2	18.4	43.2	Water sprouts, root damage
	SS17	HL	4	16.6	37.5	Water sprouts, root damage, burn streak
	SS18	HL	2	17.3	45.3	Water sprouts
	SS19	HL	2	19.2	41.9	Water sprouts, root damage
	SS20	HL	3	22.1	50.7	Water sprouts, root damage, black pathogen
	SS21	HL	3	15.2	44.1	Root damage, small burls, water sprouts
	SS22	HL	3	13.9	37.5	Water sprouts, callus streak, decay

SUPERIOR ST. SOUTH SIDE STATE ST. WEST TO PROSPECT AVE.	SS23	HL	4	16.6	41.2	Water sprouts, callus streak, decay, root damage, big burls
	SS24	HL	3	19.3	42.3	Root damage, water sprouts, burls
	SS25	HL	2	21.2	46	Root damage, water sprouts
	SS26	HL	2	15.1	33.1	Water sprouts
SPECIES KEY: HL = honey locust PL = plane tree						

Table 3 – Trees on State Street between Superior & Center Streets

DOWNTOWN ALMA STREET TREE INVENTORY						
PART 3 OF 3						
TREES ON STATE STREET						
LOCATION	TREE ID #	SPECIES	CONDITION	DBH (IN.)	HEIGHT (FT.)	NOTES
STATE ST. EAST SIDE	SE1	HL	2	22.5	49.4	narrow crotch angle, water sprouts
	SE2	HL	2	18.5	54.2	water sprouts, calluses
	SE3	HL	2	21.8	55.3	root damage
SUPERIOR ST. SOUTH TO CENTER ST	SE4	HL	3	12.8	45.9	water sprouts
	SE5	HL	4	17.5	39.9	water sprouts, resin, burls
	SE6	HL	3	22.8	43.5	water sprouts
STATE ST. EAST SIDE	SW1	HL	3	15	38.8	narrow crotch angle, root damage, water sprouts
	SW2	HL	2	19.4	44	root damage, black pathogen?
CENTER ST. NORTH TO SUPERIOR ST.	SW3	HL	2	13	33.3	water sprouts
	SW4	HL	3	14.1	38.5	water sprouts, burls, root damage
	SW5	HL	2	14.8	34.2	root damage, rot on callus
	SW6	HL	4	14.5	38	water sprouts, decay on bark, burls
SPECIES KEY: HL = honey locust PL = plane tree						

Table 4 – Explanation of tree conditions indicated on above maps

TREE CONDITION KEY ON MAP			
RATING	NUMERICAL VALUE	DESCRIPTION	NUMBER OF TREES
Excellent	1	Vigorous, healthy tree with good form and no health- or pest-related issues	2
Good	2	Tree is generally healthy and vigorous but has minor impediments, such as water sprouts, minor pest damage, missing limbs, root girdling, excessive mulch, etc.	23
Fair-Good	2.5	Same as above only more extensive issues.	5
Fair	3	High-risk tree with more comprehensive health and vigor issues. Should be replaced in near future.	26
Poor	4	Tree is in very poor condition, is likely to experience mortality or cause safety problems very soon and should be replaced as soon as possible.	6

Table 5 – Removal & replacement priority for trees

REMOVAL & REPLACEMENT PRIORITY										
COMMENT	RATING	VALUE		# OF TREES	TREE ID NUMBERS					
<p>PHASE 1 Remove and replace these trees as soon as possible for both aesthetic & safety purposes.</p>	Poor	4		6	SN23	SS13	SS17	SE5	SW6	SS23
<p>PHASE 2 Remove and replace these trees within the next few years for both aesthetic & safety purposes.</p>	Fair	3		26	SN6	SN7	SN9	SN10	SN11	SN12
					SN13	SN16	SN17	SN19	SN20	SN21
					SS1	SS7	SS9	SS10	SS12	SS15
					SS20	SS21	SS22	SS24	SE4	SE6
					SW1	SW4				
<p>PHASE 3 Remove and replace these trees within the next 10 years to ensure a healthy, long-term stock of trees in Downtown Alma.</p>	Fair-Good	2.5		5	SN2	SN3	SN4	SN14	SS11	
<p>PHASE 4 Remove and replace trees within the next 10 years as resources permit to ensure a healthy, long-term stock of trees in Downtown Alma.</p>	Good to Excellent	1	2	25	Remaining trees in inventory.					



CITY OF ALMA, MICHIGAN

525 E. Superior Alma, MI 48801

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Human Resources
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crayner@myalma.org

8/3/2023 Human Resources Report

The Human Resources Department became its own department in 2020. I became the HR manager in July of 2021. The HR department consists of 1.5 employees, 1 full-time employee and an employee (.5) that gets charged to the HR Department (43,071.54 of HR budget) for payroll and reporting tasks.

HR and Payroll have been delegating correcting the reporting issues that were present as well as any new issues that may arise. HR's continual work with Payroll has ensured timely filing and reporting.

Employed as the HR Manager since 7/26/2021 I have had the privilege of working with many Department Heads and outside vendors to contain or fix some inherited personnel issues. The list below is representative of some of the serious issues and does not include everything.

- MERS – finalized the Health Care Savings Plan (HCSP), plan/employee cleanup (personnel matters)
- Health Reimbursement Account (HRA) - Claims, Retiree health – working with retirees still on the City health care plan to remove them from the City insurance plan.
- HR procedures, file maintenance, I9 compliance (employee eligible to work in the United States), file creation, Employee manual policy amendments (21) for example: Job classifications, Salaried Employees, Employee Assistance Program (EAP), and the Family Medical Leave Act (FMLA)
- Finance/payroll reporting issues – worked with Payroll to clean up
- Michigan Department of Transportation (MDOT) – provide requested documents for the random drug and alcohol testing audit
- Michigan Municipal league (MML) workers compensation ensuring procedures are followed and incidents are filed in a timely manner, statewide salary surveys -I am given statewide compensation and benefits information from the MML because I provide the same information to them
- State of Michigan – ensure timely filing of new hires
- HR provided requested information to State auditors for the Finance audit
- Greater Gratiot Development – provide head count and position information
- 1095 reporting Affordable Care Act (ACA), worked with Payroll to submit documents from 2017-2019 to avoid late fees, penalties, and interest.
- Transitioning from 44North to JFP the City has saved \$ 7,035.20 in Medical Administration Fees for 2021, and resulting in more accurate reporting and invoicing to the city.



CITY OF ALMA, MICHIGAN

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Since July 2021 the following employees come through the HR department:

- 66 new hires – this could be returning seasonal employees as well as new employees.
- 39 terminations – this includes seasonal employees.
- 4 retirements
- 5 promotions
- 2 deaths

HR is available to assist all current and former employees daily and as needed on multiple topics, questions, or concerns, while making sure the appropriate paperwork is completed and filed as necessary.

Since July 2021, HR has implemented a new training program with the general employees for

- Workplace Ethics
- Harassment Prevention
- Sexual Harassment Prevention
- Workplace Bullying
- continues to train on Blood Bourne Pathogens

These items are reviewed each year.

HR tracks all workers' compensation claims, unemployment claims, and FMLA claims to ensure compliance.

The change in programs in 2021 showed a savings of \$29,740.20.

Lastly, HR has brought personnel files into compliance with HIPAA and Personnel confidentiality requirements, saving the city from potential lawsuits for violations of HIPAA, confidential information, and record keeping. Files are now separated and secured in locked cabinets and behind a locked office door. Confidential information is no longer accessible – only by HR.

See the attached list of other duties and tasks I have completed or helped to complete in the last two (2) years as the Human Resources Manager.

Thank you.

Cheri Rayner

List of Tasks the Human Resources Manager has done since 7/26/2021, this list is not representative of all tasks and duties in the job description or as assigned.

Worked with MERS on several projects, new and inherited (finalized HCSP)

Multiple salary surveys, internal, and external (MML)

Conduct Driver license checks

Set up Pre-employment testing – physical and drug, Random testing – Commercial Driver License (CDL)

Work with third party vendors – MERS, JFP, Chamber of Commerce, Mission Square, MDOT, YEO & YEO, Occupational Health, Greater Gratiot Development, Alma optics, and MML to name a few

Process Employee changes

Create employee badge and security badges

Work with Alma Optics – safety glasses program

Maintain compliance posters

Process Merit increases, salary changes, longevity, sick awards

New hire reporting to the State of Michigan

Attend webinars and conferences to stay up on HR policy and procedure

Member of **MPELRA** Michigan Public Employer Labor Relations Association, **PSHRA** Public Sector Human Resources Association, **SHRM** Society for Human Resource Management, account with **HRCI** Human Resource Standards Institute, and finally a member of the **Fred Pryor+** programs

Advertising, job postings, employee communications, interviews

Work with payroll on specialized reports

Supply information for FOIA's

Provide Clerk with employee birthdays for the monthly calendar, help with election paperwork for election workers

Update Almanet

For Budget Purposes

.5 employee is charged to HR for payroll and reporting. HR is charged \$43,071.54 per fiscal year which is included in the HR budget. Finance is charged with the other half of salaries and fringe for the same employee.

Managing Deer Within Suburban Communities



Does your community have a deer problem?

One challenge for many community leaders is determining whether their community has a deer problem. In many situations, deer tend to impact certain neighborhoods more than others. This often causes varying opinions between residents on the local deer population. Community leaders should first begin by attempting to identify the level of impact within their community.

What is the best approach for your community to monitor local deer impacts?

It is important to focus on monitoring the impacts, rather than the number of deer within a community. Deer can have both biological impacts (ex. impact to forest health) and social impacts (ex. deer-vehicle collisions) within a community. Some items to consider monitoring to better understand the impacts of deer include:

- Monitoring deer-vehicle collisions, both in number and location, over time.
- Hiring a naturalist or botanist to survey/estimate deer impacts to natural areas.
- Recording complaints of landscape damage.
- Surveying residents to express their opinions of deer within the community.



For more information, visit mi.gov/deer

Managing Deer Within Suburban Communities



Once your community has decided there is a problem with deer, what should you do?

- Contact a local biologist to discuss available options. (Visit mi.gov/wildlife to find a list of wildlife biologists.)
- Cost effective and efficient methods are typically proposed as initial actions for communities to consider.
 - Fencing, repellents, prohibiting recreational feeding, and hunting are all options that are worth considering to mitigate deer impacts within your community.
- Review local ordinances that may contribute towards or alleviate deer conflicts.
 - Feeding can artificially concentrate deer in a small area. Ordinances that prevent feeding of deer may help alleviate some problem areas within the community.
 - Many solutions to resolving deer conflicts include removing the animals from the community. A review of ordinances that prohibit the discharge of firearms or archery equipment is prudent.

As a community, what else should be done?

- It is strongly encouraged that community leaders hold public meetings on the topic of deer management prior to any decisions being made.
- If your community wishes to pursue non-traditional techniques, such as sharpshooting, to address deer conflicts, a comprehensive plan will need to be developed and presented to the DNR for approval.



Please Recycle



Managing Deer Within Suburban Communities



Lethal Management Considerations

Often, the best approach for long-term deer management in suburban areas is the implementation of lethal techniques, resulting in the immediate removal of deer from the population. If continued year-to-year, this approach can prove to be an effective permanent solution to suburban deer issues. Communities are encouraged to estimate support before beginning lethal removal, as these approaches can be controversial. Two of the most common practices are managed hunts and sharpshooting.

A managed hunt is a specialized hunt, generally with added restrictions, designed to meet the needs and objectives of communities. These limits may include limiting hunter numbers and equipment, restricting days or times to hunt, requiring shooting proficiency tests, and more. A managed hunt generally has some oversight within the community, as well as a reporting requirement to assist with safety measures. These hunts also require the purchase of licenses by hunters participating.

Sharpshooting, unlike a managed hunt, requires the deployment of experienced marksmen to quickly and efficiently remove deer from an area. This method is often employed where other methods are ineffective or in areas with limited access. Sharpshooting is typically done by using center-fire rifles. Compared to other deer management techniques, sharpshooting can be relatively costly, though remains highly effective in terms of number of deer removed over short periods of time.



For more information visit: www.mi.gov/deer



Managing Deer Within Suburban Communities



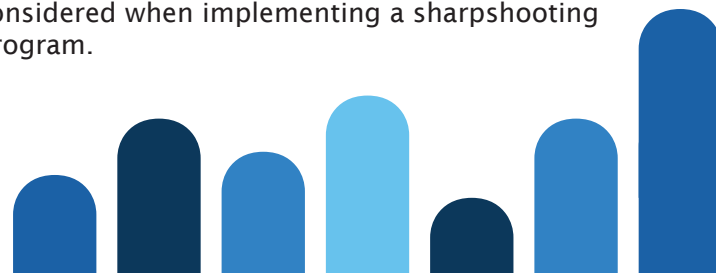
To help guide communities in considering each approach:

Managed Hunt

- A review of local ordinances and authority to implement hunting should be conducted.
- Hunts should be timed to coincide with statewide deer hunting seasons to increase efficiency and timeliness.
- A hunt manager should be assigned to oversee details of the program.
- Safety for participants and non-participants is the top priority during an urban managed hunt. Communities may want to limit equipment to short-ranged projectiles.
- It is recommended that some sort of proficiency exam be passed to verify the competency of the hunters participating.
- All hunters should participate in a brief informative session outlining the conditions or restrictions of participating in the hunt, the safety and visibility concerns of hunting within the community, overall conduct and appearance, etc.
- Hunt managers may wish to add restrictions to hunters that favor the taking of antlerless deer.
- Hunt managers may want to develop or adopt a liability waiver or form.
- Hunters should be assigned hunt locations and/or dates, depending on restrictions and program structure. It may also be prudent to inform landowners if private lands are involved.
- The hunt manager is encouraged to compile all relevant data to evaluate the success of the program and have this information publicly available for all to see and access.

Sharpshooting

- Safety is a top priority with deer removal, so a community hiring sharpshooters should pursue individuals or groups with a demonstrated safety record and proficiency.
- Sharpshooting with specialized equipment is authorized by permit only, issued by the DNR.
- Costs associated with sharpshooting are the responsibility of the permittee.
- Liability and safety of all sharpshooting efforts are the responsibility of the permittee.
- Donation of all venison from removed deer should be donated to local or nearby food shelters.
- Baiting to attract deer for removal efficiency can be permitted by the DNR.
- Conducting sharpshooting efforts in the winter is most likely to increase efficiency of removal.
- Humane euthanasia should be a priority. Deer shot in the brain are considered humanely euthanized by the AVMA, with cervical vertebrae and heart secondary options when safe head shots are not possible. Sharpshooters are encouraged to humanely dispatch deer.
- Equipment used for removal of deer should be powerful enough to humanely and instantly dispatch deer, while limiting safety concerns for community residents. Projectile size, frangibility, trajectory, and shooting locations should all be considered when implementing a sharpshooting program.



Managing Deer Within Suburban Communities



Planting Deer-Resistant Plants

Deer enjoy a variety of plants in their diet and tend to show preference for certain foods so long as they are available. Planting certain deer-repelling plants, while avoiding plants which are preferred by deer is one strategy to help reduce or eliminate landscape damage by browsing. These lists are meant to serve as a general guide when helping to aid landscaping decisions, but should not replace recommendations by local horticultural experts.

Trees, shrubs and vines that are seldom damaged by deer*:

Common Name	Latin Name	Common Name	Latin Name
Alder (Gray, Hazel)	<i>Alnus incana, Alnus serrulata</i>	Tamarack	<i>Larix laricina</i>
Serviceberry	<i>Amelanchier spp.</i>	Drooping Leucothoe	<i>Leucothoe fontanesiana</i>
Black Chokeberry	<i>Aronia melanocarpa</i>	Spicebush	<i>Lindera benzoin</i>
Pawpaw	<i>Asimina triloba</i>	Tulip Tree	<i>Liriodendron tulipifera</i>
Barberry	<i>Berberis spp.</i>	Magnolia	<i>Magnolia grandiflora</i>
Paper Birch	<i>Betula papyrifera</i>	Bayberry	<i>Myrica spp.</i>
Boxwood	<i>Buxus spp.</i>	Sweetgum	<i>Liquidambar styraciflua</i>
American Hornbeam	<i>Carpinus caroliniana</i>	Eastern Hop Hornbeam	<i>Ostrya virginiana</i>
American Bittersweet	<i>Celastrus scandens</i>	Spruce	<i>Picea spp.</i>
Eastern Redbud	<i>Cercis canadensis</i>	Japanese Pieris	<i>Pieris japonica</i>
Leatherleaf	<i>Chamaedaphne calyculata</i>	Pine	<i>Pinus spp.</i>
Dogwood	<i>Cornus spp.</i>	Aspen	<i>Populus spp.</i>
Hawthorn	<i>Crataegus spp.</i>	Locust (Black, Honey)	<i>Robinia spp.</i>
Russian Olive	<i>Elaeagnus angustifolia</i>	Elderberry	<i>Sambucus canadensis</i>
American Beech	<i>Fagus grandifolia</i>	Sassafras	<i>Sassafras albidum</i>
Ash	<i>Fraxinus spp.</i>	Elm	<i>Ulmus spp.</i>
American Holly	<i>Ilex opaca</i>	Arrowwood (Southern)	<i>Viburnum dentatum</i>
Mountain Laurel	<i>Kalmia latifolia</i>	American Cranberry Bush	<i>Viburnum trilobum</i>

* Certain species may prove more palatable within a specific genus

Trees, shrubs, and vines that are preferred and frequently damaged by deer#*:

Common Name	Latin Name	Common Name	Latin Name
Fir	<i>Abies spp.</i>	Honeysuckle	<i>Lonicera spp.</i>
Maple	<i>Acer spp.</i>	Magnolia	<i>Magnolia grandiflora</i>
Horse-Chestnut	<i>Aesculus hippocastanum</i>	Apple	<i>Malus spp.</i>
Barberry	<i>Berberis spp.</i>	Sweet Mock Orange	<i>Philadelphus coronarius</i>
Trumpet Creeper	<i>Campsis radicans</i>	White Pine	<i>Pinus strobus</i>
Dogwood	<i>Cornus spp.</i>	Cherry	<i>Prunus avium</i>
American Hazlenut	<i>Corylus americana</i>	Firethorn	<i>Pyracantha coccinea</i>
Smokebush	<i>Cottinus coggygia</i>	Bradford/Callery Pear	<i>Pyrus calleryana</i>
Bush Cinquefoil	<i>Dasiphora fruticosa</i>	Oak	<i>Quercus spp.</i>
Winged Euonymus	<i>Euonymus alatus</i>	Rhododendron	<i>Rhododendron spp.</i>
Forsythia	<i>Forsythia spp.</i>	Sumac	<i>Rhus spp.</i>
Witch Hazel	<i>Hamamelis virginiana</i>	Willow	<i>Salix spp.</i>
English Ivy	<i>Hedera helix</i>	European Mountain Ash	<i>Sorbus aucuparia</i>
Hydrangea	<i>Hydrangea macrophylla</i>	Lilac	<i>Syringa spp.</i>
Rose of Sharon	<i>Hibiscus syriacus</i>	Yew	<i>Taxus spp.</i>
Holly	<i>Ilex spp.</i>	Cedars/Arborvitae	<i>Thuja spp.</i>
Juniper	<i>Juniperus spp.</i>	Basswood	<i>Tilia spp.</i>
European Larch	<i>Larix decidua</i>	Hemlock	<i>Tsuga canadensis</i>
Privet	<i>Ligustrum spp.</i>	Viburnum	<i>Viburnum spp.</i>

* Certain species may prove more palatable within a specific genus.

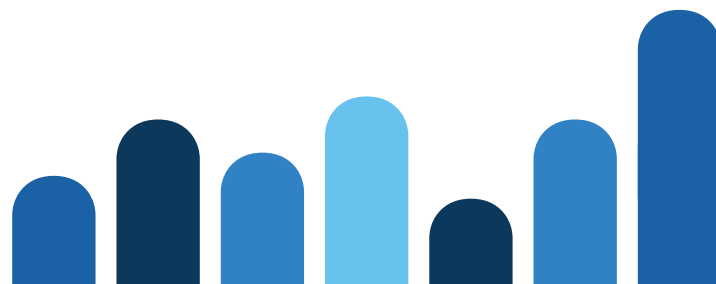
List is not comprehensive. Other trees, vines, and shrubs may be frequently damaged by deer browsing.



Plants (flowers) that are seldom damaged by deer*:

Common Name	Latin Name	Common Name	Latin Name
Yarrow	<i>Achillea millefolium</i>	Lavender	<i>Lavandula spp.</i>
Monkshood	<i>Aconitum napellus</i>	Prairie Blazing Star	<i>Liatris pycnostachya</i>
Agrimony	<i>Agrimonia eupatoria</i>	Wild Lupine	<i>Lupinus perennis</i>
Wild Columbine	<i>Aquilegia canadensis</i>	Bugleweed	<i>Lycopus virginicus</i>
Milkweed	<i>Asclepias spp.</i>	Lemon Mint	<i>Monarda citriodora</i>
Butterfly Weed	<i>Asclepias tuberosa</i>	Mint	<i>Mentha spp.</i>
Blue Wild Indigo	<i>Baptisa australis</i>	Monkey Flower	<i>Mimulus aurantiacus</i>
Bluebeard	<i>Caryopteris spp.</i>	Bergamont	<i>Monarda fistulosa</i>
Lily of the Valley	<i>Convallaria majalis</i>	Bee Balm	<i>Monarda spp.</i>
Coreopsis	<i>Coreopsis spp.</i>	Daffodil	<i>Narcissus spp.</i>
Crocus	<i>Crocus sativus</i>	Catnip	<i>Nepeta cataria</i>
Larkspur	<i>Delphinium spp.</i>	Evening Primrose	<i>Oenothera biennis</i>
Common Foxglove	<i>Digitalis purpurea</i>	Pachysandra	<i>Pachysandra terminalis</i>
Purple Cornflower	<i>Echinacea purpurea</i>	Wild Quinine	<i>Parthenium integrifolium</i>
Rattlesnake Master	<i>Eryngium yuccifolium</i>	Beardtongue	<i>Penstemon spp.</i>
Joe Pye Weed	<i>Eutrochium purpureum</i>	Obedient Plant	<i>Physostegia virginiana</i>
Queen of the Prairie	<i>Filipendula rubra</i>	Christmas Fern	<i>Polystichum acrostichoides</i>
Fritillaria	<i>Fritillaria meleagris</i>	Heal-All	<i>Prunella vulgaris</i>
Geranium	<i>Pelargonium spp.</i>	Black-Eyed Susan	<i>Rudbeckia hirta</i>
Daylilies	<i>Hemerocallis spp.</i>	Spiraea	<i>Spiraea japonica</i>
Bluebell	<i>Hyacinthoides non-scripta</i>	New England Aster	<i>Symphotrichum novae-angliae</i>
Hyssop	<i>Hyssopus officinalis</i>	Common Mullein	<i>Verbascum thapsus</i>
Spotted Deadnettle	<i>Lamium maculatum</i>	Yucca	<i>Yucca filamentosa</i>
Bleeding Heart	<i>Dicentra spp.</i>	Zinnia	<i>Zinnia elegans</i>

* Certain species may prove more palatable within a specific genus



Street:	Wedges	Status:
Crane St.		
Grover St.		
Hillcrest (by fairgrounds)		Complete
Fairveiw		Complete
Chatterton		
Park St. (between Center and Mechanic)		
Mill St. (between Westview and Fleming)		
Holiday		In-Progress
Custer		
Hubbell		
Bostwick		
Williamette		
Pleasant (North of Eastward)		
Wheeler		
Woodmere		
Dean		
River (North of Chatterton)		
Sanford (North end)		Complete

Street:	Spots (Overlays)	Status:
1021 Euclid		Complete
1034 Sanford		Complete
1019 Sanford		Complete
River (North of Chatterton)		
614 Richmond		Complete
518 to 524 Richmond		Complete
SE Corner of River/Washington		Complete
Woodworth (between Superior and Downie)		
Ammi St. (W end by stop sign)		
Park Ave. (between Superior/Center)		
Maple St. (between Superior/Mechanic)		
Cedar (between Mechanic/Mill)		In-Progress
Pineveiw (NE Side)		Complete
116 Philadelphia		Complete
Mill St.		Complete
Marshall (E of Moyer)		
432 Marshall		Complete
Elizabeth		
319 S State		In-Progress
Allen (S of Hubbell)		
York		
Grafton/Brown Intersection		Complete
Brown St.		Complete
Park/Riverside		Complete
318 Gratiot Ave.		Complete
Rockingham		Complete
Moyer		In-Progress

Cut Out And Patch

Street:	Status:
725 Chatterton	
309 W. Center St.	
233 Purdy St.	
Woodmere/Fairlane	
Grafton/Hubbell	
Glencoe/Renfrew	

Patches

Street:	Status:
Linwood	Complete
Hillcrest	Complete
318 Gratiot	Complete
515 N. Court	Complete
1520 Wright Ave.	Complete

Aeric Ripley

From: alma@citywebcentral.com
Sent: Saturday, July 29, 2023 2:04 PM
To: Aeric Ripley
Subject: CITY OF ALMA Website: "Report a Concern" Message Alert

City of Alma

Website "Report a Concern" Alert



Sent by a visitor via the "Report a Concern" form
on the City of Alma website:

Your Name: Nancy Graham
Organization: Save St Mary Church
Telephone: [REDACTED]
Email Address: [REDACTED]

Dear Aeric,

Report Your Concern: We talked several years ago as I was working with people to save St Mary Catholic Church. As I am sure you know, it looks as if it is up for demolition again.

Bill Scott of the Taliesin Fellows and keeper of the Frank Lloyd Wright Archives will be in Alma soon and will visit the church building with Deacon Rick to try and see what he can rescue

and save before it is gone.

Despite the involvement of many experts, it looks like the church has practiced what is called "Demolition by Neglect", ignoring all offers for help, and the building, it seems, is doomed.

What I am writing about is a concern about the impact this will have on the community. There may be quite an outpouring of emotion from people, not just locally, but far and wide.

There has been a tremendous rift between the Alma and St. Louis Parish members over this as the church councils have been stacked with St Louis members who want to eliminate the building. I, of course, do not know how this will play out, but it could be volatile. Deacon Rick has stated that he does not care about that. All he cares about is that the Bishop asked him to come here, get rid of the St Mary building and create a small chapel for the school.

I am concerned that he will make no attempt to manage the turmoil which might ensue.

You all may wish to consider what could be done to soften the blow when it is torn down, or at least be ready for a lot of really angry people.

I write to you about this out of love for my hometown and concern for the people who will be grieving over the loss of this building. Of course it is not a decision that has any real connection to the city of Alma, but is the church's choice alone.

However, not everyone will understand that and I am also concerned that nationwide it may be misunderstood and Alma's reputation may suffer.

I apologize for the length of this message, but I feel it is important for you to be aware of this potentially difficult disruption in the community.

Most Sincerely,

Nancy Graham

Submitted On:

2023-07-29 14:03:48

[REDACTED]

[REDACTED]



July 31, 2023

Most Reverend Bishop Robert Gruss
Bishop of Saginaw
Diocese of Saginaw
5600 Weiss Street
Saginaw, MI 48603-2762

Deacon Rick Warner
Director Parish Life
St. Mary Catholic Church/Nativity of the Lord Parish
220 West Downie Street
Alma, MI 48801

Dear Bishop Gruss, Deacon Warner, and Parishioners:

The Michigan Historic Preservation Network (MHPN) has learned that leaders of the Saginaw Diocese and Nativity of the Lord Parish who are overseeing the future of the former St. Mary Catholic Church in Alma are once again proposing demolition of this iconic building. The MHPN is writing to ask that another look be taken to preserve it, an idea supported by many both in Alma and around the state.

The MHPN is the statewide preservation organization that advocates for Michigan's historic places that contribute to the state's economic vitality, its sense of place, and our connection to the past. While we advocate for historic properties of all ages, we frequently are tasked with protecting the Modernist masterpieces of the recent past. These masterpieces are often threatened because the period of design is so familiar and can be dismissed as unimportant. "That can't possibly be historic. I remember when it was built!"

We would like people to recognize the important design tradition of which St. Mary is a part. Michigan is a global player in Modernism. The state established its prominence because of the cutting-edge design work of the auto industry, the educational contributions of design programs such as Cranbrook, the architects being trained at such institutions as the University of Michigan, and the internationally-recognized designs of practicing architects such as Albert Kahn. Because of these powerful influences, evidence of very sophisticated Modernism is found all around our state, in big cities and small.

St. Mary is one of these highly sophisticated buildings. It was beautifully conceived by William Wesley Peters of Taliesin Associated Architects of the Frank Lloyd Wright Foundation, with the first mass celebrated in 1969. The church was striking for the visual complexity created by its interlocking curved walls and sweeping cone-shaped spires. There is no one who visits Alma

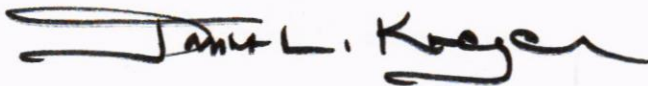
who does not see its spires among the treetops. Those who venture closer are stunned that such an amazing gem is just minutes off US-127. They also are stunned to learn that such a distinguished building – that other communities would be thankful to have! – is now threatened.

The MHPN is keenly aware that saving an historic property takes a community committed to its stewardship. We ask the Diocese and Parish to look at what it really would take. Has a preservation architect taken a look at its needs, and collaborated with a contractor who regularly works with historic buildings? Those who know how to work with historic buildings know the real cost of saving them. Returning St. Mary to use as a parish church, or reimagining a new use, is not out of the question. This is especially true if the money that would be budgeted to demolish portions of the property, remove construction waste to a licensed landfill, and remediate the site become the first dollars applied toward restoration.

If stewardship is not possible for the Diocese and Parish, they have a cultural responsibility to turn its ownership over to another individual or group who will honor its history. There are examples of projects right in the city from which lessons are learned. For example, Alma College President Jeff Abernathy, Alma Mayor Greg Mapes, the Michigan Economic Development Corporation, and visionary private donors have shown a superb level of creativity in turning downtown's Wright Leppien Opera House Block into commercial retail space on the ground floor and student apartments on the two upper levels. St. Mary is no further away from the campus as the Opera House, and is part of a downtown that is thriving. Just because an adaptive reuse for St. Mary does not easily come to mind does not mean a talented team cannot release its potential and its economic benefits.

The Michigan Historic Preservation Network asks the Diocese and Parish to take another look at St. Mary. When an irreplaceable historic building is damaged or lost, our own connection to architectural excellence and an understanding of the past is weakened. We are charged with protecting this history. In the case of St. Mary, may preservation be practiced with the passion of faith.

Sincerely,



Janet Kreger
Founding Member and Current President
Michigan Historic Preservation Network
313 E. Cesar E. Chavez Ave., Lansing, MI 48906
PHONE: 517-371-8080
EMAIL: info@mhpn.org

CC:

Jim Grace/Financial Council Chair, St. Mary Church
Zack Durocher/Parish Council Chair, St. Mary Church
Gratiot County Herald, Michael MacDonald, Editor, and Rosemary Horvath, Contributor
The Morning Sun, Rick Mills, Local News Editor
President Jeff Abernathy, Alma College
✓ Mayor Greg Mapes and Commission Members, City of Alma, ATTN: Aeric Ripley, City Manager
Joe Frost, Community Development Manager, Region 5, Michigan Economic Development Corporation
Representative Jerry Neyer, Michigan House of Representatives
Senator Roger Hauck, Michigan Senate

Alma Transit Center PCTrans Daily Passenger Counts - Detailed

	Under 5			Youth			Adult			Senior			Gold Sr			Total
	Dis.	Not	Total	Dis.	Not	Total	Dis.	Not	Total	Dis.	Not	Total	Dis.	Not	Total	
Jul-23	18	51	69	25	214	239	730	2,305	3,035	252	381	633	170	337	507	4,483
Total	18	51	69	25	214	239	730	2,305	3,035	252	381	633	170	337	507	4,483

To: Mayor and City Commission members

From: Assessing & Building Department

Building Permit List

08/02/2023

Permit #	Address	Category	Applicant Name	Date Issued	Date Expires	Amount Billed
PB23-017	315 LINWOOD 8	Res. Modular Home	Alma MHP LLC	04/06/2023	10/03/2023	\$359.85
PB23-014	315 LINWOOD 14	Res. Modular Home	Alma MHP LLC	04/06/2023	10/03/2023	\$359.85
PB23-015	315 LINWOOD 32	Res. Modular Home	Alma MHP LLC	04/06/2023	10/03/2023	\$359.85
PB23-013	315 LINWOOD 28	Res. Modular Home	Alma MHP LLC	04/06/2023	10/03/2023	\$359.85
PB23-016	315 LINWOOD 35	Res. Modular Home	Alma MHP LLC	04/06/2023	10/03/2023	\$359.85
PB23-018	917 MILL ST	Res. Add/Alter/Repair	Nicholas Mizer	04/10/2023	01/08/2024	\$102.00
PB23-011	195 JADE CT	Res. New Construction	Oak Ridge Homes LLC	04/18/2023	12/11/2023	\$673.42
PZ23-007	425 REPUBLIC AVE	Commercial, Utility Building	SALVATION ARMY	04/18/2023	10/15/2023	\$30.00
PB23-020	1325 WOODMERE RD	Res. Add/Alter/Repair	SHERMAN JOEL	04/26/2023	10/25/2023	\$50.00
PSN23-001	1480 WRIGHT STE A	Sign	ALMA SQUARE LLC	05/08/2023	11/04/2023	\$65.00
PB23-022	318 WILLIAMETTE AVE	Res. Utility Building	MCCORMICK RODNEY L & KA	05/08/2023	12/09/2023	\$50.00
PB23-021	105 GOLFSIDE	Res. Add/Alter/Repair	Polynesian Pool and Spa	05/09/2023	11/05/2023	\$126.00
PB22-028	120 E SUPERIOR ST	Commercial, Add/Alter/Repair	FLEMING BRIAN J	05/16/2023	01/01/2024	\$2,219.57
PB23-024	148 JADE CT	Res. Add/Alter/Repair	EFAW BUILDERS	05/17/2023	11/14/2023	\$102.00
PZ23-009	530 JEROME RD	ZONING	VERIZON WIRELESS	05/17/2023	11/13/2023	\$100.00
PB23-023	298 RUBY CT	Res. New Construction	Oak Ridge Homes LLC	05/18/2023	01/20/2024	\$693.52
PB23-025	496 WARWICK DR	Res. Add/Alter/Repair	LUETKEMEIER MAURIE J & PA	05/23/2023	12/27/2023	\$50.00
PB23-027	1000 CHARLES AVE	Demolish	Braddocks Contracting and Hauling,	05/30/2023	11/29/2023	\$100.00
PB23-026	1431 MICHIGAN AVE	Res. Add/Alter/Repair	OCCUPANT	05/30/2023	12/11/2023	\$140.00
PSN23-002	300 WARWICK DR	Sign	MitchArt, Inc.	05/30/2023	11/26/2023	\$40.00
PB23-028	122 ALLEN AVE	Res. Utility Building	EGLOFF STEVEN W & SARA A	05/31/2023	11/27/2023	\$132.00
PB23-029	145 JADE CT	Res. New Construction	Oak Ridge Homes LLC	06/07/2023	12/24/2023	\$627.38
PB23-030	1128 EASTWARD ST	Res. Utility Building	DENMAN TIMOTHY & CHRISTY	06/14/2023	12/20/2023	\$150.00
PB23-031	124 W SUPERIOR ST	Commercial, Add/Alter/Repair	Rei Painting & Building Contractors	06/14/2023	01/20/2024	\$545.00
PB23-032	315 WARWICK DR 1	Commercial, Add/Alter/Repair	THREE RIVERS CORPORATION	06/15/2023	01/23/2024	\$174.10
PB23-034	1061 MILL ST	Res. Add/Alter/Repair	Three Fires Contracting LLC	06/29/2023	12/26/2023	\$102.00
PB23-035	430 WOODWORTH AVE	Res. Add/Alter/Repair	Keely Mende	07/10/2023	01/06/2024	\$150.00
PZ23-010	320 W END	ZONING	BEARD CHAD WILLIAM	07/10/2023	01/06/2024	\$30.00
PB23-036	411 S GROVER AVE LOT 12	Res. Mobile Home Set-up	A & N Complete Mobile Home Serv	07/10/2023	01/06/2024	\$615.60
PB23-037	411 S GROVER AVE LOT 60	Res. Mobile Home Set-up	A & N Complete Mobile Home Serv	07/10/2023	01/06/2024	\$513.40

Number of Permits: 30

Total Billed: \$9,380.24

Population: Range (Using Current

Permit.DateIssued Between 4/1/2022 12:00:00 AM AND
7/31/2023 11:59:59 PM

July 10, 2023

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

RECEIVED
JUL 20 2023
ALMA CITY CLERK

Dear Official:

The Michigan Municipal League Annual Convention will be held in Traverse City, October 18-20, 2023. The League's "**Annual Meeting**" is scheduled for 4:30 pm on Wednesday, October 18 in Governors' Hall A at the Grand Traverse Resort & Spa. The meeting will be held for the following purposes:

1. **Election of Trustees.** To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. **Policy.** A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **September 18, 2023.**

3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, **you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate.** Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than September 18, 2023.**

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

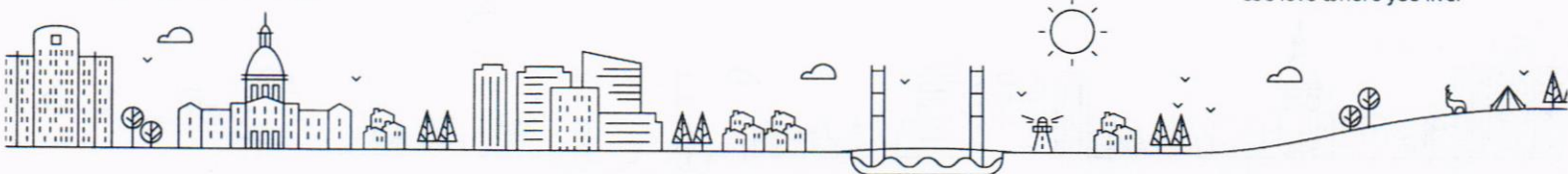
Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **September 18, 2023**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.

We love where you live.



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, October 17, 2023 at the Grand Traverse Resort & Spa for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Barbara Ziarko
President
Councilmember, City of Sterling Heights



Daniel P. Gilmartin
Executive Director & CEO



WARRANT TO THE TREASURER

WARRANT NO. 24-03 CITY OF ALMA

AUGUST 8, 2023

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 July 21, 2023 through August 2, 2023:

ADMINISTRATIVE SERVICES:	\$	0.00
ENGINEERING SERVICES:	\$	0.00
PUBLIC WORKS SERVICES:	\$	0.00
EQUIPMENT RENTAL CHARGES:	\$	0.00

Payroll of August 2, 2023, totaling \$ 323,061.89, in gross wages, employer taxes and benefit costs.

SIGNED: _____
Sara Anderson, City Clerk

COUNTERSIGNED: _____
Aeric Ripley, City Manager



CITY OF ALMA

525 East Superior St.
Alma, MI 48801

Curtis Dancer

Finance Director/Treasurer
525 East Superior St.
Alma, Michigan 48801
cdancer@myalma.org
(989) 463-9504

City of Alma Commission

Greg Mapes,	Mayor
Roxann Harrington,	Vice Mayor
Andrew Bare,	Commissioner
Danny Wernick,	Commissioner
Roger Allman,	Commissioner
Michelle Pitts,	Commissioner
Laurie Harrison,	Commissioner
Adam Flory	City Attorney
Aeric Ripley,	City Manager
Sara Anderson	City Clerk

FINANCE REPORT FOR CITY COMMISSION

CHECK WARRANT

**To be approved at Commission
Meeting dated**

August 8, 2023
Month/Day/year

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
198-476659 85553	A-1 Truck Parts, Inc. SUPPLIES 597-336.000-780.000 661-532.000-740.000	07/31/2023 CGARRETT	08/09/2023	33.68	33.68	Open	N 08/01/2023
		MAINTENANCE PARTS		22.99			
		MATERIALS/SUPPLIES		10.69			
2054/8 85552	ACE HARDWARE SUPPLIES 203-449.109-740.000	07/31/2023 CGARRETT	08/09/2023	55.96	55.96	Open	N 08/01/2023
		MATERIALS/SUPPLIES		55.96			
3450 85474	ADVANCE AUTO PARTS PARTS 101-301.000-780.000	07/26/2023 CGARRETT	08/09/2023	294.78	294.78	Open	N 07/26/2023
		MAINTENANCE PARTS		294.78			
3730 85555	ADVANCE AUTO PARTS PARTS 661-532.000-780.000 101-301.000-780.000	08/01/2023 CGARRETT	08/09/2023	53.35	53.35	Open	N 08/01/2023
		MAINTENANCE PARTS		7.86			
		MAINTENANCE PARTS		45.49			
F81497 85537	AIS SUPPLIES 661-532.000-740.000	07/24/2023 CGARRETT	08/09/2023	149.87	149.87	Open	N 07/31/2023
		MATERIALS/SUPPLIES		149.87			
07252023 85462	ALL AMERICAN PEST CONTROL FEES 101-265.000-801.000	07/25/2023 CGARRETT	08/09/2023	90.00	90.00	Open	N 07/25/2023
		CONTRACT FEES		90.00			
2690 85665	ALL SEASON EXPERT, LLC GEMSTONE FIELDS MOWING - JULY 101-728.000-801.000	08/03/2023 CDANCER	08/09/2023	286.38	286.38	Open	N 08/03/2023
		CONTRACT FEES		286.38			
A516304 85529	ALMA BOLT & SUPPLY TOOLS 590-527.000-746.000	07/21/2023 CGARRETT	08/09/2023	87.85	87.85	Open	N 07/31/2023
		TOOLS/EQUIPMENT		87.85			
A516601 85547	ALMA BOLT & SUPPLY TOOLS 590-527.000-746.000	07/25/2023 CGARRETT	08/09/2023	47.57	47.57	Open	N 08/01/2023
		TOOLS/EQUIPMENT		47.57			
96432 85486	ALMA CHRYSLER JEEP DODGE RAM PARTS	07/20/2023 CGARRETT	08/09/2023	100.00	100.00	Open	N 07/27/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	101-301.000-780.000	MAINTENANCE PARTS		100.00			
B352975 85438	ALMA HARDWARE SUPPLIES 590-527.000-787.000	07/20/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	7.60 7.60	7.60	Open	Y 07/21/2023
C343561 85440	ALMA HARDWARE SUPPLIES 590-527.000-787.000	07/20/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	17.99 17.99	17.99	Open	Y 07/21/2023
C343719 85463	ALMA HARDWARE SUPPLIES 590-527.000-740.000	07/24/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	10.99 10.99	10.99	Open	N 07/25/2023
B353016 85464	ALMA HARDWARE SUPPLIES 590-527.000-787.000	07/21/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	2.48 2.48	2.48	Open	N 07/25/2023
C343835 85497	ALMA HARDWARE TOOLS 590-527.000-746.000	07/26/2023 CGARRETT TOOLS/EQUIPMENT	08/09/2023	56.97 56.97	56.97	Open	N 07/27/2023
C343860 85524	ALMA HARDWARE SUPPLIES 590-527.000-787.000	07/27/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	29.76 29.76	29.76	Open	N 07/31/2023
C344014 85545	ALMA HARDWARE SUPPLIES 590-527.000-787.000	07/31/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	34.98 34.98	34.98	Open	N 08/01/2023
C344025 85566	ALMA HARDWARE SUPPLIES 590-527.000-787.000	07/31/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	20.68 20.68	20.68	Open	N 08/02/2023
C343819 85567	ALMA HARDWARE SUPPLIES 590-527.000-787.000	07/26/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	51.47 51.47	51.47	Open	N 08/02/2023
B353469 85638	ALMA HARDWARE SUPPLIES 590-527.000-740.000	08/02/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	24.99 24.99	24.99	Open	N 08/03/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
06302023 85550	Alma Housing Commission INSURANCE 106-692.666-960.000 106-692.666-960.000	06/30/2023 CGARRETT INSURANCE INSURANCE	08/01/2023	10,141.00 7,256.00 2,885.00	10,141.00	Open	N 06/30/2023
1L9L-XMJJ-QTQY 85451	AMAZON CAPITAL SERVICES SUPPLIES 101-270.000-746.000 588-596.000-740.000	07/17/2023 CGARRETT TOOLS/EQUIPMENT MATERIALS/SUPPLIES	08/09/2023	239.20 119.60 119.60	239.20	Open	Y 07/24/2023
16VP 85509	AMAZON CAPITAL SERVICES SUPPLIES 510-790.000-740.000	07/25/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	120.64 120.64	120.64	Open	N 07/28/2023
11KN 85511	AMAZON CAPITAL SERVICES SUPPLIES 510-790.000-740.000	07/14/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	57.87 57.87	57.87	Open	N 07/28/2023
1GFL-TCWC-GJFN 85512	AMAZON CAPITAL SERVICES SUPPLIES 510-790.000-740.000	07/16/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	31.07 31.07	31.07	Open	N 07/28/2023
1P7N-T4R1-NC3K 85513	AMAZON CAPITAL SERVICES SUPPLIES 510-790.000-740.000	07/17/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	(24.00) (24.00)	(24.00)	Open	N 07/28/2023
17PK-W744-VT37 85593	AMAZON CAPITAL SERVICES SUPPLIES 510-790.000-740.000	07/28/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	6.76 6.76	6.76	Open	N 08/03/2023
1QQ3-Q3V1-69CN 85594	AMAZON CAPITAL SERVICES SUPPLIES CREDIT 510-790.000-740.000 510-790.000-972.100	07/30/2023 CGARRETT MATERIALS/SUPPLIES JUVENILE FICTIONAL BOOKS FICTION	08/09/2023	(63.15) (39.37) (23.78)	(63.15)	Open	N 08/03/2023
17XK-HK6G-1CFM 85595	AMAZON CAPITAL SERVICES SUPPLIES 510-790.000-740.000	07/29/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	28.26 28.26	28.26	Open	N 08/03/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
7002130481 85503	AMERICAN WATER WORKS ASSOC. MEMBERSHIPS 591-536.000-718.000 591-536.000-718.000	06/20/2023 CGARRETT	08/09/2023	87.00	87.00	Open	N 06/30/2023
		PUBLICATIONS/MEMBERSHIPS		43.50			
		PUBLICATIONS/MEMBERSHIPS		43.50			
34480207 85514	APPLIED CAPITAL, LLC FEES 510-790.000-801.000	07/17/2023 CGARRETT	08/09/2023	207.58	207.58	Open	N 07/28/2023
		CONTRACT FEES		207.58			
27101 85548	Assoc of Public Treasurers of MEMBERSHIP 101-191.000-718.000	08/01/2023 CGARRETT	08/09/2023	159.00	159.00	Open	N 08/01/2023
		PUBLICATIONS/MEMBERSHIPS		159.00			
2037607133 85591	Baker & Taylor BOOKS 510-790.000-972.100 510-790.000-972.200 510-790.000-973.100 510-790.000-740.000	06/30/2023 CGARRETT	08/09/2023	265.50	265.50	Open	N 06/30/2023
		JUVENILE FICTIONAL BOOKS FICTION		163.64			
		JUVENILE NONFICTIONAL NONFICTION		53.63			
		ADULT FICTIONAL BOOKS FICTION		32.93			
		MATERIALS/SUPPLIES		15.30			
2037650425 85596	Baker & Taylor BOOKS 510-790.000-972.100 510-790.000-972.200 510-790.000-740.000	07/19/2023 CGARRETT	08/09/2023	42.40	42.40	Open	N 08/03/2023
		JUVENILE FICTIONAL BOOKS FICTION		31.07			
		JUVENILE NONFICTIONAL NONFICTION		8.63			
		MATERIALS/SUPPLIES		2.70			
0360449-IN 85546	BEAVER RESEARCH COMPANY SUPPLIES 590-527.000-787.000	07/31/2023 CGARRETT	08/09/2023	132.68	132.68	Open	N 08/01/2023
		MAINTENANCE SUPPLIES		132.68			
373852 85447	BRAUN KENDRICK FINKBEINER P.L.C FEES 101-257.000-802.000	07/14/2023 CGARRETT	08/09/2023	1,215.00	1,215.00	Open	Y 07/21/2023
		LEGAL FEES		1,215.00			
25080 85476	CENTRAL ASPHALT PAVING, INC SUPPLIES 203-449.122-740.000 203-449.109-740.000	06/30/2023 CGARRETT	08/09/2023	551.54	551.54	Open	N 07/26/2023
		MATERIALS/SUPPLIES		124.50			
		MATERIALS/SUPPLIES		427.04			
25266 85521	CENTRAL ASPHALT PAVING, INC TOP MIX	07/20/2023 CGARRETT	08/09/2023	1,006.58	1,006.58	Open	N 07/31/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	203-449.109-740.000	MATERIALS/SUPPLIES		1,006.58			
25257 85522	CENTRAL ASPHALT PAVING, INC TOP MIX 203-449.109-740.000	07/19/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	1,418.06	1,418.06	Open	N 07/31/2023
25250 85523	CENTRAL ASPHALT PAVING, INC TOP MIX 591-536.552-740.000 590-527.552-740.000 203-449.109-740.000	07/18/2023 CGARRETT MATERIALS/SUPPLIES MATERIALS/SUPPLIES MATERIALS/SUPPLIES	08/09/2023	2,107.79 62.25 62.25 1,983.29	2,107.79	Open	N 07/31/2023
25280 85554	CENTRAL ASPHALT PAVING, INC TOP MIX 203-449.109-740.000	07/25/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	1,010.94 1,010.94	1,010.94	Open	N 08/01/2023
164179 85531	CENTRAL CONCRETE PRODUCTS CWP 591-536.552-740.000	07/22/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	348.00 348.00	348.00	Open	N 07/31/2023
01282 85460	CHERRY ROAD TECHNOLOGIES COM 101-172.000-922.000 101-191.000-922.000 101-215.000-922.000 101-253.000-922.000 101-257.000-922.000 101-262.000-922.000 101-270.000-922.000 101-301.000-922.000 101-371.000-922.000 101-447.000-922.000 510-790.000-922.000 588-596.000-922.000 590-527.000-922.000 591-536.000-922.000 103-536.000-922.000 597-336.000-922.000 661-532.000-922.000	07/21/2023 CGARRETT COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS	08/09/2023	1,736.51 100.70 81.90 18.20 104.36 82.75 55.80 27.30 347.25 18.20 91.00 229.80 173.75 110.90 64.55 64.55 36.40 129.10	1,736.51	Open	N 07/25/2023
4163485259 85672	CINTAS SUPPLIES 101-301.000-801.000	08/02/2023 CDANCER CONTRACT FEES	08/09/2023	113.95 113.95	113.95	Open	N 08/03/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
UB08022023 85563	217NSTATE CITY OF ALMA 645021700-001 580-265.850-927.000	08/02/2023 CGARRETT	08/09/2023	642.35 642.35	642.35	Open	N 08/02/2023
UB08022023 85564	CITY OF ALMA 645021900-001 580-265.860-927.000 580-265.870-927.000	08/02/2023 CGARRETT	08/09/2023	226.55 118.26 108.29	226.55	Open	N 08/02/2023
UB08022023901WAS 85577	CITY OF ALMA 730090100-001 590-527.000-927.000	07/31/2023 CGARRETT	08/09/2023	195.32 195.32	195.32	Open	N 07/31/2023
500ESUPERIOR 85598	CITY OF ALMA 665050000-001 510-790.000-927.000	08/03/2023 CGARRETT	08/09/2023	618.07 618.07	618.07	Open	N 08/03/2023
1105 WILLOW RUN 85600	CITY OF ALMA 763110500-001 588-596.000-927.000	08/03/2023 CGARRETT	08/09/2023	400.42 400.42	400.42	Open	N 08/03/2023
08012023 85645	CITY OF ALMA LIB PETTY CASH 510-790.000-740.000 510-790.000-747.000 510-790.000-740.000 510-790.000-973.200	08/01/2023 CGARRETT	08/09/2023	168.15 47.92 45.87 31.42 42.94	168.15	Open	N 08/03/2023
65667 85543	CMU Printing Services 07212023 101-257.000-801.000	07/21/2023 CGARRETT	08/01/2023	236.00 236.00	236.00	Open	N 08/01/2023
204923627015 85471	CONSUMERS ENERGY 100000074854 101-448.000-921.000	07/01/2023 CGARRETT	08/09/2023	(1.16) (1.16)	(1.16)	Open	N 07/26/2023
206258342539 85489	CONSUMERS ENERGY 100022831992 101-265.000-923.000	07/01/2023 CGARRETT	08/09/2023	151.52 151.52	151.52	Open	N 07/27/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
206969827331 85490	CONSUMERS ENERGY 100000171403 101-265.000-921.000	07/01/2023 CGARRETT ELECTRICITY	08/09/2023	893.15 893.15	893.15	Open	N 07/27/2023
205012614345 85491	CONSUMERS ENERGY 100013337389 581-595.000-921.000 581-595.000-923.000	07/01/2023 CGARRETT ELECTRICITY NATURAL GAS	08/09/2023	741.14 725.14 16.00	741.14	Open	N 07/27/2023
202965816933 85492	CONSUMERS ENERGY 10001325246 581-595.000-921.000	07/01/2023 CGARRETT ELECTRICITY	08/09/2023	40.35 40.35	40.35	Open	N 07/27/2023
204567679800 85551	CONSUMERS ENERGY 351 N COURT AVE 510-790.000-923.000	07/01/2023 CGARRETT NATURAL GAS	08/09/2023	50.81 50.81	50.81	Open	N 08/01/2023
207147202953 85571	CONSUMERS ENERGY 529 GRAFTON AVE 590-527.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	129.72 129.72	129.72	Open	N 07/30/2023
207147202955 85572	CONSUMERS ENERGY 721 E MARSHALL ST 590-527.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	134.46 134.46	134.46	Open	N 07/30/2023
207147202956 85573	CONSUMERS ENERGY 106 GRANT AVE 590-527.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	115.36 115.36	115.36	Open	N 07/30/2023
204300720726 85574	CONSUMERS ENERGY 1334 CHARLES AVE 590-527.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	62.97 62.97	62.97	Open	N 07/30/2023
206169377741 85575	CONSUMERS ENERGY 330 RIVERSIDE DR 590-527.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	84.36 84.36	84.36	Open	N 07/30/2023
206969836594 85576	CONSUMERS ENERGY 201 GEMSTONE 590-527.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	54.82 54.82	54.82	Open	N 07/30/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
201186093495 85578	CONSUMERS ENERGY 101 ADAMS ST 101-448.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	35.57 35.57	35.57	Open	N 07/30/2023
206969836593 85579	CONSUMERS ENERGY 311 COURT 101-751.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	64.96 64.96	64.96	Open	N 07/30/2023
206969836592 85580	CONSUMERS ENERGY 201 N COURT AVE 101-751.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	40.51 40.51	40.51	Open	N 07/30/2023
206969836591 85581	CONSUMERS ENERGY 313 ELY ST 101-751.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	42.50 42.50	42.50	Open	N 07/30/2023
206169377742 85582	CONSUMERS ENERGY 644 RIVERSIDE DR 101-751.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	37.59 37.59	37.59	Open	N 07/30/2023
206169377740 85583	CONSUMERS ENERGY 248 RIVERSIDE DR #2 101-751.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	46.66 46.66	46.66	Open	N 07/30/2023
505546537280 85584	CONSUMERS ENERGY 620 S LINCOLN AVE 101-567.000-921.000 101-567.000-923.000	07/30/2023 CGARRETT ELECTRICITY NATURAL GAS	08/09/2023	204.58 190.10 14.48	204.58	Open	N 07/30/2023
201541985018 85585	CONSUMERS ENERGY 135 ELY ST 101-751.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	60.06 60.06	60.06	Open	N 07/30/2023
201275067096 85586	CONSUMERS ENERGY 940 CHARLES AVE 101-751.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	48.82 48.82	48.82	Open	N 07/30/2023
201275067129 85587	CONSUMERS ENERGY 513 W SUPERIOR ST 101-448.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	84.33 84.33	84.33	Open	N 07/30/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
201275067130 85588	CONSUMERS ENERGY 803 WSUPERIOR ST 101-448.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	79.64 79.64	79.64	Open	N 07/30/2023
204033735474 85589	CONSUMERS ENERGY 307 N COURT 101-448.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	64.55 64.55	64.55	Open	N 07/30/2023
204033735475 85590	CONSUMERS ENERGY 412 WRIGHT AVE 101-448.000-921.000	07/30/2023 CGARRETT ELECTRICITY	08/09/2023	70.43 70.43	70.43	Open	N 07/30/2023
206525143145 85639	CONSUMERS ENERGY 2082 MICHIGAIN AVE 590-527.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	162.06 162.06	162.06	Open	N 07/31/2023
206969838790 85640	CONSUMERS ENERGY 980 WASHINGTON AVE 590-527.000-923.000	07/31/2023 CGARRETT NATURAL GAS	08/09/2023	23.35 23.35	23.35	Open	N 07/31/2023
206969838791 85641	CONSUMERS ENERGY 1000 WASHINGTON 590-527.000-923.000	07/31/2023 CGARRETT NATURAL GAS	08/09/2023	115.34 115.34	115.34	Open	N 07/31/2023
206880929691 85642	CONSUMERS ENERGY 7275 N BEGOLE RD 590-527.561-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	112.83 112.83	112.83	Open	N 07/31/2023
206525143142 85643	CONSUMERS ENERGY 305 ELMWOOD AVE 590-527.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	191.60 191.60	191.60	Open	N 07/31/2023
206525143103 85647	CONSUMERS ENERGY AREA LIGHTS 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	18.25 18.25	18.25	Open	N 07/31/2023
203410823551 85648	CONSUMERS ENERGY 219N STATE 580-265.860-921.000 580-265.870-921.000	07/31/2023 CGARRETT ELECTRICITY ELECTRICITY	08/09/2023	1,275.98 609.12 478.59	1,275.98	Open	N 07/31/2023

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	580-265.860-923.000	NATURAL GAS		40.95			
	580-265.870-923.000	NATURAL GAS		49.42			
	580-265.850-923.000	NATURAL GAS		97.90			
203054828023							
85649	CONSUMERS ENERGY	07/31/2023	08/09/2023	2,767.78	2,767.78	Open	N
	LED LIGHTS	CGARRETT					07/31/2023
	101-448.000-921.000	ELECTRICITY		2,767.78			
20714720477							
85650	CONSUMERS ENERGY	07/31/2023	08/09/2023	3,543.13	3,543.13	Open	N
	STREET LIGHTS	CGARRETT					07/31/2023
	101-448.000-921.000	ELECTRICITY		3,543.13			
205457550868							
85651	CONSUMERS ENERGY	07/31/2023	08/09/2023	44.06	44.06	Open	N
	206 PROSPECT AVE	CGARRETT					07/31/2023
	580-265.840-921.000	ELECTRICITY		29.58			
	580-265.840-923.000	NATURAL GAS		14.48			
204389718685							
85652	CONSUMERS ENERGY	07/31/2023	08/09/2023	66.36	66.36	Open	N
	121 W SUPERIOR	CGARRETT					07/31/2023
	101-448.000-921.000	ELECTRICITY		66.36			
202164927792							
85653	CONSUMERS ENERGY	07/31/2023	08/09/2023	660.98	660.98	Open	N
	1105 WILLOW RUN	CGARRETT					07/31/2023
	588-596.000-921.000	ELECTRICITY		645.51			
	588-596.000-923.000	NATURAL GAS		15.47			
202075953389							
85654	CONSUMERS ENERGY	07/31/2023	08/09/2023	43.44	43.44	Open	N
	200 PROSPECT AVE	CGARRETT					07/31/2023
	580-265.810-921.000	ELECTRICITY		28.96			
	580-265.810-923.000	NATURAL GAS		14.48			
20207953388							
85655	CONSUMERS ENERGY	07/31/2023	08/09/2023	45.14	45.14	Open	N
	204 PROSPECT AVE	CGARRETT					07/31/2023
	580-265.810-921.000	ELECTRICITY		30.66			
	580-265.810-923.000	NATURAL GAS		14.48			
201719973511							
85656	CONSUMERS ENERGY	07/31/2023	08/09/2023	34.35	34.35	Open	N
	1402 MICH AVE	CGARRETT					07/31/2023
	101-751.000-921.000	ELECTRICITY		34.35			
201719973508							
85657	CONSUMERS ENERGY	07/31/2023	08/09/2023	38.35	38.35	Open	N
	6196 JEROME RD	CGARRETT					07/31/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	591-536.000-921.000	ELECTRICITY		38.35			
201364039225 85658	CONSUMERS ENERGY 527 N COURT 101-751.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	48.82	48.82	Open	N 07/31/2023
207147204769 85659	CONSUMERS ENERGY TRAFFIC LIGHTS 202-449.161-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	168.03	168.03	Open	N 07/31/2023
201630977659 85660	CONSUMERS ENERGY 520 PARK AVE 101-751.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	56.37	56.37	Open	N 07/31/2023
204389718693 85661	CONSUMERS ENERGY 502 HEATHER 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	83.90	83.90	Open	N 07/31/2023
204389718690 85662	CONSUMERS ENERGY 412 N STATE 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	143.60	143.60	Open	N 07/31/2023
204389718684 85663	CONSUMERS ENERGY 411 PINE AVE 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	59.04	59.04	Open	N 07/31/2023
204389718689 85664	CONSUMERS ENERGY 411 N STATE 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	74.74	74.74	Open	N 07/31/2023
204389718691 85681	CONSUMERS ENERGY 410 WOODWORTH AVE 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	53.06	53.06	Open	N 07/31/2023
204389718687 85682	CONSUMERS ENERGY 321 WOODWORTH 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	54.74	54.74	Open	N 07/31/2023
204389718688 85683	CONSUMERS ENERGY 320 WOODWORTH 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	51.62	51.62	Open	N 07/31/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
204389718686 85684	CONSUMERS ENERGY 307 N STATE 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	23.47 23.47	23.47	Open	N 07/31/2023
204745656956 85685	CONSUMERS ENERGY 1996 PINE 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	17.20 17.20	17.20	Open	N 07/31/2023
204389718692 85686	CONSUMERS ENERGY 313 PROSPECT 101-448.000-921.000	07/31/2023 CGARRETT ELECTRICITY	08/09/2023	77.29 77.29	77.29	Open	N 07/31/2023
206969838789 85687	CONSUMERS ENERGY 800 WASHINGTON 661-265.000-921.000 661-265.000-923.000	07/31/2023 CGARRETT ELECTRICITY NATURAL GAS	08/09/2023	751.96 648.01 103.95	751.96	Open	N 07/31/2023
23-1987 85644	DAN CARR REFUND 591-536.552-801.000	07/26/2023 CGARRETT CONTRACT FEES	08/09/2023	80.00 80.00	80.00	Open	N 08/03/2023
302193-0 85508	DBI OFFICE PLUS 241538 510-790.000-740.000	07/25/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	119.86 119.86	119.86	Open	N 07/28/2023
4649795 85671	DELTA COLLEGE IN-SERVICE TRAINING CONSORTIUM MEM 101-301.000-801.000	07/26/2023 CDANCER CONTRACT FEES	08/09/2023	2,545.00 2,545.00	2,545.00	Open	N 08/03/2023
21810/5 85439	FAMILY FARM & HOME SUPPLIES 590-527.000-787.000	07/20/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	13.11 13.11	13.11	Open	Y 07/21/2023
21739/5 85568	FAMILY FARM & HOME SUPPLIES 590-527.000-787.000	07/11/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	62.98 62.98	62.98	Open	N 08/02/2023
21873/5 85634	FAMILY FARM & HOME SUPPLIES 591-536.552-740.000	07/31/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	9.99 9.99	9.99	Open	N 08/03/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
0170639 85504	FERGUSON WATERWORKS #3386 7203 591-536.552-740.000 590-527.552-740.000	07/18/2023 CGARRETT	08/09/2023	170.99	170.99	Open	N 07/28/2023
		MATERIALS/SUPPLIES		85.50			
		MATERIALS/SUPPLIES		85.49			
0181176 85636	FERGUSON WATERWORKS #3386 7203 591-536.552-740.000	07/27/2023 CGARRETT	08/09/2023	2,230.00	2,230.00	Open	N 08/03/2023
		MATERIALS/SUPPLIES		2,230.00			
0329111 9# 85673	FIRE ENGINEERING MONTHLY PRINT MAGAZINE 597-336.000-717.000	07/31/2023 CDANCER	08/09/2023	34.95	34.95	Open	N 08/03/2023
		OTHER EMPLOYMENT EXPENSE		34.95			
25879965 85599	GRANGER WASTE SERVICES FEES 588-596.000-801.000	07/31/2023 CGARRETT	08/09/2023	58.35	58.35	Open	N 08/03/2023
		CONTRACT FEES		58.35			
25871018 85618	GRANGER WASTE SERVICES FEES 596-528.000-801.000	07/31/2023 CGARRETT	08/09/2023	29,017.38	29,017.38	Open	N 07/31/2023
		CONTRACT FEES		29,017.38			
25843765 85619	GRANGER WASTE SERVICES FEES 596-528.000-801.000	07/31/2023 CGARRETT	08/09/2023	22.60	22.60	Open	N 07/31/2023
		CONTRACT FEES		22.60			
25879887 85631	GRANGER WASTE SERVICES FEES 510-790.265-801.000 106-265.660-801.000 106-265.660-801.000 581-595.000-801.000 661-532.000-801.000 661-532.000-801.000 101-567.000-801.000 590-527.556-801.000 106-265.660-801.000	07/31/2023 CGARRETT	08/09/2023	1,223.02	1,223.02	Open	N 07/31/2023
		CONTRACT FEES		70.35			
		CONTRACT FEES		450.45			
		CONTRACT FEES		70.35			
		CONTRACT FEES		70.35			
		CONTRACT FEES		70.35			
		CONTRACT FEES		140.47			
		CONTRACT FEES		182.70			
		CONTRACT FEES		70.35			
		CONTRACT FEES		97.65			
25871021 85632	GRANGER WASTE SERVICES FEES 596-528.000-801.000	07/31/2023 CGARRETT	08/09/2023	252.00	252.00	Open	N 07/31/2023
		CONTRACT FEES		252.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
36 85597	Gratiot County Herald AD 510-790.000-730.000	07/31/2023 CGARRETT MEDIA ADVERTISING	08/09/2023	73.50 73.50	73.50	Open	N 08/03/2023
08022023 WAT 85635	Gratiot County Herald AD 591-536.000-730.000	07/31/2023 CGARRETT MEDIA ADVERTISING	08/09/2023	75.00 75.00	75.00	Open	N 08/03/2023
07272023 85502	HANNAH POST EPT PRORATION 101-257.000-717.000	07/27/2023 CGARRETT OTHER EMPLOYMENT EXPENSE	08/09/2023	42.57 42.57	42.57	Open	N 07/28/2023
1092 85488	I-DEAL ASPHALT SEALCOATING CRACK FILLING AND SEAL COATING THE 661-532.000-970.000	07/25/2023 CGARRETT CRACK FILL AND SEAL COAT 50,496 SQF	08/09/2023	11,245.00 11,245.00	11,245.00	Open	N 07/27/2023
1932-2023_7 85633	INVOICE CLOUD SERVICES-JULY UTILITY BILLS 101-191.000-801.000	07/31/2023 CGARRETT CONTRACT FEES	08/04/2023	190.40 190.40	190.40	Open	N 07/31/2023
INV0474 85549	J & R LAWN CARE FEES 101-728.000-801.000	07/25/2023 CGARRETT CONTRACT FEES	08/09/2023	662.84 662.84	662.84	Open	N 08/01/2023
072723 85532	JEREMY FISH EMPLOYEE REIMBURSEMENT 661-532.000-746.000	07/27/2023 CGARRETT TOOLS/EQUIPMENT	08/09/2023	400.00 400.00	400.00	Open	N 07/31/2023
07272023 85498	JESSICA MORRIS TAX PRORATION 101-257.000-717.000	07/27/2023 CGARRETT OTHER EMPLOYMENT EXPENSE	08/09/2023	50.96 50.96	50.96	Open	N 07/27/2023
07292023 85499	JESSICA MORRIS MCAO CLASS 101-257.000-717.000	07/27/2023 CGARRETT OTHER EMPLOYMENT EXPENSE	08/09/2023	67.47 67.47	67.47	Open	N 07/27/2023
06082023 85500	JESSICA MORRIS FIELD CLASS 101-257.000-717.000	06/30/2023 CGARRETT OTHER EMPLOYMENT EXPENSE	08/09/2023	180.78 180.78	180.78	Open	N 06/30/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
07272023 85501	JESSICA MORRIS MCAO PROGRAM 101-257.000-715.000	07/27/2023 CGARRETT EMPLOYEE TRAINING	08/09/2023	750.00 750.00	750.00	Open	N 07/28/2023
188264 85496	JOHN E. GREEN COMPANY STATION 2 PUMP/VALVE REPLACEMENTS 590-527.000-970.000	07/26/2023 CGARRETT STA. #2 UPGRADE: PUMPS, VALVES, BYP	08/09/2023	114,000.00 114,000.00	114,000.00	Open	N 07/27/2023
220 85540	KAMLYN PAKSI CLEANING 580-265.810-801.000	07/31/2023 CGARRETT CONTRACT FEES	08/09/2023	280.00 280.00	280.00	Open	N 07/31/2023
73649 85480	KRAPOHL FORD & LINCOLN CO. PARTS 101-301.000-780.000	07/20/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	131.89 131.89	131.89	Open	N 07/26/2023
73754 85536	KRAPOHL FORD & LINCOLN CO. PARTS 101-301.000-780.000	07/26/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	96.29 96.29	96.29	Open	N 07/31/2023
73646 85612	KRAPOHL FORD & LINCOLN CO. PARTS 588-596.000-780.000	08/03/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	10.29 10.29	10.29	Open	N 08/03/2023
20564 85544	MAINSTREAM COMPUTERS SUPPLIES 101-257.000-740.000	07/26/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	32.00 32.00	32.00	Open	N 08/01/2023
07252023 85675	MARK WILLIAMS PHONE TERMINATION REIMBURSEMENT 101-301.000-922.000	08/03/2023 CDANCER COMMUNICATIONS	08/09/2023	150.00 150.00	150.00	Open	N 08/03/2023
11473678 85465	McMaster-Carr Supply Co. SUPPLIES 590-527.000-787.000	07/24/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	91.79 91.79	91.79	Open	N 07/25/2023
11636771 85528	McMaster-Carr Supply Co. SUPPLIES 590-527.000-787.000	07/26/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	297.33 297.33	297.33	Open	N 07/31/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
S5237347.001 85441	MEDLER ELECTRIC CO. 20344 590-527.559-787.000	07/20/2023 CGARRETT	08/09/2023	34.66	34.66	Open	Y 07/21/2023
		MAINTENANCE SUPPLIES		34.66			
S5236587.001 85442	MEDLER ELECTRIC CO. 20344 590-527.000-787.000	07/19/2023 CGARRETT	08/09/2023	2.86	2.86	Open	Y 07/21/2023
		MAINTENANCE SUPPLIES		2.86			
S5236081.001 85443	MEDLER ELECTRIC CO. 20344 590-527.000-787.000	07/18/2023 CGARRETT	08/09/2023	15.86	15.86	Open	Y 07/21/2023
		MAINTENANCE SUPPLIES		15.86			
S5232987.002 85444	MEDLER ELECTRIC CO. 20344 590-527.000-787.000	07/19/2023 CGARRETT	08/09/2023	151.80	151.80	Open	Y 07/21/2023
		MAINTENANCE SUPPLIES		151.80			
S5235316.001 85466	MEDLER ELECTRIC CO. SUPPLIES 590-527.000-787.000	07/17/2023 CGARRETT	08/09/2023	24.53	24.53	Open	N 07/25/2023
		MAINTENANCE SUPPLIES		24.53			
S5237770.001 85467	MEDLER ELECTRIC CO. SUPPLIES 590-527.000-787.000	07/21/2023 CGARRETT	08/09/2023	46.30	46.30	Open	N 07/25/2023
		MAINTENANCE SUPPLIES		46.30			
S5239780.001 85527	MEDLER ELECTRIC CO. SUPPLIES 590-527.000-787.000	07/26/2023 CGARRETT	08/09/2023	4.91	4.91	Open	N 07/31/2023
		MAINTENANCE SUPPLIES		4.91			
0000297-895429 85533	Michigan Co. SUPPLIES 101-265.000-740.000 510-790.265-740.000	07/26/2023 CGARRETT	08/09/2023	214.65	214.65	Open	N 07/31/2023
		MATERIALS/SUPPLIES		172.02			
		MATERIALS/SUPPLIES		42.63			
KR 08012023 85541	Mid Michigan Assoc of Assessing Off TRAINING 101-257.000-715.000	08/01/2023 CGARRETT	08/09/2023	25.00	25.00	Open	N 08/01/2023
		EMPLOYEE TRAINING		25.00			
HP 08012023 85542	Mid Michigan Assoc of Assessing Off TRIANING 101-257.000-715.000	08/01/2023 CGARRETT	08/09/2023	25.00	25.00	Open	N 08/01/2023
		EMPLOYEE TRAINING		25.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
CD 08022023 85561	Mid Michigan Assoc of Assessing Off TRAINING 101-191.000-715.000	08/02/2023 CGARRETT EMPLOYEE TRAINING	08/09/2023	30.00 30.00	30.00	Open	N 08/02/2023
AH 08022023 85562	Mid Michigan Assoc of Assessing Off TRAINING 101-191.000-715.000	08/02/2023 CGARRETT EMPLOYEE TRAINING	08/09/2023	30.00 30.00	30.00	Open	N 08/02/2023
08032023 85646	MIKE GRIDELY EXAM FEE 590-527.520-716.000	08/03/2023 CGARRETT LICENSE/CERTIFICATION FEE	08/09/2023	70.00 70.00	70.00	Open	N 08/03/2023
8514458X 85493	NATIONAL FIRE PROTECTION ASSOC 3284795 597-336.000-717.000	07/04/2023 CGARRETT OTHER EMPLOYMENT EXPENSE	08/09/2023	175.00 175.00	175.00	Open	N 07/27/2023
30725 85674	NATIONAL HOSE TESTING SPECIALTIES 2023 FIRE HOSE TESTING 597-336.000-801.000	08/03/2023 CDANCER CONTRACT FEES	08/09/2023	2,552.00 2,552.00	2,552.00	Open	N 08/03/2023
3967-395899 85445	O'REILLY AUTO PARTS PARTS 661-532.000-780.000	07/07/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	250.51 250.51	250.51	Open	Y 07/21/2023
3967-397029 85478	O'REILLY AUTO PARTS PARTS 661-532.000-780.000	07/17/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	43.90 43.90	43.90	Open	N 07/26/2023
3967-397351 85479	O'REILLY AUTO PARTS PARTS 661-532.000-780.000	07/20/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	(43.90) (43.90)	(43.90)	Open	N 07/26/2023
3967-397176 85481	O'REILLY AUTO PARTS PARTS 101-301.000-780.000	07/18/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	43.90 43.90	43.90	Open	N 07/26/2023
3967-397964 85482	O'REILLY AUTO PARTS PARTS 661-532.000-740.000	07/26/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	107.97 107.97	107.97	Open	N 07/26/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3967-397016 85483	O'REILLY AUTO PARTS PARTS 101-301.000-780.000	07/17/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	316.74 316.74	316.74	Open	N 07/26/2023
3967-397034 85484	O'REILLY AUTO PARTS PARTS 101-301.000-780.000	07/17/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	321.30 321.30	321.30	Open	N 07/26/2023
3967-397873 85538	O'REILLY AUTO PARTS PARTS 661-532.000-780.000	07/25/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	10.55 10.55	10.55	Open	N 07/31/2023
3967-397461 85539	O'REILLY AUTO PARTS PARTS 661-532.000-780.000	07/21/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	10.55 10.55	10.55	Open	N 07/31/2023
3967-398575 85556	O'REILLY AUTO PARTS PARTS 661-532.000-780.000	08/01/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	23.98 23.98	23.98	Open	N 08/01/2023
3967-398568 85603	O'REILLY AUTO PARTS PARTS CREDIT 588-596.000-780.000	08/01/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	(121.00) (121.00)	(121.00)	Open	N 08/03/2023
3967-398077 85604	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/27/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	63.77 63.77	63.77	Open	N 08/03/2023
3967-398066 85605	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/27/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	64.97 64.97	64.97	Open	N 08/03/2023
3967-397989 85606	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/26/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	100.80 100.80	100.80	Open	N 08/03/2023
3967-397975 85607	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/26/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	201.60 201.60	201.60	Open	N 08/03/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3967-397881 85608	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/25/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	207.16 207.16	207.16	Open	N 08/03/2023
3967-397876 85609	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/25/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	432.67 432.67	432.67	Open	N 08/03/2023
3967-397491 85610	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/21/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	24.99 24.99	24.99	Open	N 08/03/2023
3967-397265 85613	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/19/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	2.80 2.80	2.80	Open	N 08/03/2023
3967-397242 85614	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/19/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	787.87 787.87	787.87	Open	N 08/03/2023
3967-397165 85615	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/18/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	187.98 187.98	187.98	Open	N 08/03/2023
3967-397131 85616	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/18/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	(189.96) (189.96)	(189.96)	Open	N 08/03/2023
3967-397129 85617	O'REILLY AUTO PARTS PARTS 588-596.000-780.000	07/18/2023 CGARRETT MAINTENANCE PARTS	08/09/2023	101.35 101.35	101.35	Open	N 08/03/2023
4031-237903 85505	PARAGON LABORATORIES, INC FEES 591-536.000-801.000	07/21/2023 CGARRETT CONTRACT FEES	08/09/2023	184.00 184.00	184.00	Open	N 07/28/2023
INV-39789 85666	POWER DMS, INC. ANNUAL SUBSCRIPTION 101-301.000-801.000	07/31/2023 CDANCER CONTRACT FEES	08/09/2023	5,072.89 5,072.89	5,072.89	Open	N 08/03/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
46613 85670	PRO-COMM INC. MINITOR VI BATTERY 597-336.000-740.000	07/31/2023 CDANCER MATERIALS/SUPPLIES	08/09/2023	266.00 266.00	266.00	Open	N 07/31/2023
202301 85559	RIVERVIEW VETERANS MEMORIAL LIBRARY BOOK 510-790.000-973.100	06/30/2023 CGARRETT ADULT FICTIONAL BOOKS FICTION	08/09/2023	13.00 13.00	13.00	Open	N 06/30/2023
92234746 85535	Safety Kleen Corp. SUPPLIES 661-532.000-801.000	07/19/2023 CGARRETT CONTRACT FEES	08/09/2023	195.79 195.79	195.79	Open	N 07/31/2023
128890 85520	SCOTLAND OIL CO. FUEL 661-532.000-743.000	07/18/2023 CGARRETT FUEL	08/09/2023	355.59 355.59	355.59	Open	N 07/31/2023
3564-3 85569	SHERWIN WILLIAMS PAINT 590-527.000-787.000	07/26/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	49.49 49.49	49.49	Open	N 08/02/2023
3725-0 85570	SHERWIN WILLIAMS PAINT 590-527.000-787.000	08/01/2023 CGARRETT MAINTENANCE SUPPLIES	08/09/2023	57.08 57.08	57.08	Open	N 08/02/2023
18690 85475	SINGLE SOURCE SUPPLIES 661-449.000-741.000	07/24/2023 CGARRETT UNIFORMS/SAFETY EQUIPMENT	08/09/2023	255.28 255.28	255.28	Open	N 07/26/2023
07312023 85560*	SPEEDWAY FUEL 101-371.000-743.000 101-172.000-743.000 588-596.000-743.000 101-447.000-743.000 597-336.000-743.000 106-692.660-743.000 661-532.000-743.000 101-301.000-743.000 661-532.000-743.000 598-336.000-743.000 590-527.000-743.000 591-536.000-743.000	07/31/2023 CGARRETT FUEL FUEL FUEL FUEL FUEL FUEL FUEL FUEL FUEL FUEL FUEL FUEL	08/09/2023	15,948.39 31.77 37.68 7,998.60 180.46 496.89 278.58 3,153.39 2,738.26 652.80 67.37 271.58 400.40	15,948.39	Open	N 07/31/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	661-532.000-743.000	FUEL		(359.39)			
8070931904 85494	Staples, Inc SUPPLIES 101-301.000-740.000	07/15/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	5.61 5.61	5.61	Open	N 07/27/2023
8070931904 2 85495	Staples, Inc SUPPLIES 101-301.000-740.000	07/15/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	51.73 51.73	51.73	Open	N 07/27/2023
591-11102602 85452	STATE OF MICHIGAN FEES 581-595.000-801.000	07/12/2023 CGARRETT CONTRACT FEES	08/09/2023	611.72 611.72	611.72	Open	Y 06/30/2023
8004323310 85473	STERICYCLE ENVIRONMENTAL SOLUTIONS FEES 101-191.000-801.000	07/18/2023 CGARRETT CONTRACT FEES	08/09/2023	130.27 130.27	130.27	Open	N 07/26/2023
8004323311 85487	STERICYCLE ENVIRONMENTAL SOLUTIONS FEES 101-262.000-801.000	07/28/2023 CGARRETT CONTRACT FEES	08/09/2023	335.92 335.92	335.92	Open	N 07/27/2023
67296 85510	The Library Corporation FEES 510-790.000-801.000	07/24/2023 CGARRETT CONTRACT FEES	08/09/2023	995.00 995.00	995.00	Open	N 07/28/2023
158175 85668	THE RAPID GROUP, LLC SHREDDING SERVICES 101-301.000-801.000	07/31/2023 CDANCER CONTRACT FEES	08/09/2023	36.71 36.71	36.71	Open	N 07/31/2023
07272023 85515	T-MOBILE FEES 510-790.000-801.000	07/08/2023 CGARRETT CONTRACT FEES	08/09/2023	382.48 382.48	382.48	Open	N 07/28/2023
TF230954 85667	TODD WENZEL CHEVROLET POLICE PATROL VEHICLE CHEVROLET TA 101-301.000-970.000	07/13/2023 CDANCER POLICE PATROL VEHICLE CHEVROLET TAH	08/12/2023	42,802.81 42,802.81	42,802.81	Open	N 08/03/2023
3070824 85525	TRACE ANALYTICAL LABORATORIES, INC 23G0522 590-527.000-801.000	07/13/2023 CGARRETT CONTRACT FEES	08/09/2023	92.00 92.00	92.00	Open	N 07/31/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
3070823 85526	TRACE ANALYTICAL LABORATORIES, INC 23G0521 590-527.000-801.000	07/27/2023 CGARRETT	08/09/2023	414.75 414.75	414.75	Open	N 07/31/2023
340562-202307-1 85669	Trans Union LLC JULY BILLING ON ACCOUNT 340562 101-301.000-801.000	08/01/2023 CDANCER	08/09/2023	75.00 75.00	75.00	Open	N 07/31/2023
1630098146 85477	Unifirst Corp UNIFORMS 661-449.000-741.000 661-532.000-741.000 661-532.000-740.000	07/20/2023 CGARRETT	08/09/2023	84.99 32.18 32.93 19.88	84.99	Open	N 07/26/2023
1630098143 85506	Unifirst Corp UNIFORMS 591-536.000-741.000 103-536.000-741.000	07/20/2023 CGARRETT	08/09/2023	52.16 26.08 26.08	52.16	Open	N 07/28/2023
1630098951 85507	Unifirst Corp UNIFORMS 591-536.000-741.000 103-536.000-741.000	07/27/2023 CGARRETT	08/09/2023	52.16 26.08 26.08	52.16	Open	N 07/28/2023
16300098954 85534	Unifirst Corp UNIFORMS 661-449.000-741.000 661-532.000-741.000 661-532.000-740.000	07/27/2023 CGARRETT	08/09/2023	82.49 32.50 30.11 19.88	82.49	Open	N 07/31/2023
1630097316 85601	Unifirst Corp UNIFORMS 588-596.000-741.000	07/13/2023 CGARRETT	08/09/2023	5.55 5.55	5.55	Open	N 08/03/2023
1630098953 85602	Unifirst Corp UNIFORMS 588-596.000-741.000	07/27/2023 CGARRETT	08/09/2023	5.55 5.55	5.55	Open	N 08/03/2023
1630098145 85611	Unifirst Corp UNIFORMS 588-596.000-741.000	07/20/2023 CGARRETT	08/09/2023	5.55 5.55	5.55	Open	N 08/03/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
6110442 85592	UNIQUE MANAGEMENT SERVICES, INC. FEES 510-790.000-801.000	06/30/2023 CGARRETT CONTRACT FEES	08/09/2023	120.96 120.96	120.96	Open	N 06/30/2023
INV00069964 85530	USA BLUE BOOK 672 590-527.000-740.000	07/12/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	490.84 490.84	490.84	Open	N 07/31/2023
INV00082146 85565	USA BLUE BOOK 672 590-527.000-740.000	07/24/2023 CGARRETT MATERIALS/SUPPLIES	08/09/2023	470.82 470.82	470.82	Open	N 08/02/2023
INV00082375 85637	USA BLUE BOOK MUFFLE FURNACE LABORATORY 590-527.000-740.000 590-527.000-740.000	07/25/2023 CGARRETT LABORAOTORY MUFFLE FURNACE SHIPPING/HANDLING	08/09/2023	5,077.94 4,900.00 177.94	5,077.94	Open	N 08/03/2023
1308977 85472	VARNUM LLP FEES 581-595.000-802.000	07/18/2023 CGARRETT LEGAL FEES	08/09/2023	4,500.00 4,500.00	4,500.00	Open	N 07/26/2023
118225 85461	VC3 FEES 101-253.000-801.000	07/24/2023 CGARRETT CONTRACT FEES	08/09/2023	18.00 18.00	18.00	Open	N 07/25/2023
9940197627 85688	Verizon North PHONE 101-257.000-922.000 590-527.520-922.000 591-536.000-922.000 591-536.000-922.000 661-449.000-922.000	08/04/2023 CGARRETT COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS	08/09/2023	270.94 114.03 64.71 47.91 28.90 15.39	270.94	Open	N 08/04/2023
08012023 85557	WINN TELECOM PHONE 101-253.000-922.000	08/01/2023 CGARRETT COMMUNICATIONS	08/09/2023	250.00 250.00	250.00	Open	N 08/01/2023
08012023 2 85558	WINN TELECOM PHONE 581-595.000-922.000 101-191.000-922.000	08/01/2023 CGARRETT COMMUNICATIONS COMMUNICATIONS	08/09/2023	528.74 74.09 45.41	528.74	Open	N 08/01/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-301.000-922.000	COMMUNICATIONS		46.08			
	597-336.000-922.000	COMMUNICATIONS		317.83			
	588-596.000-922.000	COMMUNICATIONS		45.33			
# of Invoices:	210	# Due:	210	Totals:	290,841.71	290,841.71	
# of Credit Memos:	6	# Due:	6	Totals:	(443.17)	(443.17)	
Net of Invoices and Credit Memos:					<u>290,398.54</u>	<u>290,398.54</u>	
* 1 Net Invoices have Credits Totalling:					(359.39)		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			70,704.58	70,704.58		
	103 - GRATIOT AREA WATER AUTHORIT			116.71	116.71		
	106 - ALMA HOUSING COMMISSION			11,038.03	11,038.03		
	202 - MAJOR STREET FUND			168.03	168.03		
	203 - LOCAL STREET FUND			6,026.37	6,026.37		
	510 - ALMA PUBLIC LIBRARY FUND			3,557.54	3,557.54		
	580 - STATE STREET PLAZA FUND			2,557.52	2,557.52		
	581 - GRATIOT AIRPORT AUTHORITY F			6,037.65	6,037.65		
	588 - TRANSPORTATION SYSTEM FUND			11,348.97	11,348.97		
	590 - SEWER FUND			124,042.53	124,042.53		
	591 - WATER FUND			3,794.01	3,794.01		
	596 - RUBBISH COLLECTION FUND			29,291.98	29,291.98		
	597 - RURAL URBAN FIRE BOARD FUND			3,902.06	3,902.06		
	598 - RESCUE FUND			67.37	67.37		
	661 - MUNICIPAL SERVICES FUND			17,745.19	17,745.19		
--- TOTALS BY DEPT/ACTIVITY ---							
	172.000 - CITY MANAGER			138.38	138.38		
	191.000 - FINANCE ADMINISTRATION			666.98	666.98		
	215.000 - CLERK			18.20	18.20		
	253.000 - INFORMATION TECHNOLOGY			372.36	372.36		
	257.000 - ASSESSOR			2,821.56	2,821.56		
	262.000 - ELECTIONS			391.72	391.72		
	265.000 - BUILDING/GROUNDS MAINT			2,058.65	2,058.65		
	265.660 - LOW RENT			618.45	618.45		
	265.810 - 200 PROSPECT			368.58	368.58		
	265.840 - 206 PROSPECT			44.06	44.06		
	265.850 - 217 N STATE			740.25	740.25		
	265.860 - 219 N STATE			768.33	768.33		
	265.870 - 221 N STATE			636.30	636.30		
	270.000 - HUMAN RESOURCES			146.90	146.90		
	301.000 - POLICE			55,335.68	55,335.68		
	336.000 - FIRE & RESCUE			3,969.43	3,969.43		
	371.000 - PUBLIC SAFETY/BUILDING			49.97	49.97		
	447.000 - ENGINEERING			271.46	271.46		
	448.000 - STREET LIGHTING			7,367.54	7,367.54		
	449.000 - ACT 51 STREETS/BRIDGES			335.35	335.35		
	449.109 - SURFACE MAINTENANCE			5,901.87	5,901.87		
	449.122 - DRAINAGE/BACKSLOPES			124.50	124.50		
	449.161 - TRAFFIC SIGNALS			168.03	168.03		
	527.000 - SEWAGE DISPOSAL			123,542.24	123,542.24		
	527.520 - SEWAGE DISPOSAL - ADMIN			134.71	134.71		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
527.552	- MAINTENANCE OF SEWER MA			147.74	147.74		
527.556	- SEWAGE UTILITY BILLING/			70.35	70.35		
527.559	- ARCADA SEWAGE LIFT STAT			34.66	34.66		
527.561	- PINE RIVER TWP SEWAGE L			112.83	112.83		
528.000	- REFUSE COLLECTION/DISPO			29,291.98	29,291.98		
532.000	- CENTRAL GARAGE			16,657.88	16,657.88		
536.000	- POTABLE WATER SYSTEM			1,094.98	1,094.98		
536.552	- MAINTENANCE OF WATER MA			2,815.74	2,815.74		
567.000	- RIVERSIDE CEMETERY			387.28	387.28		
595.000	- GRATIOT COMMUNITY AIRPO			6,037.65	6,037.65		
596.000	- TRANSIT OPERATIONS			11,348.97	11,348.97		
692.660	- LOW RENT			278.58	278.58		
692.666	- TARTAN TERRACE			10,141.00	10,141.00		
728.000	- ECONOMIC DEVELOPMENT			949.22	949.22		
751.000	- RECREATION & CULTURE/PA			480.64	480.64		
790.000	- LIBRARY			3,444.56	3,444.56		
790.265	- LIBRARY MAINTENANCE			112.98	112.98		