



City Council Meeting Agenda

Monday, February 01, 2021 at 7:00 PM

For individuals who may wish to give public comment, the method for providing public comment during this remote-participation meeting is to call the following toll-free numbers:

Meeting ID: 516 536 8664 Zoom 1 646-876-9923 or 1 312-626-6799 Callers wishing to give public comment may call in before the meeting starts and wait in a “virtual waiting room.” Those calling in will be able to hear the audio of the meeting, yet their microphone will be muted, until Public Comment.

Callers who do not wish to give public comment are encouraged to view the meeting live-streamed on YouTube, search for Laingsburg City and go to videos or this link:

CALL TO ORDER

PUBLIC COMMENT

APPROVAL OF MINUTES

- [1.](#) Minutes of January 7, 2021

TREASURER'S REPORT

- [2.](#) Treasurer's Report

ITEMS OF BUSINESS

- [3.](#) Resolution 2101 Category B Contract MDOT
- [4.](#) Approval of the Planning Commission Annual Reports
- [5.](#) 2021-2022 Budget Items
- [6.](#) Consideration of Amendment to Remove Micro Business Use

BILLS

- [7.](#) Approval of Bills

COMMITTEE REPORTS

- [8.](#) Committee Reports

OTHER ITEMS

Paula Willoughby
Clerk/Treasurer



PO Box 178 114 WOODHULL ST. LAINGSBURG, MI 48848-0178
 PHONE (517)651-5374 FAX (517)651-5512

City Council Meeting Minutes

Monday, January 04, 2021 at 7:00 PM

Mayor Culpepper called the meeting to order at 7:02pm

PRESENT

Mayor Mike Culpepper
 Council Member Alan Ducastel
 Council Member Brian Fredline
 Council Member Dena Judd
 Council Member Marcie Nickols
 Council Member David Rhodabeck

ABSENT

Council Member Gail Geasler

Also present: Clerk/Treasurer Paula Willoughby and Police Chief Dan DeKorte

PUBLIC COMMENT Lisa Jelenek was present to get an update on what was going on downtown.

APPROVAL OF MINUTES

1. Approve the minutes of December 7, 2020

Motion made by Council Member Fredline, Seconded by Council Member Nickols.

Voting Yea: Mayor Culpepper, Council Member Ducastel, Council Member Fredline, Council Member Judd, Council Member Nickols, Council Member Rhodabeck

TREASURER'S REPORT

2. Approval of the Treasurer's Report

Motion made by Council Member Fredline, Seconded by Council Member Ducastel.

Voting Yea: Mayor Culpepper, Council Member Ducastel, Council Member Fredline, Council Member Judd, Council Member Nickols, Council Member Rhodabeck

ITEMS OF BUSINESS

3. Accept the June 30, 2020 Audit Report as presented

Motion made by Council Member Fredline, Seconded by Council Member Nickols.

Voting Yea: Mayor Culpepper, Council Member Ducastel, Council Member Fredline, Council Member Judd, Council Member Nickols, Council Member Rhodabeck

4. Appoint Amanda Conklin to the Laingsburg DDA to fill the unexpired term of Wendi Kribs
Motion made by Council Member Fredline, Seconded by Council Member Nickols. Voting Yea: Mayor Culpepper, Council Member Ducastel, Council Member Fredline, Council Member Judd, Council Member Nickols, Council Member Rhodabeck
5. Approval of the site plan amendment for 120 West Grand River for additional signage as presented and approved by the Planning Commission.
Motion made by Council Member Rhodabeck, Seconded by Council Member Nickols. Voting Yea: Mayor Culpepper, Council Member Ducastel, Council Member Fredline, Council Member Judd, Council Member Nickols, Council Member Rhodabeck
6. Approval of the permit application of Laingsburg Property Acquisitions, LLC for an adult use marihuana retailer/medical marihuana provisioning center located at 105 East Grand River Rd. with the following conditions and clarifications:
 1. Applicant shall be subject to all requirements set forth for a marihuana establishment, adult use marihuana retailer, and medical marihuana provisioning center as set forth in Article VI, Divisions 1 and 2 (Sections 18-301 through 18-321) of the Code of Ordinances, City of Laingsburg, Michigan.
 2. Applicant shall be subject to special use permit approval, including any amendment, by the City Council.
 3. Applicant shall provide upon receipt a sales tax license.
7. Purchase a used golf cart from Pine Hills Golf Course at a cost of \$500 for a variety of uses.
Motion made by Council Member Nickols, Seconded by Council Member Judd. Voting Yea: Mayor Culpepper, Council Member Ducastel, Council Member Fredline, Council Member Judd, Council Member Nickols, Council Member Rhodabeck

BILLS

8. Approve payment of bills dated 12/01/2020 through 12/31/2020 using check numbers 41403-41430 in the amount of \$93,228.24 and E-Checks in the amount of \$18,892.43.
Motion made by Council Member Nickols, Seconded by Council Member Rhodabeck. Voting Yea: Mayor Culpepper, Council Member Ducastel, Council Member Fredline, Council Member Judd, Council Member Nickols, Council Member Rhodabeck

Meeting adjourned at 7:36pm

Paula Willoughby
Clerk/Treasurer

CASH SUMMARY BY FUND FOR CITY OF LAINGSBURG

FROM 01/01/2021 TO 01/31/2021

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

| Fund | Description | Beginning Balance 01/01/2021 | Total Debits | Total Credits | Ending Balance 01/31/2021 |
|------|-----------------------------|------------------------------------|-----------------|------------------|---------------------------------|
| 101 | GENERAL OPERATING FUND | 1,214,008.73 | 534,462.27 | 488,600.05 | 1,259,870.95 |
| 102 | BASIC FLEX FUND | 5,484.50 | 520.38 | 0.00 | 6,004.88 |
| 202 | MAJOR STREET FUND | 255,718.97 | 9,724.49 | 3,178.93 | 262,264.53 |
| 203 | LOCAL STREET FUND | 56,809.32 | 3,638.50 | 2,069.51 | 58,378.31 |
| 209 | CEMETERY FUND | 36,808.84 | 500.00 | 257.69 | 37,051.15 |
| 271 | LIBRARY FUND | 36,007.87 | 14,995.36 | 9,507.25 | 41,495.98 |
| 287 | GRANTS | 61,295.54 | 132,774.98 | 175,977.00 | 18,093.52 |
| 351 | CITY - DEBT RETIREMENT FUND | 76,736.17 | 779.20 | 0.00 | 77,515.37 |
| 508 | PARK/RECREATION FUND | 18,816.31 | 670.25 | 0.00 | 19,486.56 |
| 590 | SEWER FUND | 464,966.31 | 35,725.08 | 10,526.15 | 490,165.24 |
| 701 | TRUST & AGENCY FUNDS | 49,285.81 | 16,001.83 | 16,006.19 | 49,281.45 |
| 703 | CURRENT TAX COLLECTION FUN | 355,328.44 | 165,501.40 | 459,605.49 | 61,224.35 |
| | TOTAL - ALL FUNDS | 2,631,266.81 | 915,293.74 | 1,165,728.26 | 2,380,832.29 |

Library Building Fund 1/31/2021

\$157,135.39

\$157,135.39



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P.O. Box 178 • 114 Woodhull Street • Laingsburg, Michigan 48848-0178

Phone (517) 651-5374 • Fax (517) 651-5512

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Resolution 2101 to Accept the Category B Road Grant Contract, City of Laingsburg, Michigan

City of Laingsburg, Shiawassee County, Michigan

THE CITY OF LAINGSBURG ORDAINS that, Contract Number 20-5528, Control Section TEDB 76000, Job Number 211725CON by and between the Michigan Department of Transportation and the City of Laingsburg is hereby accepted.

The following City Officials are authorized to sign said contract:

Micheal Culpepper, Mayor
Paula Willoughby, Clerk/Treasurer

Motion by Commissioner _____, supported by Commissioner _____ to adopt the foregoing resolution.

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council hereby approves the aforementioned contract and signers.

AYES:

NAYS:

ABSTAIN:

ABSENT:

Resolution was presented and declared adopted at the Regular Meeting of the Laingsburg, City Council on this 1st day of February 2021.

Paula Willoughby
Clerk/Treasurer

Micheal Culpepper
Mayor

PRESTON COMMUNITY SERVICES, LLC

*Meeting Your Community's Land Use Planning,
Zoning & Property Assessment Needs*

MEMORANDUM

To: Laingsburg City Council

From: Preston Community Services (On behalf of the Laingsburg Planning Commission)

Re: Annual Report 2020

Date: January 15, 2021

Pursuant to the Michigan Planning Enabling Act, Section 19, “A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.” This requirement serves as an opportunity to increase the sharing of information between City Council, the Planning Commission, Staff, and other City-appointed boards and commissions. This requirement also serves as an opportunity to reflect on the successes of the previous year and thank the Planning Commission members for dedicating their time and effort to betterment of the community.

The City of Laingsburg Planning Commission (PC) is comprised of seven members appointed by the Laingsburg City Council. They regularly meet on the third Monday of the month at 7:00 pm in the Council Chambers at City Hall located at 114 Woodhull Street. Due to the impact of COVID-19 beginning early 2020, the PC has conducted its meetings remotely via Zoom beginning April 20, 2020 throughout the remainder of the year. A typical meeting consists of a review of the previous meeting’s minutes, one or more public hearings, reports from staff regarding development and/or programs, discussion of training opportunities, a call to the public, and members’ comments.

The PC met eight (8) times throughout 2020 and its members included: James Cherry (term expires 11-20), Dean Ridsdale (term expires 11-22), Alan Ducastel (term expires 11-22), Richard Fraidenburg (term expires 01-22), Randy Martin (term expires 01-22), Anthony Appicelli (term expires 11-22), and Micheal Culpepper (ex officio member). It should be noted that Jim Cherry resigned from the board due to family health concerns following February 17, 2020 meeting and Randy Martin was removed from the board following February 17, 2020 meeting due to a lack of attendance. The subject members were replaced by Jeff Geasler and Dena Judd.

Master Plan Review

At the September 21, 2020 Planning Commission Meeting the PC held a public hearing to review and discuss the City’s 2015 Master Plan. It was determined that the current plan remained relevant and was reaffirmed unanimously by the PC. The following action table was reviewed by the City:

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MASTER PLAN ACTION TABLE

| Tasks | Responsible Parties | Time Line |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Have training made available to the City Council, Planning Commission, and Board of Appeals so as to be prepared to carry out Master Plan and Ordinance provisions. | City Council to budget funds for training. Planning Commission and Board of Appeals to attend. <i>(Comment – Accomplished, but always a continuous effort.)</i> | Short Term |
| Adopt a property maintenance code to ensure that properties and structures are kept in a condition that encourages redevelopment and infill development. | Planning Commission and City Council to recommend and adopt a property maintenance code. <i>(Comment- The City did examine draft language to adopt but determined that staffing levels were not adequate at the time to pursue.)</i> | Short Term |
| Develop policies and regulations for the expansion of infrastructure that not only covers the cost of physical expansion but the cost of sprawl for the City in the future. | Planning Commission and City Council to consider such policies and regulations for utility expansion. <i>(Comment – Accomplished, but always a continuous effort.)</i> | Short Term |
| Retain professional services to ensure compliance and as a resource for the rules, regulations and trends in development. | City Council to appropriate funds, or adopt fee schedules to support funding. <i>(Comment- The City continues to retain professional engineering and planning services.)</i> | Continuous |
| Unify the multiple parties involved in the continued prosperity of the downtown and develop a downtown action plan. | City Council, Planning Commission and DDA to develop and implement plans. <i>(Comment – Accomplished, but always a continuous effort.)</i> | Immediately |
| Promote downtown action plan (as developed above) to business owners and local and state economic development agencies. | City Council, Planning Commission and DDA to promote the implementation of plans. <i>(Comment – Accomplished, but always a continuous effort.)</i> | Continuous |
| Identify and foster specific uses that will draw business to the downtown. Includes proactive action through the adoption of flexible land use controls to expedite petitions for development. | City Council, Planning Commission and DDA to work together to establish appropriate uses that will enhance the downtown. <i>(Comment- The City has made several adjustments to the Zoning Ordinance, as well has adopted new language, to address new business and industry.)</i> | Continuous |

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| Develop streetscape and architectural standards for the downtown. | City Council, Planning Commission and DDA to work together to establish appropriate streetscape for the downtown. | Long Term |
| Ensure that adopted regulations and actions taken by approving bodies are conducted in a manner that promotes reinvestment and revitalization of existing neighborhoods. | City Council and Planning Commission to maintain regulations while reviewing trends and changes in populations, demographics, land use and identifying incentives and/or grant programs. (Comment – Accomplished, but always a continuous effort.) | Continuous |
| Adopt a property maintenance code to ensure that properties and structures are kept in a condition that encourages redevelopment and infill development. | Planning Commission and City Council to recommend and adopt a property maintenance code. (Comment- The City did examine draft language to adopt but determined that staffing levels were not adequate at the time to pursue.) | Short Term |
| Identify incentives and/or grant programs that could assist the City in protecting the existing diversity of housing stock. | City Council and Planning Commission to seek out assistance and grants that assist with stabilizing neighborhoods. (Comment – Accomplished, but always a continuous effort.) | Short Term |
| In review of proposed development under existing regulations, or new regulations as appropriately adopted, be firm but flexible to meet the objective to tie new to existing and promote the continued viability of the downtown. | City Council and Planning Commission to consider as part of development review process. (Comment- The City has made several adjustments to the Zoning Ordinance, as well has adopted new language, to address new business and industry.) | Continuous |
| Secure funding for non-motorized transportation routes as identified in the City's parks and recreation plan. | Planning Commission, parks and recreation sub-committee, and City Council to apply for grants to expand non-motorized transportation system. (Comment- The City has been awarded a Safe Routes to School grant and has implemented non-motorized connections.) | Short Term |
| Enforce and/or develop regulations that require new development in the City to add improvements associated with non-motorized transportation at the time of development. | Planning Commission and City Council to enforce existing regulations and to recommend and adopt new regulations where applicable. (Comment – Such regulations were adopted in 2017 which allow for the implementation of bicycle | Continuous |

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| | parking to substitute the off-street parking requirement.) | |
| Ensure that adopted regulations for new development meet the full intent of the objective to connect the City. If not, then revise the regulations. | City Council and Planning Commission as part of the development review process. (Comment – Accomplished, but always a continuous effort.) | Continuous |
| To build such relationships necessary to achieve intended outcomes, a sub-committee of the Planning Commission should be appointed to attend governing body meetings of the surrounding townships, county and school system and promote the efforts of the Planning Commission and build relationships. | Planning Commission members residing in, having interest in, or have a particular skill that lends itself to governance. (Comment – Need additional effort noted in prior year report. 2021 Priority?) | Continuous |
| When given the opportunity to comment on draft land use plans of surrounding communities, accept that invitation and offer assistance to that community. | The Planning Commission shall take an active participatory role in reviewing and commenting on the land use plans of adjacent communities. (Comment – Need additional effort noted in prior year report. 2021 Priority?) | Continuous |
| Adhere to the provisions of this Master Plan and the expressed intent to prevent commercial growth outside of the downtown to detract from the downtown. | Planning Commission and City Council to enforce existing regulations and to recommend and adopt new regulations where applicable and to be active in the development review process. (Comment – Accomplished, but always a continuous effort.) | Continuous |
| To stay active, a sub-committee of the Planning Commission or individual should be appointed to report back to the Planning Commission on-going economic development activities that regional and/or local. | Planning Commission members having interest in or have a particular skill that lends itself to understanding economic development. (Comment – Need additional effort noted in prior year report. 2021 Priority?) | Continuous |
| Be open to changing conditions and types of industries as new technology emerges and alternative systems mature. | Planning Commission and City Council to maintain an open mind to amending the Master Plan & Ordinance for new technologies and industries that do not meet traditional use definitions. (Comment- The City has made several adjustments to the Zoning Ordinance, as | Continuous |

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| | <p>well has adopted new language, to address new business and industry.)</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | |
| <p>Review existing regulations for provisions that are inconsistent with new and emerging markets for products and industry.</p> | <p>Planning Commission and City Council to maintain an open mind to amending the Master Plan & Ordinance for new technologies and industries that do not meet traditional use definitions.</p> <p>(Comment- The City has made several adjustments to the Zoning Ordinance, as well has adopted new language, to address new business and industry.)</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Identify and foster specific uses that will draw business to the downtown. Includes proactive action through the adoption of flexible land use controls to expedite petitions for development.</p> | <p>City Council, Planning Commission and DDA to work together to establish appropriate uses that will enhance the downtown and account for development review for such uses. Such uses, however, should be balanced between economic good versus the provisions of this Plan to protect and enhance the downtown. (Comment- The City has purchased property within the downtown area and has released a Request for Proposal (“RFP”) for the use and development of such property for private and public use.)</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Dedicate funding or matching funding (in the case of applied for grants) to expand parks and recreation amenities in the City. Such amenities should be focused on supporting land use and economic development objectives set forth above.</p> | <p>City Council, Planning Commission and DDA to collaborate on providing recreational facilities that enhance the viability of the downtown.</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Develop general marketing program to assure existing residents that they live in a strong community and educate potential</p> | <p>City Council, Planning Commission and DDA to collaborate on a uniform marketing campaign.</p> | <p>Continuous</p> |

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| residents and business owners as to the benefits of being in the City. | (Comment – Accomplished, but always a continuous effort.) | |
| Develop specific marketing program to regional draws to enhance opportunities for business in the City. | City Council, Planning Commission and DDA to collaborate on a uniform marketing campaign that includes brochures, flier and the internet. (Comment- Since the 2009 Plan Update, the City has employed several tactics to emphasize the City and its characteristics.) (Comment – Accomplished, but always a continuous effort.) | Continuous |
| Develop specialized marketing program for potential industries or businesses that the City would like to host. | City Council, Planning Commission and DDA to collaborate on a uniform marketing campaign that includes brochures, flier and the internet. (Comment- Since the 2009 Plan Update, the City has approached Sleepy Hollow State Park and implemented signage at the Park entrance identifying Laingsburg as a destination.) (Comment – Accomplished, but always a continuous effort.) | Continuous |
| Dedicate funding to develop a way-finding program, including the installation of appropriate signage, to enhance the ability of residential, non-residents and visitors to navigate the amenities of the City. | City Council, Planning Commission and DDA to collaborate on a uniform marketing campaign. (Comment- Following the 2009 Plan Update, the City did implement a wayfinding program and did implement signage throughout the City.) (Comment – Accomplished, but always a continuous effort.) | Short term |
| Maintain a City wide capital improvement and facility program based on the needs and desires of the community, including improvements that may be necessary in the foreseeable future, such as public water. | The Planning Commission and City Council to work together to ensure that development does not exceed services in place and that new development pay for expansion of services. (Comment – The City did implement a Capital Improvements Program in 2018) (Comment – Accomplished, but always a continuous effort.) | Continuous |

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| Monitor capacity of existing facilities and monitor for necessity for additional facilities in the future based on projection of growth and contraction. | Planning Commission and City Council to collaboratively address future expansion of utilities based on the development of planning documents. (Comment – Accomplished, but always a continuous effort.) | Continuous |
| Continue to review Master Plan, other plans, and development regulations as trends in the economy and land use change. | Planning Commission and City Council to enforce existing regulations and to recommend and adopt new regulations where applicable and to be active in the development review process. (Comment – Accomplished, but always a continuous effort.) | Continuous |
| Dedicate funding or matching funding (in the case of grants) to develop non-motorized linkages. Such amenities should be focused on supporting land use and economic development objectives set forth above. | City Council, Planning Commission and DDA to collaborate on ensuring that linkages advance the economic development goals of this plan. (Comment – Accomplished, but always a continuous effort.) | Short Term |
| To build such relationships necessary to achieve intended outcomes, a sub-committee of the Planning Commission should be appointed to attend governing body meetings of the surrounding townships, county and school system and promote the efforts of the Planning Commission and build relationships. | Planning Commission members residing in, having interest in, or have a particular skill that lends itself to governance. (Comment – Need additional effort noted in prior year report. 2021 Priority?) | Continuous |
| Coordinate joint meetings with other planning and governing bodies to learn more about their process, procedures, worries and future plans. | The Planning Commission shall take an active participatory role in reviewing and commenting on the land use plans of adjacent communities. (Comment – Need additional effort noted in prior year report. 2021 Priority?) | Continuous |
| To build public trust to achieve intended outcomes, develop uncomplicated processes and procedures, easy to read regulations, and make it easy to know what is happening in the City by making available scheduled meetings of the City, as well as a variety of groups that are either active or associated with City business. | Planning Commission and City Council to outreach to the groups (residents, business owners, etc.) in the community. (Comment – Accomplished in prior year report.) | Continuous |

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| <p>Review existing regulations for provisions that are inconsistent with new and emerging markets for products and industry. Includes monitoring economic conditions and changes in land use trends.</p> | <p>Planning Commission and City Council to maintain an open mind to amending the Master Plan & Ordinance for new technologies and industries that do not meet traditional use definitions. (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Revise existing regulations for provisions that are found to be inconsistent with new and emerging markets for products and industry.</p> | <p>Planning Commission and City Council to review and adopt revised plans and regulations. (Comment- The City has made several adjustments to the Zoning Ordinance, as well has adopted new language, to address new business and industry.) (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>A sub-committee of the Planning Commission or individual should be appointed to report back to the Planning Commission concerning changes in land use trends.</p> | <p>Planning Commission members residing in, having interest in, or have a particular skill that lends itself to governance. (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |

Zoning Amendments

The PC recommended two (2) amendments to the City of Laingsburg Zoning Ordinance (“Ordinance”) in 2020 which permitted the establishment of regulations and a permitting process for marihuana microbusinesses. The following section summarizes these amendments:

- Amendments to Sections 203, 515-517, 601, 837 – To regulate and mitigate potential impacts of medical and recreational marihuana micobusinesses as provided for in the Michigan Medical Marihuana Facilities Licensing Act, Public Act 281 of 2016 and the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, being MCL 333.27951 et seq.
- Amendments to Section 406 – To regulate and mitigate the potential impacts of permitting outdoor dining and seating for restaurants and hobby retreats within the City.

Development Reviews

Throughout 2020 the PC was petitioned for special use permit and final site plan review approval for three (3) projects as follows:

Property located at 120 W. Grand River Rd. was approved for a special use permit and final site plan review for the operation of a “Marihuana Microbusiness” to include the cultivation, processing, and sale of both medical and recreational marihuana. Later that year the subject special land use was amended

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from a “Marihuana Mircobusiness” to an “Adult Use Marihuana Retailer” which allows only for the sale of recreational marihuana. Property located at 101 N. Laing St. & 118 Crum St. (jointly) was approved for special use permit and final site plan review for a “Contractors Establishment without Outside Storage” for the operation of a landscaping and snow removal business. Property located at 105 E. Grand River Rd. was approved for a special use permit and final site plan review for the operation of a “Marihuana Retailer, Provisioning Center, and Processor” which permits the refinement and sale of recreational and medical marihuana.

Zoning Map

Throughout 2020 the PC was petitioned for two (2) zoning map amendments which are described as follows:

Property located at 101 N. Laing St. & 118 Crum St. (jointly) was approved for map amendment to rezone the subject properties from RM, Medium Density Residential District to C-1, Central Business District. The subject properties were later approved for special use permit and final site plan review for the development of a “Contractors Establishment without Outside Storage”. Property described as City of Laingsburg Lots 7, 8, 9, 10 and the west half of lots 6 and 11 BLK 27 (including three contiguous parcels) was approved for map amendment to rezone the subject properties from RM, Medium Density Residential District to RH, High Density Residential District. The petitioner is currently working with the City to achieve administrative site plan review approval for the development of a multi-family residential development.

Other Activities

The PC regularly discussed potential development projects and the impact of COVID-19 on area businesses and City processes. There were no variance requests in 2020. Several actions were taken by City Council this year, most notably amending a recreational and medical marihuana licensing ordinance with corresponding zoning ordinance revisions. The City also began construction of a new amphitheater within McClintock Park. There were no training sessions attended by any board member over the past year, but there is funding allocated for training for the 2021 budget year and there were no joint meetings held in 2020.

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MEMORANDUM

To: Laingsburg City Council

From: Preston Community Services (On behalf of the Laingsburg Planning Commission)

Re: Annual Master Plan Review Summary

Date: January 20, 2021

On January 18, 2021 at the City of Laingsburg Planning Commission Meeting the Planning Commission (“PC”) assessed the major goals and recommendations of the Master Plan (“MP”) as referenced within the 2020 PC Annual Report. The PC ultimately determined that progress was made towards several of the major goals and recommendations of the MP at that time. It should also be noted that at the September 21, 2020 Planning Commission Meeting the PC held a public hearing to review and discuss the City’s 2015 Master Plan. It was determined that the current plan remained relevant and was reaffirmed unanimously by the PC.

The PC is required to reevaluate these major goals and recommendations MP each year. This report will serve as an evaluation for progress made during 2020. The following “Master Plan Action Table” are all the major goals of the MP compiled into one table with comments from prior years are presented in red. It should also be noted that the PC recommended demographic data provided in the MP be updated once 2020 Census data become available.

MASTER PLAN ACTION TABLE

| Tasks | Responsible Parties | Time Line |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Have training made available to the City Council, Planning Commission, and Board of Appeals so as to be prepared to carry out Master Plan and Ordinance provisions. | City Council to budget funds for training. Planning Commission and Board of Appeals to attend. <i>(Comment – Accomplished, but always a continuous effort.)</i> | Short Term |
| Adopt a property maintenance code to ensure that properties and structures are kept in a condition that encourages redevelopment and infill development. | Planning Commission and City Council to recommend and adopt a property maintenance code. <i>(Comment- The City did examine draft language to adopt but determined that staffing levels were not adequate at the time to pursue.)</i> | Short Term |
| Develop policies and regulations for the expansion of infrastructure that not only covers the cost of physical expansion but | Planning Commission and City Council to consider such policies and regulations for utility expansion. | Short Term |

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Michelle E. Preston, MCAO
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| the cost of sprawl for the City in the future. | (Comment – Accomplished, but always a continuous effort.) | |
| Retain professional services to ensure compliance and as a resource for the rules, regulations and trends in development. | City Council to appropriate funds, or adopt fee schedules to support funding. (Comment- The City continues to retain professional engineering and planning services.) | Continuous |
| Unify the multiple parties involved in the continued prosperity of the downtown and develop a downtown action plan. | City Council, Planning Commission and DDA to develop and implement plans. (Comment – Accomplished, but always a continuous effort.) | Immediately |
| Promote downtown action plan (as developed above) to business owners and local and state economic development agencies. | City Council, Planning Commission and DDA to promote the implementation of plans. (Comment – Accomplished, but always a continuous effort.) | Continuous |
| Identify and foster specific uses that will draw business to the downtown. Includes proactive action through the adoption of flexible land use controls to expedite petitions for development. | City Council, Planning Commission and DDA to work together to establish appropriate uses that will enhance the downtown. (Comment- The City has made several adjustments to the Zoning Ordinance, as well has adopted new language, to address new business and industry.) | Continuous |
| Develop streetscape and architectural standards for the downtown. | City Council, Planning Commission and DDA to work together to establish appropriate streetscape for the downtown. | Long Term |
| Ensure that adopted regulations and actions taken by approving bodies are conducted in a manner that promotes reinvestment and revitalization of existing neighborhoods. | City Council and Planning Commission to maintain regulations while reviewing trends and changes in populations, demographics, land use and identifying incentives and/or grant programs. (Comment – Accomplished, but always a continuous effort.) | Continuous |
| Adopt a property maintenance code to ensure that properties and structures are kept in a condition that encourages redevelopment and infill development. | Planning Commission and City Council to recommend and adopt a property maintenance code. (Comment- The City did examine draft language to adopt but determined that staffing levels were not adequate at the time to pursue.) | Short Term |

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| <p>Identify incentives and/or grant programs that could assist the City in protecting the existing diversity of housing stock.</p> | <p>City Council and Planning Commission to seek out assistance and grants that assist with stabilizing neighborhoods. (Comment – Accomplished, but always a continuous effort.)</p> | <p>Short Term</p> |
| <p>In review of proposed development under existing regulations, or new regulations as appropriately adopted, be firm but flexible to meet the objective to tie new to existing and promote the continued viability of the downtown.</p> | <p>City Council and Planning Commission to consider as part of development review process. (Comment- The City has made several adjustments to the Zoning Ordinance, as well has adopted new language, to address new business and industry.)</p> | <p>Continuous</p> |
| <p>Secure funding for non-motorized transportation routes as identified in the City's parks and recreation plan.</p> | <p>Planning Commission, parks and recreation sub-committee, and City Council to apply for grants to expand non-motorized transportation system. (Comment- The City has been awarded a Safe Routes to School grant and has implemented non-motorized connections.)</p> | <p>Short Term</p> |
| <p>Enforce and/or develop regulations that require new development in the City to add improvements associated with non-motorized transportation at the time of development.</p> | <p>Planning Commission and City Council to enforce existing regulations and to recommend and adopt new regulations where applicable. (Comment – Such regulations were adopted in 2017 which allow for the implementation of bicycle parking to substitute the off-street parking requirement.)</p> | <p>Continuous</p> |
| <p>Ensure that adopted regulations for new development meet the full intent of the objective to connect the City. If not, then revise the regulations.</p> | <p>City Council and Planning Commission as part of the development review process. (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>To build such relationships necessary to achieve intended outcomes, a sub-committee of the Planning Commission should be appointed to attend governing body meetings of the surrounding townships, county and school system and promote the efforts of the Planning Commission and build relationships.</p> | <p>Planning Commission members residing in, having interest in, or have a particular skill that lends itself to governance. (Comment – Need additional effort noted in prior year report. 2021 Priority?)</p> | <p>Continuous</p> |
| <p>When given the opportunity to comment on draft land use plans of surrounding</p> | <p>The Planning Commission shall take an active participatory role in reviewing and</p> | <p>Continuous</p> |

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| <p>communities, accept that invitation and offer assistance to that community.</p> | <p>commenting on the land use plans of adjacent communities. (Comment – Need additional effort noted in prior year report. 2021 Priority?)</p> | |
| <p>Adhere to the provisions of this Master Plan and the expressed intent to prevent commercial growth outside of the downtown to detract from the downtown.</p> | <p>Planning Commission and City Council to enforce existing regulations and to recommend and adopt new regulations where applicable and to be active in the development review process. (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>To stay active, a sub-committee of the Planning Commission or individual should be appointed to report back to the Planning Commission on-going economic development activities that regional and/or local.</p> | <p>Planning Commission members having interest in or have a particular skill that lends itself to understanding economic development. (Comment – Need additional effort noted in prior year report. 2021 Priority?)</p> | <p>Continuous</p> |
| <p>Be open to changing conditions and types of industries as new technology emerges and alternative systems mature.</p> | <p>Planning Commission and City Council to maintain an open mind to amending the Master Plan & Ordinance for new technologies and industries that do not meet traditional use definitions. (Comment- The City has made several adjustments to the Zoning Ordinance, as well has adopted new language, to address new business and industry.) (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Review existing regulations for provisions that are inconsistent with new and emerging markets for products and industry.</p> | <p>Planning Commission and City Council to maintain an open mind to amending the Master Plan & Ordinance for new technologies and industries that do not meet traditional use definitions. (Comment- The City has made several adjustments to the Zoning Ordinance, as well has adopted new language, to address new business and industry.) (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Identify and foster specific uses that will draw business to the downtown. Includes</p> | <p>City Council, Planning Commission and DDA to work together to establish</p> | <p>Continuous</p> |

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| <p>proactive action through the adoption of flexible land use controls to expedite petitions for development.</p> | <p>appropriate uses that will enhance the downtown and account for development review for such uses. Such uses, however, should be balanced between economic good versus the provisions of this Plan to protect and enhance the downtown. (Comment- The City has purchased property within the downtown area and has released a Request for Proposal (“RFP”) for the use and development of such property for private and public use.)</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | |
| <p>Dedicate funding or matching funding (in the case of applied for grants) to expand parks and recreation amenities in the City. Such amenities should be focused on supporting land use and economic development objectives set forth above.</p> | <p>City Council, Planning Commission and DDA to collaborate on providing recreational facilities that enhance the viability of the downtown.</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Develop general marketing program to assure existing residents that they live in a strong community and educate potential residents and business owners as to the benefits of being in the City.</p> | <p>City Council, Planning Commission and DDA to collaborate on a uniform marketing campaign.</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Develop specific marketing program to regional draws to enhance opportunities for business in the City.</p> | <p>City Council, Planning Commission and DDA to collaborate on a uniform marketing campaign that includes brochures, flier and the internet.</p> <p>(Comment- Since the 2009 Plan Update, the City has employed several tactics to emphasize the City and its characteristics.)</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Develop specialized marketing program for potential industries or businesses that the City would like to host.</p> | <p>City Council, Planning Commission and DDA to collaborate on a uniform marketing campaign that includes brochures, flier and the internet.</p> <p>(Comment- Since the 2009 Plan Update, the City has approached Sleepy Hollow State Park and implemented signage at</p> | <p>Continuous</p> |

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| | <p>the Park entrance identifying Laingsburg as a destination.)</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | |
| <p>Dedicate funding to develop a way-finding program, including the installation of appropriate signage, to enhance the ability of residential, non-residents and visitors to navigate the amenities of the City.</p> | <p>City Council, Planning Commission and DDA to collaborate on a uniform marketing campaign. (Comment- Following the 2009 Plan Update, the City did implement a wayfinding program and did implement signage throughout the City.)</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | <p>Short term</p> |
| <p>Maintain a City wide capital improvement and facility program based on the needs and desires of the community, including improvements that may be necessary in the foreseeable future, such as public water.</p> | <p>The Planning Commission and City Council to work together to ensure that development does not exceed services in place and that new development pay for expansion of services. (Comment – The City did implement a Capital Improvements Program in 2018)</p> <p>(Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Monitor capacity of existing facilities and monitor for necessity for additional facilities in the future based on projection of growth and contraction.</p> | <p>Planning Commission and City Council to collaboratively address future expansion of utilities based on the development of planning documents. (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Continue to review Master Plan, other plans, and development regulations as trends in the economy and land use change.</p> | <p>Planning Commission and City Council to enforce existing regulations and to recommend and adopt new regulations where applicable and to be active in the development review process. (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Dedicate funding or matching funding (in the case of grants) to develop non-motorized linkages. Such amenities should be focused on supporting land use and economic development objectives set forth above.</p> | <p>City Council, Planning Commission and DDA to collaborate on ensuring that linkages advance the economic development goals of this plan. (Comment – Accomplished, but always a continuous effort.)</p> | <p>Short Term</p> |

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| <p>To build such relationships necessary to achieve intended outcomes, a sub-committee of the Planning Commission should be appointed to attend governing body meetings of the surrounding townships, county and school system and promote the efforts of the Planning Commission and build relationships.</p> | <p>Planning Commission members residing in, having interest in, or have a particular skill that lends itself to governance. (Comment – Need additional effort noted in prior year report. 2021 Priority?)</p> | <p>Continuous</p> |
| <p>Coordinate joint meetings with other planning and governing bodies to learn more about their process, procedures, worries and future plans.</p> | <p>The Planning Commission shall take an active participatory role in reviewing and commenting on the land use plans of adjacent communities. (Comment – Need additional effort noted in prior year report. 2021 Priority?)</p> | <p>Continuous</p> |
| <p>To build public trust to achieve intended outcomes, develop uncomplicated processes and procedures, easy to read regulations, and make it easy to know what is happening in the City by making available scheduled meetings of the City, as well as a variety of groups that are either active or associated with City business.</p> | <p>Planning Commission and City Council to outreach to the groups (residents, business owners, etc.) in the community. (Comment – Accomplished in prior year report.)</p> | <p>Continuous</p> |
| <p>Review existing regulations for provisions that are inconsistent with new and emerging markets for products and industry. Includes monitoring economic conditions and changes in land use trends.</p> | <p>Planning Commission and City Council to maintain an open mind to amending the Master Plan & Ordinance for new technologies and industries that do not meet traditional use definitions. (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |
| <p>Revise existing regulations for provisions that are found to be inconsistent with new and emerging markets for products and industry.</p> | <p>Planning Commission and City Council to review and adopt revised plans and regulations. (Comment- The City has made several adjustments to the Zoning Ordinance, as well has adopted new language, to address new business and industry.) (Comment – Accomplished, but always a continuous effort.)</p> | <p>Continuous</p> |

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| <p>A sub-committee of the Planning Commission or individual should be appointed to report back to the Planning Commission concerning changes in land use trends.</p> | <p>Planning Commission members residing in, having interest in, or have a particular skill that lends itself to governance. <i>(Comment – Accomplished, but always a continuous effort.)</i></p> | <p>Continuous</p> |
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2021-2022 Budget update

The following is information for a PRELIMINARY BUDGET discussion.

I have had input from these departments Police, DPW and Front Office. I will email the Library Board a spreadsheet to work, on along with a request for their annual report.

Our major Capital Outlay project for 2021/2022 will be completing the street projects that are anticipated to begin in the spring of 2021, including Woodbury Road from Grand River to Doyle. The City is receiving Category B Grant Funds of \$250,000. The planned projects are \$500,000. Additional expenses include engineering and storm work. The Council will need to determine whether to use fund balance dollars or to issue bonds to cover the City’s share of these expenses that will be a total that is estimated at \$350,000. In 2020 the City paid off bonds, freeing up approximately \$25,000 per year that could be used to Bond again.

The Police Department is budgeting a \$1 per hour increase for each employee. The Union Contract included a \$1 increase. The Chief plans to purchase another Taser (\$1,000) and four vests (\$300 each = \$1,200). Continue to investigate costs associated with updating the Siren.

We have identified some items from our Capital Outlay, projects and equipment to request approval for in this budget. The DPW is requesting the following:

| | |
|-----------------------------------------|----------|
| Infrared Tube Heaters in the DPW Garage | \$3,200 |
| McClintock Park Asphalt Path | \$15,000 |
| McClintock Movie Screen | \$ 1,000 |
| Cemetery Shed Repair & Maintenance | \$ 4,000 |
| New 72” Lawn Mower | \$20,000 |
| Used Bucket Truck | \$25,000 |
| Used 1 Ton Pick Up | \$20,000 |
| Bates Park Paint Bathrooms & Back Pav | \$ 1,000 |
| Bates Trash cans & cement pads | \$ 2,000 |
| Sewer- new Generator main lift | \$28,000 |

A few smaller items that the DPW has included in this budget include painting the DPW Office, Halls and Bathroom. Building a closet for the election equipment. Sidewalk repairs on Grand River from Woodhull to Benson, with DPW Labor. Replacing the Dump Box on the '89 International. Purchasing a portable table

saw (\$600) and a rototiller (\$800). Approximately a 3% increase for employees. DPW is still working out some details on storm drain, parking lot and street work that will be included in this budget.

The Library building needs to have some repairs and maintenance. The Council should consider to what extent and work with the Library board on the future plan. We can paint and complete minor repairs for a minimal amount. Things to consider are a complete façade renovation on the current building. Is the Library going to purchase the other building? If they do will that change what we do to the current building. These items should be considered during the budget process.

This is the time to get your input into this budget. We can do budget adjustments for special projects or emergencies that arise.

I have rolled over the budget numbers from last year and updated items based on actual and historical numbers. I have updated revenue based on a tentative taxable value, state revenue and gas & weight projections. I have updated wages based on the union contract for the Police Department and input from the department heads for all other employees.

We have more work to do, but this is a great start!

2021-2022
City of Laingsburg
Budget Summary

| Millage Rates | Mills | | |
|---------------------------------------|---------------------|---------------------------------------|--------------------------------|
| City Operating | 15.0000 | General Fund Revenue | |
| Road Bond | 2.2000 | Bond Payments for completed Road work | Max 2.600 |
| Library | 0.9855 | Supports Library Operations | |
| Fire Operating | 0.9855 | Supports Fire Operations | |
| Ambulance Special | 1.0000 | Supports Ambulance Operations | Max 1.1182 |
| Total Mills | 20.1710 | | |
| | | | |
| 2021 Taxable Value | \$31,270,477 | Total Taxable Property Value | Estimated |
| | | \$29,816,177 Real Only | For Ambulance Special |
| Revenue Generated from Millage | | DDA Capture | Available for Budget |
| City Operating | \$469,057.16 | \$ 40,500.00 | \$428,557.16 General Fund |
| Road Bond | \$68,795.05 | None | \$68,795.05 Bond Payment |
| Library | \$30,817.06 | \$ 2,517.69 | \$28,299.37 Library Operations |
| Fire Operating | \$30,817.06 | \$ 2,517.69 | \$28,299.37 Fire |
| Ambulance Special | \$29,816.18 | None | \$29,816.18 Ambulance |
| Total Mills | \$629,302.49 | \$ 45,535.37 | \$583,767.12 |
| | | | |
| General Fund Line item Property Tax | 101-000-401.000 | | |
| City Operating | \$428,557.16 | | |
| Fire Operating | \$28,299.37 | | |
| Ambulance Special | \$29,816.18 | | |
| Total GF Property Tax | \$486,672.70 | | |

BUDGET HIGHLIGHTS –2021-2022

PRELIMINARY Information as of 2/1/2021

- Employees
 - MERS retirement plan, FT Employees contribute 3% of gross wages, City of Laingsburg contributes 11.34%
 - Employee Benefits remain consistent with previous year.
- Computer Equipment
 - 2021-2022 Police Department & Front Office
 - 2022-2023 DPW & Police
 - 2023-2024 Server & Front Office
- Building Improvements
 - Tube Furnace in DPW Garage
 - Paint & update DPW Office, Hallway & Bathroom
- Park Improvements
 - McClintock -Asphalt Path, Amphitheater supplies and equipment
 - Bates – Trash Cans, Paint Back Pavilion & Restroom
 - Bates – New Playground Equipment Lions Club & Donation \$4,000
- DPW Capital Outlay – Purchase To be determined Equipment/Vehicles
- \$10,000 Budgeted for Future Police Vehicle and Equipment
- Road work – Woodbury Road from Grand River to Doyle & other streets
 - Crack sealing – funding from maintenance funds
- Revenue
 - 8th year collection of 2.75 Average Mill for Roads – total expected collections \$68,000
 - 10th year collection of 1 Mill for Library operations – total expected collection \$31,500
 - Collecting this Mill freed up \$25,000 from General Fund for Road Improvements
 - 2014 renewal of 1 Mill for Fire/Emergency Services Operations 10 years thru 2025
 - May 2015 renewal of Ambulance Special Assessment 1.1182 Mills, expires May 2025
- Interest and Principal payments:
 - \$32,820 City Road Bonds, 2014 First Series – Mature 2023
 - \$34,344 City Road Bonds, 2017 Second Series – Mature 2026
 - \$8,871.14 Little Wonder payment 1 of 5, \$32,753.70 balance
- 425 Agreement (2 mills) on parcels with Sciota Township at a Taxable Value of \$1,533,976 (needs updating)

Accomplishments

- 2011 Installed new 100,000 BTU 95% efficient furnace in City Hall
- 2011 Purchased and demolished two blighted houses in the Downtown District
- 2011 Purchased the Elevator Property and the Warehouse Property for future demo and redevelopment
- 2012 Demolished Elevator and improved site conditions
- 2012 Façade Grant – completed exterior improvements \$381,000 at 116 & 124 East Grand River
- 2012 Took over the operations of the Laingsburg Cemetery
- 2013 Cleaned Lagoons \$50,000
- 2013 Purchased 104 W. Grand River for redevelopment
- 2013 Celebrated 175 Years
- 2013 Installed new signage at City Entrances & McClintock Park
- 2014 Paved Roads including Crum Street & Part of 1st North
- 2015 Completed SRTS Project – New Sidewalks Woodbury & Grand River
- 2015 Reconstructed Doyle Road, New Sidewalks & Bike Lanes
- 2016 Implemented \$750,000 SAW Grant – Televised storm & sanitary, Map Printer & CIP
- 2016 Sold Property at 104 W. Grand River Road – 10 year Tax Abatement for improvements
- 2017 Combined Clerk and Treasurer’s Position
- 2016 Façade Grant Completed exterior improvements 259 E. Grand River \$83,216 Grant Funds
- 2017 Purchased DPW Vehicle 2008 Ford Dump Truck
- 2017 Remodel City Offices
- 2017 Updated Park and Recreation Plan & Zoning Ordinance
- 2017 Purchased New Furnace – Library Building
- 2017 Installed new sidewalk 3rd North connecting West St to Crum Street – Elementary School
- 2017 Purchased New Police Vehicle and Equipment
- 2017 Replaced Valves at Lagoons
- 2017 \$260,000 Mil and Overlay various City Streets – Bond Funds
- 2017 Repaired and improved drainage at McClintock Park
- 2018 Updated City Website
- 2018 Basketball Courts constructed at Bates Park – Laingsburg Lions Club
- 2019 Redevelopment Ready Community Certification (RRC)
- 2019 Painted City Hall exterior, signage and windows
- 2019 Purchased 72” Kabota Mower
- 2019 Storm & Wastewater Improvement, Shiawassee St Project \$1,235,000 Grant
- 2020 Demolished Warehouses on Roosevelt Row
- 2020 Built Amphitheater at McClintock Park, \$438,894 of Grant Funds
- 2020 Purchased Little Wonder Leaf Vac, Financing \$40,100

CURRENT AND FUTURE PLANS
FOR THE
City of Laingsburg

- IMPLEMENT 2017 FIVE YEAR PARK AND RECREATION PLAN
 - Bates Scout Park Drainage & Water Line

- CITY HALL IMPROVEMENTS
 - Concrete Repairs/Replacement

- REVISE CITY CHARTER/Ordinance updates

- UPDATE & IMPLEMENT STREET EVALUATION PLAN
 - Road Millage through 2026 to fund improvements

- UPDATE & IMPLEMENT SIDEWALK AND TRAIL PLANS

- UPDATE & IMPLEMENT CAPITAL IMPROVEMENT PLAN

- ELECTRONIC MINUTES

- IMPLEMENT SANITARY & STORM CAPITAL IMPROVEMENT PLAN – DRAFTED IN 2017

- MANAGE ABATEMENT IMPROVEMENTS FOR PROPERTY AT 104 W. GRAND RIVER

PRESTON COMMUNITY SERVICES, LLC

*Meeting Your Community's Land Use Planning,
Zoning & Property Assessment Needs*

MEMORANDUM

To: Laingsburg City Council

From: Pete Preston

Re: Changes to Ordinance 02-2019 (Adult Use Marihuana facility permitting)
Changes to Zoning Ordinance (Marihuana facilities)

Date: January 29, 2021

The City Council previously amended the licensing for Adult Use Marihuana to allow for Microbusinesses to be accommodated within the City. The parties interested in this change later changed their request for licensing and no longer pursued the microbusiness license and instead acquired a retail license.

In the event that the City Council wishes to revert back to the previous provisions that did not allow any type of grow facility, even if a microbusiness, in the City, we have provided the following for your review.

Change to Ordinance 02-2019 (Adult Use Marihuana facility permitting):

- Section II(1): Changed available permits for microbusinesses to zero. **This is a simple amendment where the Resolution is amended to reduce the number of licenses from 2 to zero.**

Change to the Zoning Ordinance adding Marihuana facilities:

- Removed “21. Marihuana Microbusiness” from C-1 special land uses (renumbered “Marihuana Retailer” to 21 and removed 22)
- Removed microbusinesses from Section 601(13) – requirement for site plan.
- Removed Section 837, standards for “Marihuana Microbusiness” (renumbered “Marihuana Retailer” to Section 837 and removed Section 838.

In order to remove language from the Zoning Ordinance, it will require a public hearing before the Planning Commission prior to Council action. However, if the City Council chooses to reduce the number of licenses permitted for Microbusinesses, then there is no possibility of implementing or obtaining approval under zoning for that which cannot be licensed.

Resolution 2102 to Amend Code of Ordinances, City of Laingsburg, Michigan, Chapter 18

City of Laingsburg, Shiawassee County, Michigan

The following resolution was moved by _____ and supported by _____ at the February 1, 2021 Regularly Scheduled City Council Meeting:

THE CITY OF LAINGSBURG ORDAINS that Ordinance No. 02-2019, located in Chapter 18, Article VI, Division 2 (Sections 18-316 through 18-321) of the Code of Ordinances, City of Laingsburg, Michigan, is hereby amended to read as follows:

Section I. Definitions.

The following words and phrases shall have the following definitions when used in this Ordinance:

1. *“Application”* means an Application for a Permit under this Ordinance and includes all supplemental documentation attached or required to be attached thereto; the Person filing the Application shall be known as the *“Applicant.”*
2. *“Clerk”* means the City of Laingsburg Clerk or his/her designee.
3. *“City”* means the City of Laingsburg.
4. *“LARA”* means the Michigan State Department of Licensing and Regulatory Affairs or any authorized designated Michigan agency authorized to regulate, issue or administer a License for a Marihuana Establishment.
5. *“License”* means a current and valid license for a Marihuana Establishment issued by the State of Michigan.
6. *“Licensee”* means a Person holding a current and valid Michigan License for a Marihuana Establishment.
7. *“Marihuana”* means that term as defined in Section 3 of MRTMA.
8. *“Marihuana Establishment,”* as that term is defined in MRTMA, means one or a combination of the following:
 - a. *“Marihuana Grower,”* as that term is defined in MRTMA;
 - b. *“Marihuana Safety Compliance Facility,”* as that term is defined MRTMA;
 - c. *“Marihuana Processor,”* as that term is defined in MRTMA;
 - d. *“Marihuana Microbusiness,”* as that term is defined in MRTMA;
 - e. *“Marihuana Retailer,”* as that term is defined in MRTMA;

- f. “*Marihuana Secure Transporter*,” as that term is defined in MRTMA.
 - g. “*Designated Consumption Establishment*,” as that term is defined in the Regulations;
 - h. “*Excess Marihuana Grower*,” as that term is defined in the Regulations;
 - i. “*Marihuana Event Organizer*,” as that term is defined in the Regulations; and/or
 - j. “*Temporary Marihuana Event License*,” as that term is defined in the Regulations.
9. “*MRTMA*” means the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, MCL 333.27951 to 333.27967.
 10. “*Permit*” means a current and valid approval for a Marihuana Establishment issued under this Ordinance, which shall be granted to a Permit Holder only for and limited to specific Permitted Premises and a specific Permitted Property.
 11. “*Permit Holder*” means the Person that holds a current and valid Permit issued under this Ordinance.
 12. “*Permitted Premises*” means the particular building or buildings within which the Permit Holder will be authorized to conduct the Marihuana Establishment’s activities pursuant to the Permit.
 13. “*Permitted Property*” means the real property comprised of a lot, parcel or other designated unit of real property upon which the Marihuana Establishment is situated.
 14. “*Person*” means a natural person, company, partnership, profit or non-profit corporation, limited liability company, or any joint venture for a common purpose.
 15. “*Regulations*” means any regulations promulgated by LARA pursuant to the authority of MRTMA, including but not limited to the “Emergency Rules” that were filed with the Michigan Secretary State on July 3, 2019, and any future amendments to or replacements of those regulations.
 16. “*Special Use Permit*” means a permit for the use of property for a specific purpose in the City approved and issued by the City that may include conditions, restrictions and other requirements as specified.

Section II. Permit Required General Provisions.

- 1. City Authorization and Number of Marihuana Establishments.** The City hereby authorizes the operation of the following types of Marihuana Establishments in the City, subject to the restrictions that such Marihuana Establishments be approved through a Special Use Permit only. All Marihuana Establishments will be limited to the property designated in a Special Use Permit and the total number of Permits in effect at any time shall not exceed the outlined maximums for each category.
 - a. Class A Marihuana Grower
0 Permits
 - b. Class B Marihuana Grower
0 Permits

- c. Class C Marihuana Grower
0 Permits
- d. Excess Marihuana Grower
0 Permits
- e. Marihuana Processor
2 Permits
- f. Marihuana Safety Compliance Marihuana Establishment
2 Permits
- g. Marihuana Secure Transporter
2 Permits
- h. Marihuana Retailer
2 Permits
- i. Marihuana Microbusiness This is the only change from 2 to zero
0 Permits
- j. Designated Consumption Establishment
0 Permits
- k. Marihuana Event Organizer
0 Permits
- l. Temporary Marihuana Event License
0 Permits

2. Permit Requirement. No Person shall operate a Marihuana Establishment at any time on any location within the City unless the Applicant has secured (1) a License to operate such Marihuana Establishment from the State of Michigan, (2) a Permit issued by the City under this Ordinance, and (3) a Special Use Permit issued by City Council following the review and recommendation by the City of Laingsburg Planning Commission (“Planning Commission”) for the Marihuana Establishment.

3. LARA Revoked License. If LARA revokes the License of the Permit Holder, the Permit granted by the City shall be revoked at the same time and shall remain revoked until LARA reinstates the License and the City reviews the revoked and reinstated license.

4. Application Fee. At the time of Application, the Applicant shall pay a non-refundable Application fee of five thousand dollars (\$5,000) to defray the costs incurred by the City for the issuance of the Permit. This Application fee is in addition to (1) any fees and costs due to LARA and (2) any fees and costs due to the City related to acquiring the required Special Use Permit.

5. Permit Term. A Permit shall remain valid for a period of one (1) year after the date the Marihuana Establishment begins commercial operation. The Permit Holder shall notify the City of the Marihuana Establishment’s commercial operation date within thirty (30) days after the Marihuana Establishment begins commercial operations. Permits are reviewed and renewed annually with payment of a non-refundable Application renewal fee.

- 6. No Obligation to Renew.** A Permit shall not confer on the Applicant or Permit Holder any vested rights or reasonable expectation of subsequent renewal of the Permit.
- 7. Permit Renewal Application.** The same requirements that apply to all new Applications for a Permit apply to all renewal Applications, and renewal Applications must be accompanied by a non-refundable Application fee of three thousand five hundred dollars (\$3,500) to defray the costs incurred by the City for the review and issuance of the Permit renewal. See Section IV(2) for Permit Renewal timeframes.
- 8. Requirement Report Changes to the Marihuana Establishment to the City.** The Permit Holder shall provide to the City any changes to the Marihuana Establishment that require reporting to LARA under the requirements of MRTMA and/or the Regulations at the same time that such changes are reported to LARA.
- 9. Limitation of Assignment.** No Permit issued under this Ordinance may be assigned or transferred to any Person unless the assignee or transferee has been (1) granted a Permit by the City Council pursuant to this Ordinance and (2) received full approval by LARA under the requirements of MRTMA and/or the Regulations.
- 10. Permit Transfer Prohibition.** No Permit issued under this Ordinance is transferrable to any other location except for the Permitted Premises on the Permitted Property.
- 11. Permit Display.** The Permit issued under this Ordinance shall be prominently displayed at the Marihuana Establishment in a location in compliance with MRTMA and/or the Regulations and approved by the City.
- 12. Right of Access.** Acceptance by the Permit Holder of a Permit constitutes consent by the Permit Holder and its owners, officers, managers, agents and employees for any state, federal or local fire, emergency, or law and code enforcement personnel, including the local zoning administrator, planning board members, and City Council members, to conduct random and unannounced examinations of the Marihuana Establishment and all articles of property in that Marihuana Establishment at any time to ensure compliance with this Ordinance, subject to the requirements and provisions of LARA, MRTMA, and the Regulations.

Section III. Other Laws and Ordinances.

In addition to the terms of this Ordinance, a Marihuana Establishment shall comply with all City Ordinances, including without limitation the City Zoning Ordinance, and with all other applicable, state and local ordinances, laws, codes and regulations. To the extent that the terms of this Ordinance are in conflict with the terms of any other applicable federal, state or local ordinances, laws, codes or regulations, the terms of the more restrictive ordinance, law, code or regulation shall control.

Section IV. Application for and Renewal of Permits.

- 1. Application.** A Permit Application for a Marihuana Establishment shall be submitted to the Clerk, and shall contain the following information:
- a. The name, address, phone number and e-mail address of the proposed Permit Holder and the proposed Marihuana Establishment.

- b. The names, business addresses, and phone numbers for all directors, officers, and managers of the proposed Permit Holder and the Marihuana Establishment.
- c. One (1) copy of all the following:
 - 1) All documentation showing the proposed Permit Holder's valid tenancy, ownership, or other legal interest in the proposed Permitted Property.
 - 2) If the proposed Permit Holder is a corporation, non-profit organization, limited liability company or any other entity other than a natural person, an indication of such status, attached to a copy of the entity's registration with the State of Michigan and a certificate of good standing.
 - 3) A valid, unexpired driver's license or state issued ID for all owners, directors, officers and managers of the proposed Marihuana Establishment.
 - 4) Evidence of a valid sales tax license for the business if such a license is required by state law or local regulations.
 - 5) If any sign is proposed, an application for Sign Permit in conformance with any restrictions contained in the City Zoning Ordinance, MRTMA, and/or the Regulations.
 - 6) Non-refundable Application fee.
 - 7) The general description of the proposed Marihuana Establishment as submitted to LARA in the Applicant's License Application, including but not limited to:
 - i. The anticipated number of employees;
 - ii. The proposed security plan required by MRTMA and/or the Regulations;
 - iii. A copy of the proposed marihuana establishment plan (or, in the case of a designated consumption establishment, a copy of the proposed designated consumption establishment plan) required by the Regulations;
 - iv. A list of Material Safety Data Sheets for all nutrients, pesticides, and other chemicals proposed for use in the Marihuana Establishment; and
 - v. A description and plan of all equipment and methods that will be employed to stop any impact to adjacent uses, including assurances that odors will not be detected from outside of the Permitted Property.
 - 8) Whether any Applicant has ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction that has been denied, restricted, suspended, revoked, or not renewed, accompanied by a statement describing the facts and circumstances concerning the application, denial, restriction, suspension, revocation, or nonrenewal, including the licensing authority, the date each action was taken, and the reason for each action.
 - 9) Signed and sealed (by Michigan registered architect, surveyor, or professional engineer) site plan and interior floor plan of the Permitted Premises and the Permitted Property.
 - 10) Information regarding any other Marihuana Establishment that the Licensee is authorized to operate in any other jurisdiction within the State, or another State, and the Applicant's involvement in each Marihuana Establishment.

d. Any other information reasonably requested by the City to be relevant to the processing or consideration of the Application.

2. **Renewal Application.** The same requirements that apply to all new Applications for a Permit apply to all renewal Applications. Permit renewal Applications shall be submitted to and received by the Clerk not less than ninety (90) days prior to the expiration of the Permit. At the time of Application for Permit renewal, the Applicant shall pay a non-refundable Application fee of three thousand five hundred dollars (\$3,500) to defray the costs incurred by the City for the review and issuance of the Permit renewal. This Application fee is in addition to (1) any fees and costs due to LARA and (2) any fees and costs due to the City related to amending or renewing the governing Special Use Permit. A Permit Holder whose Permit expires or for which a complete Permit renewal Application has not been received by the Clerk ninety (90) or more days prior to the Permit's expiration shall be deemed to have forfeited the Permit under this Ordinance. Once a Permit renewal Application has been received by the City, the existing Permit shall continue until the City renews the Permit or denies the Application for renewal.
3. **Approval, Issuance, Denial and Appeal.** The City Council shall approve or deny a Permit Application within ninety (90) days of receipt of the completed Application and fees. The processing time may be extended upon written notice by the City for good cause, and any failure to meet the required processing time shall not result in the automatic grant of the Permit. Any denial must be in writing and must state the reason(s) for denial. The City has no obligation to process or approve any incomplete Application, and any times provided under this Ordinance shall not begin to run until the City receives a complete Application, as determined by the City Council. A determination of a complete Application shall not prohibit the City from requiring supplemental information.
4. **New Permit Where No Building Yet Exists.** Any Applicant for a Marihuana Establishment Permit whose building is not yet in existence at the time of the City's initial approval shall have two (2) years immediately following the date of the City's initial approval to complete construction of the building, in accordance with applicable zoning ordinances, building codes, and any other applicable state or local laws, rules or regulations, and to commence business operations.
5. **Requirement to Supplement.** Any changes to the Marihuana Establishment or its ownership or management that LARA requires notice or approval of shall be provided to the City at the same time that those changes are delivered to LARA.

Section V. Operational Requirements.

A Marihuana Establishment issued a Permit under this Ordinance and operating in the City shall at all times comply with LARA's operational requirements for the Licensed Marihuana Establishment.

1. **Scope of Operation.** A Marihuana Establishment shall comply with all respective applicable codes of the local zoning, building, and health departments. The Marihuana Establishment must hold a valid local Permit and State issued License for the type of Marihuana Establishment intended to be carried out on the Permitted Property.
2. **Required Documentation.** Each Marihuana Establishment shall be operated from the Permitted Premises, on the Permitted Property. No Marihuana Establishment shall be permitted to operate from a moveable, mobile or transitory location, except for a Permitted and Licensed Marihuana Secure Transporter when engaged in the lawful transport of Marihuana. No person under the age of eighteen (18) shall be allowed to enter the Permitted Premises without a parent or legal guardian.

- 3. Security.** Permit Holders shall at all times maintain a security system that meets LARA requirements under MRTMA and/or the Regulations, and is reviewed by the local Law Enforcement department and approved by the City prior to the issuance of the Special Use Permit.
- 4. Sign Restrictions.** All signage shall comply with the requirements of MRTMA, the Regulations, and the restrictions set forth by the City in the Special Use Permit.
- 5. Waste Disposal.** The Permit Holder shall use lawful methods as specified in the Regulations and required by the City in controlling waste or by-products from any activities allowed under the License or Permit.
- 6. Required Spacing.** No Marihuana Establishment shall be located within five-hundred (500) feet from any school, college, university, or other educational institution.
- 7. Residential Restrictions.** No Marihuana Establishment shall be located in an area exclusively zoned for residential use.
- 8. Amount of Marihuana.** The amount of Marihuana on the Permitted Property and under the control of the Permit Holder, owner, or operator of the Marihuana Establishment shall not exceed that amount permitted by the State License or the City's Permit, whichever is lower.
- 9. Sale of Marihuana.** The marihuana offered for sale and distribution must be packaged and labeled in accordance with State Law.
- 10. Indoor Operation.** All activities of Marihuana Establishments, including without limitation, distribution, growth, cultivation, processing, testing or the sale of Marihuana, and all other related activity permitted under the Permit Holder's License or Permit, must occur indoors. The Marihuana Establishment's design shall minimize any impact to adjacent uses, including the maintenance of an air filtration system to eliminate odors that are detectable from outside of the Permitted Property.
- 11. Additional Considerations.** The City Council may impose such reasonable terms and conditions on a Marihuana Establishment special use as may be necessary to protect the public health, safety and welfare, and to obtain compliance with the requirements of this Ordinance and applicable law.

Section VI. Penalties and Consequences for Violation.

In addition to any other penalties or legal consequences provided under applicable federal, state and local law, regulations, codes and ordinances:

1. Violations of the provisions of this Ordinance or failure to comply with any of the requirements of this Ordinance constitute a municipal civil infraction. The forfeiture for any municipal civil infraction shall be five hundred dollars (\$500.00) plus court costs, attorney fees and abatement costs of each violation, together with all other remedies pursuant to MCL 600.8701, *et seq.* Each day a violation continues shall be deemed a separate municipal civil infraction.
2. Violations of the provisions of this Ordinance or failure to comply with any of the requirements of this Ordinance, or of any law or ordinance relative to the use of the premises or the conduct of any Licensee, may be used as a basis to revoke the Permit granted under this Ordinance and/or for the City Council to recommend to LARA that the Licensee's License be revoked or suspended. Prior to such revocation or recommendation, the City Council shall direct that a hearing be had before the City Council upon not less than five (5) days' written notice to the Licensee. Service of such

notice may be made personally upon the Licensee, or by conspicuously posting a copy of the notice at Licensee’s Facility or the Licensee’s usual place of abode. A majority vote of the members of the City Council shall be required for the revocation of any Permit or the recommendation of License revocation/suspension to LARA.

Section VII. Severability.

The provisions of this Ordinance are hereby declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

Section VIII. Effective Date.

This Ordinance shall take effect five (5) days following publication in a newspaper of general circulation.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby approves the aforementioned language.
2. The City Council hereby authorizes and directs the City Clerk to post and display in the office of the City Clerk the aforementioned language amendments to Chapter 18 of the Code of Ordinances, City of Laingsburg, Michigan.
3. The City Council hereby authorizes and directs the City Clerk to publish a summary and statement of title and purpose of the aforementioned language amendments to Chapter 18 of the Code of Ordinances, City of Laingsburg, Michigan.
4. This ordinance will become effective 30 days after the summary is published and the effective date will be prescribed in the ordinance.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes:

Nays:

Resolution declared adopted.

Micheal Culpepper, Mayor
City of Laingsburg

Paula Willoughby, Clerk
City of Laingsburg

BILLS

As of today: 1/29/2020

(Additional bills will be added that arrive between
now and the meeting)

Motion to pay the bills: for January 2021

Checks 41431- 41469 in the amount of \$597,019.63
dated 1/08/2021-2/1/2021

E-Checks dated 1/1/2021 - 1/31/2021 in the amount
of \$67604.94

Tax Distributions paid \$344,430.37

Roll call vote to pay the Bills:

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|-----------------------------------|------|-------|--------|---------------------------------|------------|
| Bank POOL ALL CASH ACCOUNT POOLED | | | | | |
| 01/08/2021 | POOL | 41431 | 00304 | HILLARY ACKERSON | 30.19 |
| 01/08/2021 | POOL | 41432 | 00354 | LAINGSBURG COMMUNITY SCHOOLS | 67,897.65 |
| 01/08/2021 | POOL | 41433 | 00627 | SHIAWASSEE COUNTY TREASURER | 32,435.38 |
| 01/08/2021 | POOL | 41434 | 00627 | SHIAWASSEE COUNTY TREASURER | 1,105.47 |
| 01/08/2021 | POOL | 41435 | 01508 | STAPLES CREDIT PLAN | 94.28 |
| 01/08/2021 | POOL | 41436 | 00666 | STAPLES CREDIT PLAN | 71.39 |
| 01/08/2021 | POOL | 41437 | 00796 | WOODHULL CONSTRUCTION CO., INC. | 173,277.00 |
| 01/14/2021 | POOL | 41440 | 00304 | PINE HILLS GOLF COURSE | 500.00 |
| 01/22/2021 | POOL | 41442 | 00354 | LAINGSBURG COMMUNITY SCHOOLS | 197,318.52 |
| 01/22/2021 | POOL | 41443 | 00546 | CASH | 48.40 |
| 01/22/2021 | POOL | 41444 | 01499 | REVITALIZE, LLC | 2,700.00 |
| 01/22/2021 | POOL | 41445 | 00627 | SHIAWASSEE COUNTY TREASURER | 93,670.20 |
| 01/22/2021 | POOL | 41446 | 00627 | SHIAWASSEE COUNTY TREASURER | 3,086.17 |
| 01/22/2021 | POOL | 41447 | 00771 | THE WEEKLY | 120.00 |
| 01/22/2021 | POOL | 41448 | 00802 | XEROX CORPORATION | 149.50 |
| 02/01/2021 | POOL | 41449 | 00057 | BAKER & TAYLOR | 275.25 |
| 02/01/2021 | POOL | 41450 | 00088 | RS & A SOFTWARE INC | 617.00 |
| 02/01/2021 | POOL | 41451 | 01317 | CREATIVE PRODUCT SOURCE, INC. | 318.64 |
| 02/01/2021 | POOL | 41452 | 00173 | DALTON ELEVATOR | 10.00 |
| 02/01/2021 | POOL | 41453 | 01433 | Fastenal | 45.20 |
| 02/01/2021 | POOL | 41454 | 01246 | First Advantage Occupational | 129.93 |
| 02/01/2021 | POOL | 41455 | 01069 | First Bankcard | 433.77 |
| 02/01/2021 | POOL | 41456 | 01069 | First Bankcard | 441.66 |
| 02/01/2021 | POOL | 41457 | 00289 | HSC SERVICES INC | 1,425.00 |
| 02/01/2021 | POOL | 41458 | 01191 | JS Tooling | 175.00 |
| 02/01/2021 | POOL | 41459 | 00354 | LAINGSBURG COMMUNITY SCHOOLS | 2,969.22 |
| 02/01/2021 | POOL | 41460 | 00397 | LSW EMERGENCY SERVICES - AMB. | 862.00 |
| 02/01/2021 | POOL | 41461 | 00434 | MICHIGAN COMPANY INC (MICHCO) | 333.57 |
| 02/01/2021 | POOL | 41462 | 01345 | Mid Michigan Chiefs of Police | 25.00 |
| 02/01/2021 | POOL | 41463 | 00493 | Municode | 2,000.00 |
| 02/01/2021 | POOL | 41464 | 01350 | NuSystems LLC | 2,240.91 |
| 02/01/2021 | POOL | 41465 | 00932 | Preston Community Services, LLC | 2,128.75 |
| 02/01/2021 | POOL | 41466 | 01306 | PRO-TECH SECURITY SALES | 65.00 |
| 02/01/2021 | POOL | 41467 | 00813 | SHIAWASSEE COUNTY BUILDING DEP | 3,600.00 |
| 02/01/2021 | POOL | 41468 | 00627 | SHIAWASSEE COUNTY TREASURER | 3,402.20 |
| 02/01/2021 | POOL | 41469 | 01318 | SHOWROOM SHINE, INC. | 105.00 |

POOL TOTALS:

| | |
|----------------------------|------------|
| Total of 36 Checks: | 594,102.25 |
| Less 0 Void Checks: | 0.00 |
| Total of 36 Disbursements: | 594,102.25 |

Bank TAX TAX

| | | | | | |
|------------|-----|-------|------|---------------------------------|----------|
| 01/12/2021 | TAX | 41439 | MISC | CORELEGIC | 1,356.69 |
| 01/20/2021 | TAX | 41441 | MISC | Captial Rea Estate Tax Services | 1,560.69 |

TAX TOTALS:

| | |
|---------------------------|----------|
| Total of 2 Checks: | 2,917.38 |
| Less 0 Void Checks: | 0.00 |
| Total of 2 Disbursements: | 2,917.38 |

REPORT TOTALS:

| | |
|----------------------------|------------|
| Total of 38 Checks: | 597,019.63 |
| Less 0 Void Checks: | 0.00 |
| Total of 38 Disbursements: | 597,019.63 |

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|-----------------------------------|------|----------|--------|-------------------------------|-----------|
| Bank POOL ALL CASH ACCOUNT POOLED | | | | | |
| 01/05/2021 | POOL | 1014 (E) | 01264 | CONSUMERS ENERGY | 4,435.09 |
| 01/05/2021 | POOL | 1015 (E) | 01364 | McLaren Health Plan Community | 3,061.85 |
| 01/05/2021 | POOL | 1016 (E) | 00648 | SEWER OPERATIONS & MAINT. FUN | 150.00 |
| 01/05/2021 | POOL | 1017 (E) | 01165 | The Standard | 201.71 |
| 01/08/2021 | POOL | 1018 (E) | 00808 | CITY OF LAINGSBURG | 10,819.24 |
| 01/12/2021 | POOL | 1019 (E) | 01237 | Daystarr Communications | 904.78 |
| 01/14/2021 | POOL | 1020 (E) | 01348 | EFTPS | 76.50 |
| 01/22/2021 | POOL | 1021 (E) | 00808 | CITY OF LAINGSBURG | 38,657.60 |
| 01/22/2021 | POOL | 1022 (E) | 00262 | GRANGER | 172.01 |
| 01/22/2021 | POOL | 1023 (E) | 01444 | WEX BANK | 536.14 |
| 01/28/2021 | POOL | 1024 (E) | 00808 | CITY OF LAINGSBURG | 5,326.46 |
| 01/28/2021 | POOL | 1025 (E) | 01364 | McLaren Health Plan Community | 3,061.85 |
| 01/28/2021 | POOL | 1026 (E) | 01165 | The Standard | 201.71 |

POOL TOTALS:

| | |
|----------------------------|-----------|
| Total of 13 Checks: | 67,604.94 |
| Less 0 Void Checks: | 0.00 |
| Total of 13 Disbursements: | 67,604.94 |

Mission Statement (from the Laingsburg Park & Rec Plan)

It is the mission of the City of Laingsburg (“City”), City Council (“Council”) and Laingsburg Area Recreation Committee (“LARC”) to provide safe and contemporary park facilities and lifelong recreational opportunities that enhance leisure, fitness, and quality of life for the residents of the City as well as the greater community, which includes those students and families of the Laingsburg Community School District (“School District”) and the patrons of businesses and services within the City. The purpose and intent of this update of the Five (5) Year Parks and Recreation Plan (“Plan”) is to effect the mission as set forth above, continue the parks and recreation efforts of the past, and to have the Plan accepted by the Michigan Department of Natural Resources (“MDNR”) in order to be eligible for funding through grants and/or any other feasible funding mechanisms.

*******Policy and procedures *******

When you started where did you get your policy and procedures? *The City has policies and procedures for the park that were approved by City Council, they need to be updated. I will attach current policies and document and attach current procedures.*

Who set the initial policy and procedures?
City Council

Who maintains changes to policy and procedures? *The City Clerk’s Office*

Do you have a board? *Yes – we actually have several that would make decisions regarding the parks. LARC – currently working on how these boards will function together. The Park & Rec Committee/DPW, the DDA and the City Council. If so, who is on the board? LARC – developing a board at this time they are recruiting members and will make recommendations to the City Council as well as work with City Staff to prepare what is needed to take to Council. Park and Rec/DPW has three City Council members and the DPW Supervisor this board would make recommendations to the Council for Budget as well as other action items. The DDA is a funding source and are available to participate in planning for McClintock Park. The City Council is the actual decision making body. If you do not have a board who handles it? N/A*

How did you set fees for usage? *No fee? Straight fee? Tiered? We do not currently charge fees, we can discuss how that can continue or if it needs to change*

Do you require a deposit? *No*

Do you have an agreement form to sign for users? *No-this needs to be addressed*

Do you carry insurance? If so what type? Yes, All City Parks are covered by the Michigan Municipal Pool – fully covered for General and Liability. Any special events that would not be covered by the current policy will be identified and discussed. For instance the DDA always purchased and additional insurance policy for the “burn out” event.

Do you require users to carry insurance? This would need to be covered in the agreement as far as what events will require additional insurance from users. For instance, Fireworks, Amusement Companies, events with Alcohol.

Type of events? Any winter events? We would love to see winter events. For instance sledding, heaters outdoor sitting areas other ideas...

How do you schedule bookings? Interested parties contact the City. Staff checks the Calendar, asks questions about the event and places it on the calendar. If the event requires Council approval then additional steps are involved. The Calendar is kept online and the DPW has access to it for cleaning and scheduling of their employees.

Do you use software? Google Calendar If so which one and what is the cost? free

Who oversees the calendar? Currently the City staff

Do you allow food? Yes If so do you have guidelines? None that I know of, health department if selling

Do you allow alcohol? The City prohibits alcohol at City Parks. This may need to be addressed on a case by case/event basis. Alcohol could be one of the events for instance music with beer and wine tasting.

*****Questions going forward*****

Who maintains structure? The City of Laingsburg DPW staff will maintain the structure with support of the City Parks Budget.

Who does cleanup after events? Currently we ask groups that use the park for events to clean up after their event. The DPW cleans the restrooms and dumps the trash bins. If an event will generate the need for bathroom cleaning and trash monitoring during the event, we should discuss how that would work.

Explain the basic process one goes through to reserve the amphitheater? We have not had anyone rent the Amphitheater to date. We do currently reserve the pavilions and McClintock and Bates Park. We keep a calendar and record contact information to reserve the park. I do think we should have an agreement going forward that includes the Amphitheater. This agreement should provide what the group/individual can expect from the City and what is expected from them. It should contain information regarding what will occur if there is damage or an unusual amount of cleaning and or trash pick up following and event. It should also make it clear that unless specified the

group/individual will not have exclusive use of the park’s amenities including the restrooms.

Who handles advertising? The City and DDA provide general advertising in a flier that is put out to each camper at Sleepy Hollow State Park as well as a Visitors Guide that can be found at the Welcome Centers around the State of Michigan. If additional advertising will be needed, we should discuss with the DDA, City, LBCA, School and the specific event organizer on how we can work together to accomplish.

Who runs events and other activities? The park currently has many events held at the park:

- Tai Chi in the park – ran by an individual he charges participants, not charge to him
- Spirit Dance Studio – called to reserve and managed their own event
- Movies in the Park – Larc (or Jody Frank)
- Music in the Park – LBCA (or Gail Geasler)
- Volley Ball – LHS Volleyball coach
- Farmers Market – LBCA (Dena Judd)
- Churches
- Lions Club
- Individuals – Birthday Parties, Open Houses, Weddings, Family Reunions

I am sure that there other events and the possibilities are endless.

Do you have any paid staff? We do not have any event coordinators or park and rec employees those responsibilities fall within the current staff.

Do you have volunteers? YES see above If so best practices to get and keep them? Support, appreciation

How do you earn money to maintain amphitheater? The intent is to use the City Budget to support the Amphitheater. The Amphitheater is meant to generate economic growth and support the businesses.

Who enforces policies? City staff, Police, City Council

******* Miscellaneous Questions*******

What do you wish you would have known before starting?

What do you wish you had done differently?

Laingsburg Area Recreation Committee (LARC) Meeting

Agenda/Minutes

January 14, 2021

Introductions:

Jody Frank; Gail Geasler; Dena Judd; Paula Willoughby; Joni Starr; John Liskey; Greg Beavers and Jennifer Strickland.

Welcome: History of Park; Park Phases

LARC was revitalized about 20 years ago when a community member approached the City of Laingsburg for a potential skate park. 1st Phase was the pavilion and toddler playscape; 2nd Phase was the lower level, skate park, playscape and tennis courts. Now 3rd Phase the Amphitheater.

Other Communities experiences: Owosso; St. Johns—Gail Geasler has been in contact with both of these community leaders and will reach out to them again.

Purpose/Mission: What is the purpose of LARC; (ex: To enhance the Artsentertainment, and activities)-Paula will look at the City Recreation Plan to see what the current Purpose/Mission is.

Current Focus:

How do we move forward for the use of the Amphitheater?

Creating Procedures/Policies for the use of the Amphitheater

Scheduling, Advertising, Insurance, Cost for Use, Contracts

- Good ideas and conversation came from this meeting. It was determined that the City of Laingsburg does NOT expect the use of the Amphitheater to bring in revenue. So, at this point there will be NO charge to use it. With that being said, if someone chooses to give a donation the City would accept it.
- Paula felt she would be able to answer most of the questions that we had sent in the email so we will await her answers.
- Jody will go to City Council meeting, February 1, and give an update on where we are at.
- Paula does not feel we need to have procedures in policies in place before we start to let people use this, but we will still work towards having something in place for the future.

- It was unanimously decided that the Laingsburg High School Drama Club will be able to hold their Spring performance at the Amphitheater. Date is to be determined due to weather, but potentially end of April first of May.
- Grand Opening: We do want to hold an event and many ideas came up. There is a “History” sign that would be unveiled at this event.
- Meetings will be held the 2nd and 4th Thursday of the month at 7:00 pm via Zoom, just until we feel we have things in place. Jody will send out zoom link to all on list serve.

Future Events: Grand Opening, High School Musical

Next Meeting: 2nd & 4th Thursdays of the month at 7 pm via Zoom



Discover ★ Enjoy ★ Celebrate.

**City of Laingsburg Planning Commission
Remote Meeting Minutes
January 18, 2021**

Chairman Geasler called the meeting to order at 7:00 p.m. remotely where every board member and attendees either attended via Zoom or called into the meeting.

Members present: Geasler, Fraidenburg, Appicelli and Culpepper. Absent: Ridsdale, Judd.

Public Comment- None

Moved by Fraidenburg, seconded by Appicelli to approve the minutes of December 21, 2020. Roll call vote: ayes: Geasler, Fraidenburg, Appicell and Culpepper. Nays: None. Absent: Ridsdale and Judd. Motion carried.

Motion by Culpepper second by Fraidenburg to Approve the 2020 Annual Planning Commission Report that highlights the years activities and the 2020 Master Plan Review that confirms that the action table is still a reliable source for guidance. The Planning Commission recommends that these reports be forwarded to the Laingsburg City Council for approval. Roll call vote: ayes: Geasler, Fraidenburg, Appicell and Culpepper. Nays: None. Absent: Ridsdale and Judd. Motion carried.

The Commission discussed updating the demographics in the Master Plan with 2020 Census information as well as making an effort to attend other board meetings, such as the School Board and the DDA.

The Planning Commission discussed future training opportunities and is in agreement with bringing the training to the board on regular scheduled meeting nights. If a meeting has a short agenda or if the meeting business is handled with time remaining for training. Staff will prepare training scenarios to be available as time permits. All members were interested in training.

There was discussion of holding a joint meeting with the City Council and the DDA.

Meeting adjourned at 7:29 p.m.

Paula Willoughby
Clerk/Treasurer



Station #1
517-651-2638
Station #2
517-675-5121

Laingsburg • Sciota • Woodhull
Emergency Services Authority
7425 Woodbury Road
P.O. Box 96
Laingsburg, Michigan 48848



*Ambulance
Division*
517-651-2638

Minutes

January 20, 2021 – 6:00 p.m.
Station I – 7425 Woodbury Road
Proposed

The regular meeting of the L.S.W. Emergency Services Authority was called to order by Chair Kline on Wednesday, January 20, 2021, at 6:00 p.m., Station I Fire Hall, 7425 Woodbury Rd., Laingsburg. Members present: Kline, Betts, Austin, Hill, and Rhodabeck. McDougall was present via telephone from Florida. Absent: None.

The LSW Board did not meet in November or December due to COVID concerns.

Moved by Hill, seconded by Betts to approve the minutes of October 21, 2020, as presented. All in favor, motion carried.

Moved by Austin, seconded by Hill to approve the Treasurer's Report, subject to audit. All in favor. Motion carried.

Chief's Report: Run logs were handed out for December. The Fire Department had 31 runs for the month, YTD 624. The Ambulance had 32 runs for the month, YTD 427. Bernie Cook was promoted to Deputy Chief and Dan DeKorte to Captain November 1, 2020. Nine Firefighters received the first dose of the COVID Vaccine. Starting a Cadet program. Door codes have all been changed. Purchased a new air compressor. Upgraded the department washing machine for NFPA compliance. Received 21 new lighter air bottles and 10 air packs from a neighboring department. There have been some staff changes. Purchased new software for NFIRS reporting that is required for State and Federal reporting compliance.

Moved by Rhodabeck, supported by Hill to approve the updated Policy and Procedures Manual that covers the Fire and Ambulance personnel, this document will replace the existing policies and procedures that are in place. All in favor. Motion carried.

The Ambulance had some staff changes leaving the department with only one paramedic. Staff is recruiting.

Moved by Austin seconded by Kline to pay the bills in the amount of \$61,866.57 dated 10/22/20 through 01/20/2021 including EFTs. **Payroll** – from the Trust and Agency direct deposit in the amount of \$80,531.32 dated 10/17/20 – 1/22/21. Roll call vote: Roll call vote – Ayes: Kline, Austin, Betts, McDougall, Rhodabeck and Hill. Nays: None. Absent: None. Motion carried.

Meeting was adjourned at 6:58 PM.

Paula Willoughby, Secretary

Laingsburg Public Library

Board of Directors Meeting Minutes

Thursday December 17th, 2020

Called to Order at 7:10pm via Zoom

Roll Call

- a) Tresha Neff
- b) Gail Geasler
- c) Rebekah Allen
- d) Beth Fulford
- e) Sandra Chavez, Library Director
- f) Visitors: Sue Starkie, Dean veith, Don and Jean Booth

Additions and/or deletions to the agenda

- None

Approval of regular board meeting minutes-

- a) November 19th,2020
- Motion to approve minutes Rebekah, Tresha

Approval of Expenditures for December by

- Gail, Tresha, Rebekah

Officer Reports-

- Director's Report-none
- President's Report- Tresha spkoke as president that Mollie Gave her an update on building. Mark Brink had not given her any update yet. Jimmy conklin said he would get back with numbers as soon as he could.
- Vice President's Report-none
- Secretary's Report-none

Unfinished business

- Lease- Sandra sent lease examples to go over. Revisiting next month
- Singh Building, Jimmy Conkline said good bones, He will also be getting numbers around for some work. But does want to do some to help.
- Discussed fundraising , presenting figures, Tresha will talk with Conkline about numbers.

No new business

Friends of the library

- Dean president of friends of the library says there is interest in the building, and they haven't had any new meetings this year.

No Visitors comments

Meeting Completed by 7:49pm

Laingsburg Public Library

Board of Directors Meeting Minutes

Thursday January 21, 2021

- I. Call to Order 7:05 pm. Meeting location: Zoom
- II. Roll Call
 - a. Tresha Neff
 - b. Gail Geasler
 - c. Rebekah Allen
 - d. Jennifer Sergeant
 - e. Beth Fulford
 - f. Sandra Chavez, Library Director
 - g. Visitors: Jimmy Conklin
 - i. Mollie Ann Gagne – not attending.
- III. *Approval of regular board meeting Minutes – December 17, 2020
 - a. Motion to approve by Jennifer Sergeant; 2nd by Gail Geasler.
- IV. *Approval of Expenditures:
 - a. Motion to approve by Jennifer Sergeant; 2nd by Tresha Neff.
- V. Unfinished Business
 - Singh Building – will ask Marc to bit what Jimmy does
 - Lease – Will need to get lease finalized and reviewed by an attorney. Jennifer will ask attorney she knows to see if he will do pro-bono. Jennifer motioned, Bekah 2nd;
- VI. Director’s report – Applied for a grant – may cover internet set-up.
- VII. Officer Reports
 - a. President’s Report: Mollie updated President that Marc wanted a detailed list of what we want.
 - b. Vice President’s Report: na
 - c. Secretary’s Report: none
- VIII. New Business
 - a. Officers – Gail nominates Bekah to be VP. Tresha 2nd; Roll call – all yes.
- IX. Friends of the Library – no meetings
- X. Visitor Comments -

Jimmy Conklin – update: Preliminary stage of code updates; good bones, “design to build.” Will be doing code, mechanic, plumbing, electrical, etc. Possible roof inspection. Open plan in downstairs; not doing much for upstairs. Floors to be polished and done.
- XI. Library Board of Trustees adjourn at 7:53pm.



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P.O. Box 178 114 WOODHULL ST. LAINGSBURG, MICHIGAN 48848-0178
PHONE (517) 651-5374 FAX (517) 651-5604

DOWNTOWN DEVELOPMENT AUTHORITY

Laingsburg, MI 48848
Remote Meeting Minutes
January 25, 2021

The regular meeting of the Laingsburg Downtown Development Authority was called to order remotely, at 6:03 p.m. where each member was in a separate location due to the COVID Pandemic and current restrictions on public gatherings.

Present: Darr, Woods, Hunt, Shinsky, Conklin, Culpepper and Ridsdale **Absent:** Brink & Budnick **Also Present:** Paula Willoughby, Clerk/Treasurer, David Casler, DPW

Moved by Culpepper, supported by Hunt to approve the minutes of the November 30, 2020 meeting. Roll Call Vote: Ayes: Darr, Woods, Hunt, Shinsky, Conklin, Culpepper and Ridsdale. Nays: None. Absent: Brink & Budnick. Motion Carried.

Moved by Conklin, supported by Culpepper to approve the Treasurer's report for November and December. Roll Call Vote: Ayes: Darr, Woods, Hunt, Shinsky, Conklin, Culpepper and Ridsdale. Nays: None. Absent: Brink & Budnick. Motion Carried.

As part of the RRC Program the City developed an Economic Development Strategy. The DDA was a large part of the team that worked on the strategy. At tonight's meeting the Goals of the strategy were reviewed and discussed. The DDA cannot implement all of the actions because there are items that would be outside of the district. The DDA does have the ability to be involved in the planning and review of actions that would enhance the economic viability of the Downtown District. As part of this review there was discussion of taking a closer look at this plan to determine how the DDA could use funds to accomplish actions listed. There was a suggestion that a Kayak launch be considered in future planning efforts. It was also suggested that the plan be reviewed every six months.

Motion by Woods, supported by Conklin to confirm the current goals and action items of the 2018 Economic Development Strategy and to review the action table on a regular basis and use it as a guide for the DDA in consideration of the economic benefits of future projects. All in favor, motion carried.

The DDA discussed future training opportunities. The City in collaboration with the RRC Certification would like the DDA to consider what core topics they would like to learn about. The City and the RRC Team as well as the MML have many options for bringing training to the DDA meetings. The DDA, Planning Commission and City Council will hold a joint meeting in the spring in order to collaborate on actions that each board will be taking to address goals and objectives in the efforts to continue improvements in the City, including a grand opening plan for the newly constructed amphitheater. The DDA Plan that was developed in 2020 needs a few minor changes to be in compliance with the intent of the Statute. The plan will be updated, emailed to members and reviewed at a future meeting.

Meeting adjourned at 7:10p.m.

Paula Willoughby
Clerk/Treasurer



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Item 8.

DPW committee meeting

January 25, 2021

5:30pm Zoom

Members present: Gail Geasler, Brian Fredline

Absent: Alan Ducastel

Also, present: David Casler, Paula Willoughby, Cassy Brown

Meeting called to order: 5:30 pm

Public comment: none

All employees are back on schedule 2 did have covid-19 one was quarantined

Fixed electrical issue in apt above library

Working on figures to update cemetery shed (budgeting with Paula)

Working on upgrading 2005 grasshopper mower (budgeting with Paula)

Working on tree list as time and weather allow

All signs and posts for McCintock no parking are in and will go up as soon as miss digs are completed

Park sign is here and will go in in spring

Working with Mike and Son on road cost for maximizing bonding for grant

Took possession of gulf cart doing some maintenance and clean up.

Put up smoke detector at library to replace broken one

Working with library trying to locate possible water leak

Working with Mike Smith on drains concerns before summer paving happens

Putting together figures for library upgrades for upcoming budget

Others: none

Adjourn: 5:56pm

RICHARD G. BURLINGAME
ATTORNEY AT LAW
831 EAST MAIN STREET
DWOSSO, MICHIGAN
48867

January 8th, 2021

Mr. RICHARD L. DARR, Jr.
211 Williams
P.O. Box 298
Laingsburg, MI 48848

IN RE: Richard L. Darr, Jr.
"Alley-way Dispute"

Dear Mr. Darr:

I'm City Attorney for the City of Laingsburg; I have been such for the last 52 years. One of the reasons I've served the City for so long is: (1) I've always attempted to keep my involvement with the City (spelled M-O-N-E-Y--- hours NOT billed) to a minimum; and (2) when called upon, steering the City clear of problems.

The "alley-issue" above referenced, behind your premises is one of those "problems". As I understand you've a recent survey showing a portion of your property jutting out into a well-used and defined alley-way which the City has paved and maintained, established and in continual use for years and years. Further, as I understand, you are in the process of attempting to sell said property---that's WHY the recent survey. Police chief Dan DeKorte (651-5355) advises of some incidents involving snow plowing disposition and the parking of trailer(s) partially blocking alley usage (say for the dreaded fire-truck runs, for example). Now what to do about this "budding problem"???

It is my suggestion that you and the Chief sit down and set down some rules for the alley-way usage behind your premises. Now if you don't, most probably BAD THINGS will happen. Here's WHY:

1. You'll have to overcome the old real estate principle of "ADVERSE POSSESSION" which in my opinion will be impossible; i.e., the City has used that alley-way AS IS for years and years and accordingly the Courts are loathe to change or alter that usage.
2. The City, upon Council authorization, will commence an action in our Circuit Court to QUIET TITLE to this issue and in the end, will prohibit you from using the lands (including the alley-portion) as you've recently used same.
3. In commencing this action, Counsel MUST record and file a "NOTICE OF LIS PENDENS" concerning your lands, in effect, throwing a "monkey-wrench" in the "gear-box of your 8-speed Ferrari land-sale!!!"---like water on a fire!

In summation, what has happened here with your SURVEY is NOT uncommon --- i.e., people using/occupying their lands differently than that which reads out on a survey. From my experience, the only winners in these cases are the Attorneys (you'll not be able to handle this yourself!), you paying for ME (your taxes) PLUS your own Counsel! The City does NOT wish to cause your future sale with problems so please get with Chief DeKorte to iron-out these issues. Thank you.

RGB:rb Clerk,
Chief

Sincerely,

Richard G. Burlingame
Richard G. Burlingame
City Attorney

Chief - Please keep me abreast.