



# CITY OF LESLIE

602 W. Bellevue • P.O. Box 496 • Leslie, MI 49251-0496  
Phone: 517-589-8236 • Fax: 517-878-6868 • Web Site: [www.cityofleslie.org](http://www.cityofleslie.org)

**LESLIE COUNCIL MEETING**  
**7:00 PM TUESDAY, JANUARY 19, 2021**  
**LESLIE CITY HALL, 602 W. BELLEVUE STREET**

**Meeting to be held as a Virtual Meeting due to the COVID-19 pandemic, under the authority of PA 267 of 1976 Open Meetings Act as amended by 2018 PA 485 and PA 228 of 2020.**

## AGENDA

**I. ROLL CALL.**

**PLEDGE OF ALLEGIANCE.**

**II. CONSENT AGENDA:**

- A. Approval of the agenda.  
Approval of the minutes of regular meeting on December 15, 2020.
- B. Payment of Bills – January 2021. Affirm check disbursements totaling \$139,744.33 for January 2021.
- C. Budget Schedule for Fiscal Year 2021-2022. Approve the attached 2021-2022 budget meeting schedule.
- D. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments.

Name	Board/Commission	Term Expires
Carol Abbee	Downtown Development Authority	07/01/2022
Scott Powers	Local Development Finance Authority	04/03/2025
Greg Sinicropi*	Local Development Finance Authority	04/03/2025
Scott Powers	Parks & Recreation	N/A

\*reappointment

- E. Communication:
  - a. Manager's Report.
  - b. December 2020 Financials.
  - c. December 2020 Police Department Report.
  - d. December 2020 Fire Department Report.
  - e. 2020 Annual Planning Commission Report.

**III. PUBLIC COMMENT: Non-Agenda Items that cannot be handled During Regular Business Hours.**

**This institution is an equal opportunity provider, and employer.**



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- IV. **COUNCIL COMMENT:** Opportunity to respond to public comment period or make comments regarding items not on the agenda.
- V. **PROCLAMATION OF RETIREMENT:** A proclamation honoring Leslie Chief of Police Robert Delamarter on his retirement.
- VI. **PUBLIC HEARING:**
  - A. Special Land Use Application – 4660 S. Hull Rd. Hold a public hearing held to receive comments for proposed outdoor storage facility located at 4660 S. Hull Rd, parcel 33-17-14-28-152-003.
- VII. **ITEMS OF BUSINESS:**
  - A. Site Plan Review – 4660 S. Hull Rd. Site plan application review for outdoor storage facility located at 4660 S. Hull Rd, parcel 33-17-14-28-152-003.
  - B. Sewer Tap Fee Waiver Request. Tap fee waiver request received from Morningside Drive, LLC.
- VIII. **ITEMS OF DISCUSSION:**
  - A. Recreational Marihuana. Consideration to allow recreational grow establishments in the Business Park in tandem with Medical Marihuana grow facilities.
- IX. **COUNCIL AGENDA:**
  - A. Committee Reports
  - B. Manager's Report
  - C. Motion to Adjourn

## **Boards and Commissions Openings:**

Planning Commission – term expires November 1, 2023

Zoning Board of Appeals – term expires June 30, 2021

**Next City Council meeting is scheduled for February 16, 2021 at 7:00 p.m.**

**CITY OF LESLIE  
REGULAR COUNCIL MEETING  
MINUTES  
DECEMBER 15, 2020**

**Meeting to be held as a Virtual Meeting due to the COVID-19 pandemic, under the authority of Executive Order No. 2020-154 of the Office of the Governor of the State of Michigan.**

Present: Babin, Beegle, Johnson, Doane, Owen & Fox

Excused:

Also Present: CM Montenegro, Chelsea Cox & Carrie Howe.

**Item 1 Consent Agenda**

- A. Approval of the agenda.  
Approval of the minutes of regular meeting on November 17, 2020.
- B. Payment of Bills – December 2020. Affirm check disbursements totaling \$128,459.76 for December 2020.
- C. Resolution 2020-13 Approving MERS Plan Adoption Agreement Addendums. A resolution to approve the MERS plan agreement addendums and authorize City Manager to sign and submit the addendums.
- D. 2021 Schedule of Regular Meeting Dates
- E. Communication:
  - a. Manager’s Report.
  - b. November 2020 Financials.
  - c. November 2020 Police Department Report.
  - d. November 2020 Fire Department Report.

Moved by Owen, seconded by Fox to approve consent agenda.

**ALL YEAS  
MOTION CARRIED**

**Item 2 Public Comment**

Brandon Christy

**Item 4 Council Comment**

None

**Item 5 Public Hearing**

- A. Verde Fields Site Plan. Public hearing for citizen comment and formal recommendation from Leslie Planning Commission to approve the Site Plan for Verde Fields.

Mayor Pro Tem Beegle opened the Public Hearing. No public comment was received.  
Mayor Pro Tem closed the Public Hearing.

Moved by Doane, seconded by Johnson to approve Verde Fields Site Plan.

**ROLL CALL VOTE**

Babin-Yes  
Beegle-Yes  
Doane-Yes  
Johnson-Yes  
Owen-Yes  
Fox-Yes

**MOTION CARRIED**

**Item 6** **Items of Business**

- A. Audit Presentation. Sara Sauer of Willis and Jurasek presented the audit results for the City of Leslie Fiscal Year July 1, 2019-June 30, 2020.
  
- B. C2AE Amendment #4 and Settlement Agreement. C2AE updated Council on the Mill Street Bridge Project, completion steps and final close out costs to update current contract for final payment.

Moved by Babin, second by Owen to approve C2AE Agreement.

**ROLL CALL VOTE**

Babin-Yes  
Beegle-Yes  
Doane-Yes  
Johnson-Yes  
Owen-Yes  
Fox-Yes

**MOTION CARRIED**

**Items of Discussion**

None

**Item 8** **Adjournment**

Moved by Johnson, seconded by Doane to adjourn.

ALL YEAS  
MOTION CARRIED  
Time: 7:41 pm.

*Chelsea Cox*

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Clerk Chelsea Cox

**INVOICE SUMMARY**

Date: 01/14/21

Page: 1

VENDOR	DESCRIPTION	AMOUNT	STATUS	JNLIZED?
WIGHTMAN	WWTP PROJECT	4,433.13	Paid	Y
LOWES BUSINESS ACCOUNT	DPW SUPPLIES	115.18	Paid	Y
QUILL CORPORATION	SUPPLIES	300.55	Paid	Y
FOGG OIL COMPANY	LFD 1/2 TWP MONTHLY GAS SLIP:	256.36	Paid	Y
RILEY'S APPARATUS SERV LLC	PUMP REPAIR	1,249.25	Paid	Y
RICOH USA, INC.	LCO LEASE COPY/SCANNER/FAX	138.11	Paid	Y
TOWNSHIP OF LESLIE	ELECTION PUBLICATION	284.00	Paid	Y
FOGG OIL COMPANY	LFD 1/2 TWP MONTHLY GAS SLIP:	142.78	Paid	Y
RICOH USA INC	MONTHLY PER COPY FEE	31.74	Paid	Y
LAKESIDE EQUIPMENT CORPORATIO	WWTP CAPITL EXP	136.00	Paid	Y
JACK DOHENY SUPPLIES, INC.	WATER SUPPLIES	140.00	Paid	Y
NORTH CENTRAL LABORATORIES	WWTP SUPPLIES	373.16	Paid	Y
EVOQUA	WWTP CAPITOL EXP	372.60	Paid	Y
PARRY BROTHERS	WWTP CONTRACTED SERVICES	261.86	Paid	Y
SHARE CORPORATION	DPW SUPPLIES	33.09	Paid	Y
ABSOPURE	WWTP SUPPLIES	100.25	Paid	Y
USA BLUEBOOK	IRON REMOVAL SUPPLIES	369.20	Paid	Y
MISS DIG SYSTEM, INC.	MAJOR AND LOCAL STREETS	1,618.50	Paid	Y
EATON FARM BUREAU COOP	MVP CAPITOL EXP	942.68	Paid	Y
NAPA AUTO PARTS	MVP SUPPLIES	94.45	Paid	Y
MICHIGAN RURAL WATER ASSOCIA'	WWTP CONTRACTED SERVICE	825.00	Paid	Y
MICHIGAN AGRIBUSINESS SOLUTIO	WWTP CONTRACTED SERVICE	7,920.00	Paid	Y
TIMOTHY RYAN	DMOT PHYSICAL	97.00	Paid	Y
MICHIGAN DEPT OF ENVIRONMENT	WATER CONTRACTED SERVICE	1,024.00	Paid	Y
SPARKLE WINDOW CLEANING	WINDOW CLEANING	105.00	Paid	Y
STEVE DEKETT	CONTRACTED SERVICES LFD	250.00	Paid	Y
KENNEDY INDUSTRIES INC.	WWTP CAPITOL EXP	12,155.00	Paid	Y
BACKDRAFT OPCO, LLC	INCIDENT REPORTING TRAINING	2,295.00	Paid	Y
ROBERT ANTEKEIER, JR	CODE ENFORCEMENT DECEMBER	1,000.00	Paid	Y
ASSOCIATED GOVERNMENT SERVICI	PRMITS & INSPEC NOVEMBER-DECI	1,757.00	Paid	Y
MITCHELL'S DEPT. STORE	DPW FRINGE	332.95	Paid	Y
NATIONAL PEN CO LLC	PENS-LCO	80.34	Paid	Y
C2AE	INVOICES 69510, 69650, 69787	76,224.43	Paid	Y
COUNTY OF INGHAM	PUBLIC RADIO SYSTEM	757.56	Paid	Y
U.S. POSTAL SERVICE	WATER SEWER POSTAGE	205.24	Paid	Y
ABSOPURE	WWTP SUPPLIES	12.00	Paid	Y
GRACON SERVICES, INC.	JAN 2021 IT SERVICES	455.70	Paid	Y
ALRO STEEL CORP	DPW SUPPLIES	43.90	Paid	Y
JACK DOHENY SUPPLIES, INC.	SEWER COLLECTION SUPPLIES	162.05	Paid	Y
EATON FARM BUREAU COOP	RON FRINGE	160.00	Paid	Y
MITCHELL'S DEPT. STORE	DPW FRINGE	115.18	Paid	Y
NORTH CENTRAL LABORATORIES	WWTP SUPPLIES	384.44	Paid	Y
ELHORN ENGINEERING CO.	WWTP/IRON PLANT SUPPLIES	827.00	Paid	Y
MICHIGAN RURAL WATER ASSOCIA'	WWTP CONRACTED SERVICES	1,256.25	Paid	Y

**INVOICE SUMMARY**

Date: 01/14/21

Page: 2

VENDOR	DESCRIPTION	AMOUNT	STATUS	JNLIZED?
USA BLUEBOOK	WWTP SUPPLIES	786.87	Paid	Y
PEERLESS-MIDWEST INC	IRON REMOVAL BACKWASH CONTRO:	17,292.87	Paid	Y
AT&T LONG DISTANCE	WEB HOSTING	11.96	Paid	Y
MICHIGAN DEPT OF ENVIRONMENT	WATER CONTRACTED SERVICES	974.70	Paid	Y
RELIABLE ALARMS	ALARM MONITORING YEARLY FEE	295.00	Paid	Y
APEX SOFTWARE	MAINTENANCE RENEWAL	575.00	Paid	Y
	Total:	139,774.33		

# CITY OF LESLIE

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## MEMORANDUM

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**TO:** Mayor Pro Tem Beegle, Leslie City Councilmembers  
**FROM:** Sue Montenegro, City Manager  
**SUBJECT:** Budget Schedule for Fiscal Year 2021-2022  
**DATE:** January 19, 2021  
**CC:** STAFF

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Distribute and approve budget schedule	January 19, 2021
Goals and Objectives Setting	February 16, 2021 7:30pm (special mtg)
Department head submit budget requests	By March 9, 2021
Proposed Budget to Council, 1 <sup>st</sup> Draft	April 19, 2021
Council budget workshop	April 20, 2021 6pm (special mtg)
Public Hearing on budget	May 18, 2021
City Council adopts budget, End of fiscal year adjustments*	June 29, 2021

\*The end of the fiscal year is to approve all bills before the fiscal year closes and make budget amendments for the fiscal year 2020-2021.



Fund 101 GENERAL FUND

GL Number	Description	Balance
<b>*** Assets ***</b>		
101-000-001.000	CASH ACCOUNT	1,395,672.05
101-000-004.000	INVESTMENT	621.26
101-000-010.000	TUTTLE PARK MAINTENANCE FUND	22,878.03
101-000-011.000	PETTY CASH - TREAS OFFICE	250.00
101-000-012.000	PETTY CASH - FRONT OFFICE	200.00
101-000-014.000	302 JUSTICE TRAINING FUND	466.62
101-000-015.000	POLICE FORFEITURE FUND	1,142.17
101-000-017.000	MBIA-CLASS INVESTMENTS	1,268.48
101-000-035.000	ACCOUNTS RECEIVABLE	7,237.19
101-000-078.000	DUE FROM STATE	23,394.00
101-000-084.000	DUE FROM OTHER FUNDS	259.95
101-000-084.250	DUE FROM LDFA	(2.00)
101-000-090.000	ADVANCE TO PAYROLL	5,000.00
101-000-091.000	ADVANCE TO FSA ACCT	1,568.54
101-000-123.000	PREPAID EXPENSES	23,245.61
<b>Total Assets</b>		<b>1,483,201.90</b>
<b>*** Liabilities ***</b>		
101-000-202.000	ACCOUNTS PAYABLE	86,800.89
101-000-214.000	DUE TO OTHER FUNDS	300.00
101-000-257.000	ACCRUED SALARIES	23,734.81
101-000-307.248	NOTE PAYABLE TO DDA	93,846.49
101-484-307.248	NOTE PAYABLE TO DDA	(7,296.58)
101-484-308.248	INTEREST ON DDA NOTE	(3,896.93)
<b>Total Liabilities</b>		<b>193,488.68</b>
<b>*** Fund Balance ***</b>		
101-000-390.000	FUND BALANCE	756,875.41
101-000-396.000	302 JUSTICE TRAINING FUND BAL	466.62
101-000-397.000	POLICE FORFEITURE FUND BAL	1,142.10
<b>Total Fund Balance</b>		<b>758,484.13</b>
<b>Beginning Fund Balance</b>		<b>758,484.13</b>
<b>Net of Revenues VS Expenditures</b>		<b>531,229.09</b>
<b>Ending Fund Balance</b>		<b>1,289,713.22</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,483,201.90</b>

User: CARRIE

DB: Leslie

PERIOD ENDING 12/31/2020  
% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-402.000	PROPERTY TAXES	629,649.00	629,649.00	593,726.85	0.00	35,922.15	94.29
101-000-423.000	TRAILER TAXES	432.00	432.00	0.00	0.00	432.00	0.00
101-000-441.000	LOCAL COMM STAB SHARE TAX	75,750.00	75,750.00	81,210.93	0.00	(5,460.93)	107.21
101-000-445.000	PENALTIES/INT ON PROP TAXES	4,300.00	4,300.00	225.16	0.00	4,074.84	5.24
101-000-447.000	ADMIN FEES ON PROP TAXES	25,250.00	25,250.00	11,776.39	0.00	13,473.61	46.64
101-000-451.000	LICENSES & PERMITS	303.00	303.00	52.00	0.00	251.00	17.16
101-000-460.000	CABLE TV FRANCHISE FEE	11,110.00	11,110.00	5,149.68	0.00	5,960.32	46.35
101-000-504.000	TWP REIMBURSEMENT-FIRE	61,000.00	61,000.00	8,086.30	0.00	52,913.70	13.26
101-000-574.000	STATE SHARED REVENUE	241,470.00	241,470.00	68,683.00	0.00	172,787.00	28.44
101-000-580.000	WOODLAWN CEM REIMBURSEMENT	57,726.00	57,726.00	21,221.32	0.00	36,504.68	36.76
101-000-587.000	DDA ADMIN CONTRIBUTION	13,250.00	13,250.00	0.00	0.00	13,250.00	0.00
101-000-589.000	LDFA ADMIN CONTRIBUTION	23,250.00	23,250.00	0.00	0.00	23,250.00	0.00
101-000-590.000	LDFA CONTRIB TO FIRE	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
101-000-591.000	W/S ADMIN CONTRIBUTION	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
101-000-592.000	LDFA CONTRIB TO POLICE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-000-664.000	INTEREST EARNED	10,000.00	10,000.00	757.21	180.78	9,242.79	7.57
101-000-673.001	SALE OF LAND IN BUSINESS/IND P	150,000.00	150,000.00	237,492.00	0.00	(87,492.00)	158.33
101-000-677.000	LESLIE PUBLIC SCHOOL-XING GUAR	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-000-678.000	MISC REIMBURSEMENTS	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-000-694.000	MISC OTHER	1,800.00	1,800.00	16,190.38	1,097.13	(14,390.38)	899.47
101-000-695.000	LIQUOR CONTROL FEE	1,800.00	1,800.00	1,589.50	0.00	210.50	88.31
Total Dept 000		1,429,090.00	1,429,090.00	1,046,160.72	1,277.91	382,929.28	73.20
TOTAL REVENUES		1,429,090.00	1,429,090.00	1,046,160.72	1,277.91	382,929.28	73.20
Expenditures							
Dept 101 - COUNCIL							
101-101-703.000	SALARIES/WAGES-COUNCIL	6,500.00	6,500.00	3,140.00	0.00	3,360.00	48.31
101-101-714.000	FICA EXPENSE	497.00	497.00	240.21	0.00	256.79	48.33
101-101-744.000	SUPPLIES	398.00	398.00	0.00	0.00	398.00	0.00
101-101-915.000	MEMBERSHIPS	1,500.00	1,500.00	231.38	0.00	1,268.62	15.43
101-101-960.000	TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 101 - COUNCIL		10,895.00	10,895.00	3,611.59	0.00	7,283.41	33.15
Dept 172 - CITY MANAGER							
101-172-703.000	SALARIES/WAGES-MANAGER	75,800.00	75,800.00	35,626.47	8,308.80	40,173.53	47.00
101-172-714.000	FICA EXPENSE	5,988.00	5,988.00	2,681.39	635.63	3,306.61	44.78
101-172-720.000	FRINGES	15,244.00	15,244.00	3,072.35	672.00	12,171.65	20.15
101-172-915.000	MEMBERSHIPS	1,000.00	1,000.00	639.34	0.00	360.66	63.93
101-172-920.000	UTILITIES	500.00	500.00	238.56	58.63	261.44	47.71
101-172-959.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
101-172-960.000	TRAINING	2,000.00	2,000.00	195.00	0.00	1,805.00	9.75
Total Dept 172 - CITY MANAGER		100,632.00	100,632.00	42,453.11	9,675.06	58,178.89	42.19
Dept 210 - CITY ATTORNEY							
101-210-802.000	ATTORNEY	30,000.00	30,000.00	9,957.96	4,921.00	20,042.04	33.19
Total Dept 210 - CITY ATTORNEY		30,000.00	30,000.00	9,957.96	4,921.00	20,042.04	33.19

User: CARRIE

DB: Leslie

PERIOD ENDING 12/31/2020  
% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
Dept 215 - CITY CLERK							
101-215-703.000	SALARIES/WAGES-CITY CLERK	47,322.00	47,322.00	23,364.09	5,460.01	23,957.91	49.37
101-215-714.000	FICA EXPENSE	3,186.00	3,186.00	1,610.19	385.62	1,575.81	50.54
101-215-720.000	FRINGES	18,000.00	18,000.00	5,487.37	350.40	12,512.63	30.49
101-215-959.000	MISCELLANEOUS	206.00	206.00	0.00	0.00	206.00	0.00
101-215-960.000	TRAINING	1,000.00	1,000.00	(223.22)	0.00	1,223.22	(22.32)
Total Dept 215 - CITY CLERK		69,714.00	69,714.00	30,238.43	6,196.03	39,475.57	43.37
Dept 247 - BOARD OF REVIEW							
101-247-703.000	SALARIES/WAGES	500.00	500.00	30.00	0.00	470.00	6.00
101-247-714.000	FICA EXPENSE	40.00	40.00	2.30	0.00	37.70	5.75
Total Dept 247 - BOARD OF REVIEW		540.00	540.00	32.30	0.00	507.70	5.98
Dept 253 - FINANCE DIRECTOR/TREAS							
101-253-703.000	SALARIES/WAGES-FIN DIR/TREAS	46,800.00	46,800.00	22,248.00	5,160.04	24,552.00	47.54
101-253-714.000	FICA EXPENSE	3,553.00	3,553.00	1,497.31	359.20	2,055.69	42.14
101-253-720.000	FRINGES	21,890.00	21,890.00	7,876.43	224.42	14,013.57	35.98
101-253-960.000	TRAINING	2,000.00	2,000.00	75.00	0.00	1,925.00	3.75
Total Dept 253 - FINANCE DIRECTOR/TREAS		74,243.00	74,243.00	31,696.74	5,743.66	42,546.26	42.69
Dept 257 - CITY ASSESSOR							
101-257-744.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-257-810.000	CONTRACTED SERVICES	16,800.00	16,800.00	8,400.00	1,400.00	8,400.00	50.00
Total Dept 257 - CITY ASSESSOR		17,800.00	17,800.00	8,400.00	1,400.00	9,400.00	47.19
Dept 262 - ELECTIONS							
101-262-703.000	SALARIES/WAGES-ELECTIONS	2,000.00	2,000.00	3,467.50	0.00	(1,467.50)	173.38
101-262-744.000	SUPPLIES	800.00	800.00	2,384.61	80.34	(1,584.61)	298.08
101-262-810.000	CONTRACTED SERVICES	1,000.00	1,000.00	891.50	448.00	108.50	89.15
101-262-959.000	MISCELLANEOUS	400.00	400.00	284.00	284.00	116.00	71.00
101-262-960.000	TRAINING	100.00	100.00	0.00	0.00	100.00	0.00
Total Dept 262 - ELECTIONS		4,300.00	4,300.00	7,027.61	812.34	(2,727.61)	163.43
Dept 265 - CITY HALL							
101-265-703.000	SALARIES/WAGES-CITY HALL	500.00	500.00	404.05	87.92	95.95	80.81
101-265-714.000	FICA EXPENSE	29.00	29.00	28.76	6.37	0.24	99.17
101-265-744.000	SUPPLIES	10,000.00	10,000.00	3,474.93	1,375.72	6,525.07	34.75
101-265-745.000	BANK FEES	618.00	618.00	302.71	0.00	315.29	48.98
101-265-810.000	CONTRACTED SERVICES	40,000.00	40,000.00	36,974.85	10,110.33	3,025.15	92.44
101-265-811.000	CITY HALL PUBLISHING	2,000.00	2,000.00	127.24	0.00	1,872.76	6.36
101-265-912.000	INSURANCE	1,700.00	1,700.00	475.20	0.00	1,224.80	27.95
101-265-920.000	UTILITIES	11,000.00	11,000.00	4,114.88	11.96	6,885.12	37.41
101-265-930.000	BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-265-940.000	EQUIPMENT RENTAL	100.00	100.00	12.72	0.00	87.28	12.72
101-265-959.000	MISCELLANEOUS	100.00	100.00	45.50	45.50	54.50	45.50
101-265-970.000	CAPITAL EXPENDITURES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00

User: CARRIE  
DB: Leslie

PERIOD ENDING 12/31/2020  
% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 101 -- GENERAL FUND							
Expenditures							
Total Dept 265 - CITY HALL		73,047.00	73,047.00	45,960.84	11,637.80	27,086.16	62.92
Dept 276 - CEMETERY							
101-276-703.000	SALARIES/WAGES-CEMETERY	53,790.00	53,790.00	33,662.71	5,610.78	20,127.29	62.58
101-276-714.000	FICA EXPENSE	4,115.00	4,115.00	2,586.22	429.07	1,528.78	62.85
101-276-744.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
101-276-912.000	INSURANCE	1,200.00	1,200.00	580.80	0.00	619.20	48.40
101-276-940.000	EQUIPMENT RENTAL	1,000.00	1,000.00	239.81	89.93	760.19	23.98
101-276-959.338	CEMETERY CHARGES	0.00	0.00	150.00	0.00	(150.00)	100.00
101-276-965.000	CONTRIBUTIONS TO OTHER	25,000.00	25,000.00	12,500.00	0.00	12,500.00	50.00
Total Dept 276 - CEMETERY		85,205.00	85,205.00	49,719.54	6,129.78	35,485.46	58.35
Dept 299 - CONTINGENCIES							
101-299-959.000	MISCELLANEOUS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-299-965.000	CONTRIBUTIONS TO OTHER	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 299 - CONTINGENCIES		6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Dept 301 - POLICE SAFETY							
101-301-703.000	SALARIES/WAGES-POLICE	240,464.00	240,464.00	120,046.12	29,652.45	120,417.88	49.92
101-301-703.003	SALARIES POLICE PT	14,500.00	14,500.00	5,002.43	697.55	9,497.57	34.50
101-301-705.000	CROSSING GUARD WAGES	13,500.00	13,500.00	4,500.00	1,400.00	9,000.00	33.33
101-301-714.000	FICA EXPENSE	19,694.00	19,694.00	9,681.90	2,391.25	10,012.10	49.16
101-301-720.000	FRINGES	58,000.00	58,000.00	23,784.38	3,964.45	34,215.62	41.01
101-301-721.000	UNIFORMS & CLEANING	1,200.00	1,200.00	3,975.60	3,345.00	(2,775.60)	331.30
101-301-741.000	GAS & OIL	3,000.00	3,000.00	1,274.13	0.00	1,725.87	42.47
101-301-744.000	SUPPLIES	3,000.00	3,000.00	89.86	0.00	2,910.14	3.00
101-301-745.000	CROSSING GUARD SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
101-301-810.000	CONTRACTED SERVICES	6,500.00	6,500.00	1,470.06	145.00	5,029.94	22.62
101-301-820.000	LABOR ATTORNEY	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00
101-301-912.000	INSURANCE	11,000.00	11,000.00	1,531.20	0.00	9,468.80	13.92
101-301-920.000	UTILITIES	6,000.00	6,000.00	3,281.93	247.29	2,718.07	54.70
101-301-931.000	VEHICLE MAINTENANCE	5,000.00	5,000.00	1,693.70	63.39	3,306.30	33.87
101-301-940.000	EQUIPMENT RENTAL	2,000.00	2,000.00	201.67	0.00	1,798.33	10.08
101-301-960.000	TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-301-970.000	CAPITAL EXPENDITURES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 301 - POLICE SAFETY		389,708.00	389,708.00	176,532.98	41,906.38	213,175.02	45.30
Dept 336 - FIRE							
101-336-703.000	SALARIES/WAGES-FIRE	19,500.00	19,500.00	25,534.19	840.00	(6,034.19)	130.94
101-336-714.000	FICA EXPENSE	1,500.00	1,500.00	3,177.08	64.26	(1,677.08)	211.81
101-336-721.000	UNIFORMS & CLEANING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-336-741.000	GAS & OIL	1,800.00	1,800.00	392.84	199.57	1,407.16	21.82
101-336-744.000	SUPPLIES	14,000.00	14,000.00	5,085.12	237.86	8,914.88	36.32
101-336-810.000	CONTRACTED SERVICES	6,000.00	6,000.00	8,258.81	5,287.61	(2,258.81)	137.65
101-336-912.000	INSURANCE	6,000.00	6,000.00	422.40	0.00	5,577.60	7.04
101-336-920.000	UTILITIES	7,000.00	7,000.00	1,498.47	26.28	5,501.53	21.41
101-336-930.000	BUILDING MAINTENANCE	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
101-336-931.000	VEHICLE MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-336-941.000	HYDRANT RENTAL	7,100.00	7,100.00	3,561.48	0.00	3,538.52	50.16
101-336-959.000	MISCELLANEOUS	200.00	200.00	200.00	0.00	0.00	100.00
101-336-959.336	TWP FIRE DEPT	61,000.00	61,000.00	25,853.27	3,446.08	35,146.73	42.38
101-336-960.000	TRAINING	3,000.00	3,000.00	525.00	525.00	2,475.00	17.50
101-336-970.000	CAPITAL EXPENDITURES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-336-999.001	TRANSFER TO PIF	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-336-999.661	TRANSFER TO MVP	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 336 - FIRE		171,600.00	171,600.00	74,508.66	10,626.66	97,091.34	43.42
Dept 441 - DEPT OF PUBLIC WORKS							
101-441-703.000	SALARIES/WAGES-DPW	42,900.00	42,900.00	21,407.58	7,126.72	21,492.42	49.90
101-441-703.002	DPW DOWNTOWN MAINT	3,500.00	3,500.00	1,958.76	449.54	1,541.24	55.96
101-441-714.000	FICA EXPENSE	3,825.00	3,825.00	1,689.88	568.91	2,135.12	44.18
101-441-720.000	FRINGES	12,017.00	12,017.00	9,172.77	1,290.40	2,844.23	76.33
101-441-741.000	GAS & OIL	6,500.00	6,500.00	1,754.31	0.00	4,745.69	26.99
101-441-744.000	SUPPLIES	8,000.00	8,000.00	2,349.86	1,009.06	5,650.14	29.37
101-441-810.000	CONTRACTED SERVICES	4,000.00	4,000.00	2,560.00	175.00	1,440.00	64.00
101-441-820.000	LABOR ATTORNEY	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-441-912.000	INSURANCE	7,500.00	7,500.00	264.00	0.00	7,236.00	3.52
101-441-920.000	UTILITIES	13,000.00	13,000.00	3,961.71	179.20	9,038.29	30.47
101-441-930.000	BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-441-940.000	EQUIPMENT RENTAL	10,000.00	10,000.00	1,988.34	1,289.80	8,011.66	19.88
101-441-959.000	MISCELLANEOUS	500.00	500.00	394.63	97.00	105.37	78.93
101-441-960.000	TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-441-970.000	CAPITAL EXPENDITURES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 441 - DEPT OF PUBLIC WORKS		121,242.00	121,242.00	47,501.84	12,185.63	73,740.16	39.18
Dept 448 - STREET LIGHTS							
101-448-920.000	UTILITIES	33,500.00	33,500.00	12,130.48	0.00	21,369.52	36.21
Total Dept 448 - STREET LIGHTS		33,500.00	33,500.00	12,130.48	0.00	21,369.52	36.21
Dept 600 - CITY SIDEWALKS							
101-600-810.000	CONTRACTED SERVICES	4,000.00	4,000.00	4,095.00	0.00	(95.00)	102.38
Total Dept 600 - CITY SIDEWALKS		4,000.00	4,000.00	4,095.00	0.00	(95.00)	102.38
Dept 601 - SIDEWALK MAINTENANCE							
101-601-703.000	SALARIES/WAGES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601-714.000	FICA EXPENSE	79.00	79.00	0.00	0.00	79.00	0.00
101-601-940.000	EQUIPMENT RENTAL	750.00	750.00	0.00	0.00	750.00	0.00
Total Dept 601 - SIDEWALK MAINTENANCE		1,829.00	1,829.00	0.00	0.00	1,829.00	0.00
Dept 721 - PLANNING COMMISSION							
101-721-960.000	TRAINING	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 721 - PLANNING COMMISSION		500.00	500.00	0.00	0.00	500.00	0.00

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
Dept 751 - PARKS							
101-751-703.000	SALARIES/WAGES-PARKS	14,758.00	14,758.00	6,286.59	1,364.17	8,471.41	42.60
101-751-714.000	FICA EXPENSE	1,148.00	1,148.00	454.81	99.46	693.19	39.62
101-751-720.000	FRINGES	1,200.00	1,200.00	804.89	0.00	395.11	67.07
101-751-744.000	SUPPLIES	3,000.00	3,000.00	437.35	121.80	2,562.65	14.58
101-751-810.000	CONTRACTED SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-751-810.002	TUTTLE PARK MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-751-912.000	INSURANCE	1,200.00	1,200.00	158.40	0.00	1,041.60	13.20
101-751-920.000	UTILITIES	2,500.00	2,500.00	1,299.93	0.00	1,200.07	52.00
101-751-930.000	BUILDING MAINTENANCE	500.00	500.00	0.00	0.00	500.00	0.00
101-751-940.000	EQUIPMENT RENTAL	7,000.00	7,000.00	1,500.65	0.00	5,499.35	21.44
Total Dept 751 - PARKS		33,306.00	33,306.00	10,942.62	1,585.43	22,363.38	32.85
Dept 756 - POOL							
101-756-703.000	SALARIES/WAGES-POOL	250.00	250.00	0.00	0.00	250.00	0.00
101-756-714.000	FICA EXPENSE	20.00	20.00	0.00	0.00	20.00	0.00
101-756-912.000	INSURANCE	1,200.00	1,200.00	105.60	0.00	1,094.40	8.80
101-756-920.000	UTILITIES	800.00	800.00	278.77	0.00	521.23	34.85
101-756-940.000	EQUIPMENT RENTAL	500.00	500.00	0.00	0.00	500.00	0.00
101-756-959.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
Total Dept 756 - POOL		2,870.00	2,870.00	384.37	0.00	2,485.63	13.39
Dept 790 - LIBRARY							
101-790-703.000	SALARIES/WAGES	513.00	513.00	186.09	19.40	326.91	36.27
101-790-714.000	FICA EXPENSE	70.00	70.00	13.71	1.46	56.29	19.59
101-790-810.000	CONTRACTED SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-790-912.000	INSURANCE	750.00	750.00	0.00	0.00	750.00	0.00
101-790-930.000	BUILDING MAINTENANCE	1,500.00	1,500.00	7.18	0.00	1,492.82	0.48
101-790-940.000	EQUIPMENT RENTAL	500.00	500.00	138.38	0.00	361.62	27.68
Total Dept 790 - LIBRARY		4,533.00	4,533.00	345.36	20.86	4,187.64	7.62
Dept 851 - INSURANCE & BONDS							
101-851-912.000	INSURANCE	10,000.00	10,000.00	211.20	0.00	9,788.80	2.11
Total Dept 851 - INSURANCE & BONDS		10,000.00	10,000.00	211.20	0.00	9,788.80	2.11
TOTAL EXPENDITURES		1,245,464.00	1,245,464.00	555,750.63	112,840.63	689,713.37	44.62
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,429,090.00	1,429,090.00	1,046,160.72	1,277.91	382,929.28	73.20
TOTAL EXPENDITURES		1,245,464.00	1,245,464.00	555,750.63	112,840.63	689,713.37	44.62
NET OF REVENUES & EXPENDITURES		183,626.00	183,626.00	490,410.09	(111,562.72)	(306,784.09)	267.07

Fund 202 MAJOR STREET FUND

GL Number	Description	Balance
*** Assets ***		
202-000-001.000	CASH ACCOUNT	357,417.07
202-000-017.000	MBIA-CLASS INVESTMENTS	1,429.29
202-000-035.000	ACCOUNTS RECEIVABLE	23,970.99
202-000-123.000	PREPAID EXPENSES	44.65
<b>Total Assets</b>		<b>382,862.00</b>
*** Liabilities ***		
202-000-202.000	ACCOUNTS PAYABLE	2,610.24
<b>Total Liabilities</b>		<b>2,610.24</b>
*** Fund Balance ***		
202-000-390.000	FUND BALANCE	341,579.30
<b>Total Fund Balance</b>		<b>341,579.30</b>
<b>Beginning Fund Balance</b>		<b>341,579.30</b>
<b>Net of Revenues VS Expenditures</b>		<b>38,672.46</b>
<b>Ending Fund Balance</b>		<b>380,251.76</b>
<b>Total Liabilities And Fund Balance</b>		<b>382,862.00</b>

User: CARRIE  
DB: Leslie

PERIOD ENDING 12/31/2020  
% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDY USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-546.000	GAS & WEIGHT TAX	150,000.00	150,000.00	87,689.93	14,489.05	62,310.07	58.46
202-000-610.000	BUILD MICHIGAN	3,200.00	3,200.00	1,744.81	290.79	1,455.19	54.53
202-000-664.000	INTEREST EARNED	3,500.00	3,500.00	210.60	43.64	3,289.40	6.02
Total Dept 000		156,700.00	156,700.00	89,645.34	14,823.48	67,054.66	57.21
TOTAL REVENUES		156,700.00	156,700.00	89,645.34	14,823.48	67,054.66	57.21
Expenditures							
Dept 463 - ROUTINE MAINTENANCE							
202-463-703.000	SALARIES/WAGES-MS RM	30,000.00	30,000.00	19,035.54	4,590.50	10,964.46	63.45
202-463-714.000	FICA EXPENSE	2,295.00	2,295.00	1,373.27	333.71	921.73	59.84
202-463-720.000	FRINGES	10,000.00	10,000.00	3,848.31	339.28	6,151.69	38.48
202-463-744.000	SUPPLIES	6,000.00	6,000.00	2,825.72	0.00	3,174.28	47.10
202-463-810.000	CONTRACTED SERVICES	0.00	0.00	2,909.25	809.25	(2,909.25)	100.00
202-463-940.000	EQUIPMENT RENTAL	15,000.00	15,000.00	8,221.78	1,139.34	6,778.22	54.81
Total Dept 463 - ROUTINE MAINTENANCE		63,295.00	63,295.00	38,213.87	7,212.08	25,081.13	60.37
Dept 474 - TRAFFIC SERVICE							
202-474-703.000	SALARIES/WAGES-MS TR	1,281.00	1,281.00	4,483.05	749.48	(3,202.05)	349.96
202-474-714.000	FICA EXPENSE	106.00	106.00	322.86	55.86	(216.86)	304.58
202-474-744.000	SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
202-474-810.000	CONTRACTED SERVICES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
202-474-940.000	EQUIPMENT RENTAL	3,000.00	3,000.00	4,443.42	522.04	(1,443.42)	148.11
Total Dept 474 - TRAFFIC SERVICE		7,887.00	7,887.00	9,249.33	1,327.38	(1,362.33)	117.27
Dept 478 - WINTER MAINTENANCE							
202-478-703.000	SALARIES/WAGES-MS WM	5,307.00	5,307.00	104.74	104.74	5,202.26	1.97
202-478-714.000	FICA EXPENSE	479.00	479.00	7.59	7.59	471.41	1.58
202-478-720.000	FRINGES	1,500.00	1,500.00	640.44	71.72	859.56	42.70
202-478-744.000	SUPPLIES	5,000.00	5,000.00	204.15	0.00	4,795.85	4.08
202-478-940.000	EQUIPMENT RENTAL	1,000.00	1,000.00	44.16	44.16	955.84	4.42
Total Dept 478 - WINTER MAINTENANCE		13,286.00	13,286.00	1,001.08	228.21	12,284.92	7.53
Dept 484 - ADMINISTRATION							
202-484-810.000	CONTRACTED SERVICES	3,200.00	3,200.00	2,508.60	1,875.00	691.40	78.39
202-484-960.000	TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
202-484-965.000	CONTRIBUTIONS TO OTHER	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 484 - ADMINISTRATION		29,200.00	29,200.00	2,508.60	1,875.00	26,691.40	8.59
TOTAL EXPENDITURES		113,668.00	113,668.00	50,972.88	10,642.67	62,695.12	44.84
Fund 202 - MAJOR STREET FUND:							



REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREET FUND							
	TOTAL REVENUES	156,700.00	156,700.00	89,645.34	14,823.48	67,054.66	57.21
	TOTAL EXPENDITURES	113,668.00	113,668.00	50,972.88	10,642.67	62,695.12	44.84
	NET OF REVENUES & EXPENDITURES	43,032.00	43,032.00	38,672.46	4,180.81	4,359.54	89.87

Fund 203 LOCAL STREET FUND

GL Number	Description	Balance
*** Assets ***		
203-000-001.000	CASH ACCOUNT	70,308.88
203-000-035.000	ACCOUNTS RECEIVABLE	8,416.45
203-000-123.000	PREPAID EXPENSES	44.65
<b>Total Assets</b>		<b>78,769.98</b>
*** Liabilities ***		
203-000-202.000	ACCOUNTS PAYABLE	2,142.00
<b>Total Liabilities</b>		<b>2,142.00</b>
*** Fund Balance ***		
203-000-390.000	FUND BALANCE	112,159.42
<b>Total Fund Balance</b>		<b>112,159.42</b>
<b>Beginning Fund Balance</b>		<b>112,159.42</b>
<b>Net of Revenues VS Expenditures</b>		<b>(35,531.44)</b>
<b>Ending Fund Balance</b>		<b>76,627.98</b>
<b>Total Liabilities And Fund Balance</b>		<b>78,769.98</b>

User: CARRIE  
DB: Leslie

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	GAS & WEIGHT TAX	53,000.00	53,000.00	30,787.33	5,086.90	22,212.67	58.09
203-000-556.000	OTHER STATE GRANTS	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
203-000-610.000	BUILD MICHIGAN	7,500.00	7,500.00	612.59	102.09	6,887.41	8.17
203-000-653.000	METRO ACT MAINTENANCE FEE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
203-000-664.000	INTEREST EARNED	0.00	0.00	45.14	8.90	(45.14)	100.00
203-000-699.000	CONTRIBUTIONS FROM OTHER FND	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 000		87,700.00	87,700.00	31,445.06	5,197.89	56,254.94	35.86
TOTAL REVENUES		87,700.00	87,700.00	31,445.06	5,197.89	56,254.94	35.86
Expenditures							
Dept 463 - ROUTINE MAINTENANCE							
203-463-703.000	SALARIES/WAGES-LS RM	20,000.00	20,000.00	12,157.72	3,073.77	7,842.28	60.79
203-463-714.000	FICA EXPENSE	1,530.00	1,530.00	881.40	224.14	648.60	57.61
203-463-720.000	FRINGES	7,000.00	7,000.00	3,187.14	286.89	3,812.86	45.53
203-463-744.000	SUPPLIES	5,000.00	5,000.00	1,812.47	0.00	3,187.53	36.25
203-463-810.000	CONTRACTED SERVICES	10,000.00	10,000.00	31,797.43	809.25	(21,797.43)	317.97
203-463-940.000	EQUIPMENT RENTAL	8,000.00	8,000.00	6,333.32	974.82	1,666.68	79.17
Total Dept 463 - ROUTINE MAINTENANCE		51,530.00	51,530.00	56,169.48	5,368.87	(4,639.48)	109.00
Dept 474 - TRAFFIC SERVICE							
203-474-703.000	SALARIES/WAGES-LS TR	1,500.00	1,500.00	4,532.21	817.38	(3,032.21)	302.15
203-474-714.000	FICA EXPENSE	103.00	103.00	326.86	60.90	(223.86)	317.34
203-474-744.000	SUPPLIES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
203-474-940.000	EQUIPMENT RENTAL	500.00	500.00	4,443.42	522.04	(3,943.42)	888.68
Total Dept 474 - TRAFFIC SERVICE		3,603.00	3,603.00	9,302.49	1,400.32	(5,699.49)	258.19
Dept 478 - WINTER MAINTENANCE							
203-478-703.000	SALARIES/WAGES-LS WM	4,500.00	4,500.00	82.76	82.76	4,417.24	1.84
203-478-714.000	FICA EXPENSE	412.00	412.00	6.00	6.00	406.00	1.46
203-478-720.000	FRINGES	1,500.00	1,500.00	543.47	65.28	956.53	36.23
203-478-744.000	SUPPLIES	4,000.00	4,000.00	204.15	0.00	3,795.85	5.10
203-478-940.000	EQUIPMENT RENTAL	1,000.00	1,000.00	34.55	34.55	965.45	3.46
Total Dept 478 - WINTER MAINTENANCE		11,412.00	11,412.00	870.93	188.59	10,541.07	7.63
Dept 484 - ADMINISTRATION							
203-484-810.000	CONTRACTED SERVICES	2,500.00	2,500.00	633.60	0.00	1,866.40	25.34
Total Dept 484 - ADMINISTRATION		2,500.00	2,500.00	633.60	0.00	1,866.40	25.34
TOTAL EXPENDITURES		69,045.00	69,045.00	66,976.50	6,957.78	2,068.50	97.00
Fund 203 - LOCAL STREET FUND:							

GL NUMBER	DESCRIPTION	2020-21		2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		ORIGINAL	BUDGET	AMENDED BUDGET	2020-21	12/31/2020	NORM (ABNORM)	MONTH 12/31/20	INCR (DECR)	NORM (ABNORM)	% BDGT USED
Fund 203 - LOCAL STREET FUND											
	TOTAL REVENUES	87,700.00		87,700.00		31,445.06		5,197.89		56,254.94	35.86
	TOTAL EXPENDITURES	69,045.00		69,045.00		66,976.50		6,957.78		2,068.50	97.00
	NET OF REVENUES & EXPENDITURES	18,655.00		18,655.00		(35,531.44)		(1,759.89)		54,186.44	190.47

Fund 245 PUBLIC IMPROVEMENT FUND

GL Number	Description	Balance
<b>*** Assets ***</b>		
245-000-001.000	CASH ACCOUNT	166,464.64
245-000-017.000	MBIA-CLASS INVESTMENTS	1,989.44
<b>Total Assets</b>		<b>168,454.08</b>
<b>*** Liabilities ***</b>		
<b>Total Liabilities</b>		<b>0.00</b>
<b>*** Fund Balance ***</b>		
245-000-390.000	Fund Balance	168,349.27
<b>Total Fund Balance</b>		<b>168,349.27</b>
<b>Beginning Fund Balance</b>		<b>168,349.27</b>
<b>Net of Revenues VS Expenditures</b>		<b>104.81</b>
<b>Ending Fund Balance</b>		<b>168,454.08</b>
<b>Total Liabilities And Fund Balance</b>		<b>168,454.08</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 245 - PUBLIC IMPROVEMENT FUND							
Revenues							
Dept 000							
245-000-664.000	INTEREST EARNED	2,000.00	2,000.00	104.81	20.56	1,895.19	5.24
245-000-699.751	CONTRIBUTION FOR PARKS & REC	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 000		<u>8,000.00</u>	<u>8,000.00</u>	<u>104.81</u>	<u>20.56</u>	<u>7,895.19</u>	<u>1.31</u>
TOTAL REVENUES		<u>8,000.00</u>	<u>8,000.00</u>	<u>104.81</u>	<u>20.56</u>	<u>7,895.19</u>	<u>1.31</u>
Fund 245 - PUBLIC IMPROVEMENT FUND:							
TOTAL REVENUES		8,000.00	8,000.00	104.81	20.56	7,895.19	1.31
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>8,000.00</u>	<u>8,000.00</u>	<u>104.81</u>	<u>20.56</u>	<u>7,895.19</u>	<u>1.31</u>

Fund 248 DDA Fund

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH ACCOUNT	221,035.72
248-000-017.000	MBIA-CLASS INVESTMENTS	1,461.74
248-000-060.101	NOTE RECEIVABLE FROM GEN FUND	93,846.49
<b>Total Assets</b>		<b>316,343.95</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	317,625.85
<b>Total Fund Balance</b>		<b>317,625.85</b>
<b>Beginning Fund Balance</b>		<b>317,625.85</b>
<b>Net of Revenues VS Expenditures</b>		<b>(1,281.90)</b>
<b>Ending Fund Balance</b>		<b>316,343.95</b>
<b>Total Liabilities And Fund Balance</b>		<b>316,343.95</b>

## REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DDA Fund							
Revenues							
Dept 000							
248-000-400.101	NOTE PAYMENT FOR 602 W BELLEUVU	0.00	0.00	7,296.58	7,296.58	(7,296.58)	100.00
248-000-405.000	TIF CAPTURE	5,586.00	5,586.00	0.00	0.00	5,586.00	0.00
248-000-664.000	INTEREST EARNED	2,000.00	2,000.00	2,015.55	1,876.93	(15.55)	100.78
248-000-696.000	MERCHANT BANNER SALES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 000		8,586.00	8,586.00	9,312.13	9,173.51	(726.13)	108.46
TOTAL REVENUES		8,586.00	8,586.00	9,312.13	9,173.51	(726.13)	108.46
Expenditures							
Dept 898 - DDA ACTIVITY							
248-898-703.000	SALARIES/WAGES DDA	0.00	0.00	350.00	0.00	(350.00)	100.00
248-898-714.000	FICA EXPENSE	0.00	0.00	329.57	61.91	(329.57)	100.00
248-898-944.000	PUBLIC RELATIONS	10,000.00	10,000.00	200.00	0.00	9,800.00	2.00
248-898-946.000	CHRISTMAS DECORATIONS	3,000.00	3,000.00	68.82	68.82	2,931.18	2.29
248-898-947.000	DOWNTOWN MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-898-949.000	FACADE GRANTS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
248-898-959.010	SPECIAL PROJECTS CONTINGENCY	23,175.00	23,175.00	5,337.50	937.50	17,837.50	23.03
248-898-959.030	BANNER EXPENSE	500.00	500.00	0.00	0.00	500.00	0.00
248-898-965.010	ADMIN SUPPORT	13,250.00	13,250.00	4,308.14	809.38	8,941.86	32.51
Total Dept 898 - DDA ACTIVITY		56,925.00	56,925.00	10,594.03	1,877.61	46,330.97	18.61
TOTAL EXPENDITURES		56,925.00	56,925.00	10,594.03	1,877.61	46,330.97	18.61
Fund 248 - DDA Fund:							
TOTAL REVENUES		8,586.00	8,586.00	9,312.13	9,173.51	(726.13)	108.46
TOTAL EXPENDITURES		56,925.00	56,925.00	10,594.03	1,877.61	46,330.97	18.61
NET OF REVENUES & EXPENDITURES		(48,339.00)	(48,339.00)	(1,281.90)	7,295.90	(47,057.10)	2.65



Fund 250 LDFA Fund

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH ACCOUNT	227,233.58
250-000-017.000	MBIA-CLASS INVESTMENTS	3,134.13
<b>Total Assets</b>		<b>230,367.71</b>
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	12,853.90
250-000-214.101	DUE TO GENERAL FUND	(2.00)
<b>Total Liabilities</b>		<b>12,851.90</b>
*** Fund Balance ***		
250-000-390.000	FUND BALANCE	366,816.19
<b>Total Fund Balance</b>		<b>366,816.19</b>
<b>Beginning Fund Balance</b>		<b>366,816.19</b>
<b>Net of Revenues VS Expenditures</b>		<b>(149,300.38)</b>
<b>Ending Fund Balance</b>		<b>217,515.81</b>
<b>Total Liabilities And Fund Balance</b>		<b>230,367.71</b>

User: CARRIE

PERIOD ENDING 12/31/2020

DB: Leslie

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 250 - LDFA Fund							
Revenues							
Dept 000							
250-000-405.000	TIF CAPTURE	1,292.00	1,292.00	0.00	0.00	1,292.00	0.00
250-000-664.000	INTEREST EARNED	7,983.00	7,983.00	234.75	0.00	7,748.25	2.94
250-000-694.000	MISC OTHER	0.00	0.00	100.00	0.00	(100.00)	100.00
Total Dept 000		9,275.00	9,275.00	334.75	0.00	8,940.25	3.61
TOTAL REVENUES		9,275.00	9,275.00	334.75	0.00	8,940.25	3.61
Expenditures							
Dept 897 - LDFA ACTIVITY							
250-897-703.000	SALARIES/WAGES LDFA	0.00	0.00	170.00	0.00	(170.00)	100.00
250-897-714.000	FICA EXPENSE	0.00	0.00	232.87	61.91	(232.87)	100.00
250-897-942.000	INGHAM COUNTY EDC	9,500.00	9,500.00	0.00	0.00	9,500.00	0.00
250-897-943.000	SPECIAL PROJECTS	500.00	500.00	11,925.00	970.00	(11,425.00)	2,385.00
250-897-943.000-BRIDGE MIL	SPECIAL PROJECTS	0.00	0.00	133,325.44	76,224.43	(133,325.44)	100.00
250-897-944.000	PUBLIC RELATIONS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
250-897-959.000	MISCELLANEOUS	1,500.00	1,500.00	937.50	937.50	562.50	62.50
250-897-965.010	ADMIN SUPPORT	23,250.00	23,250.00	3,044.32	809.35	20,205.68	13.09
250-897-965.020	FIRE DEPT CONTRIBUTION	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
250-897-965.050	POLICE DEPT CONTRIBUTION	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 897 - LDFA ACTIVITY		63,750.00	63,750.00	149,635.13	79,003.19	(85,885.13)	234.72
TOTAL EXPENDITURES		63,750.00	63,750.00	149,635.13	79,003.19	(85,885.13)	234.72
Fund 250 - LDFA Fund:							
TOTAL REVENUES		9,275.00	9,275.00	334.75	0.00	8,940.25	3.61
TOTAL EXPENDITURES		63,750.00	63,750.00	149,635.13	79,003.19	(85,885.13)	234.72
NET OF REVENUES & EXPENDITURES		(54,475.00)	(54,475.00)	(149,300.38)	(79,003.19)	94,825.38	274.07

Fund 590 SEWER FUND

GL Number	Description	Balance
*** Assets ***		
590-000-001.000	CASH ACCOUNT	(79,047.04)
590-000-004.000	INVESTMENTS	428.70
590-000-016.000	BOND & INT REDEMPTION-2012 SEWER	48,918.01
590-000-016.010	BOND RESERVE ACCT - 2012 SEWER	1,592.01
590-000-016.020	REPAIR, REPLACE, IMPROVE ACCT-201	130,760.68
590-000-017.000	MBIA-CLASS INVESTMENTS	65,207.18
590-000-035.000	ACCOUNTS RECEIVABLE	1,769.52
590-000-123.000	PREPAID EXPENSES	5,000.09
590-000-152.000	FIXED ASSETS	5,882,903.04
590-000-153.000	ACCUMULATED DEPRECIATION	(2,929,212.44)
<b>Total Assets</b>		<b>3,128,319.75</b>
*** Liabilities ***		
590-000-202.000	ACCOUNTS PAYABLE	32,146.14
590-000-251.000	ACCRUED INTEREST	5,683.00
590-000-300.100	USDA RD BOND PAYABLE	1,240,000.00
<b>Total Liabilities</b>		<b>1,277,829.14</b>
*** Fund Balance ***		
590-000-390.000	FUND BALANCE	1,978,716.09
<b>Total Fund Balance</b>		<b>1,978,716.09</b>
<b>Beginning Fund Balance</b>		<b>1,978,716.09</b>
<b>Net of Revenues VS Expenditures</b>		<b>(128,225.48)</b>
<b>Ending Fund Balance</b>		<b>1,850,490.61</b>
<b>Total Liabilities And Fund Balance</b>		<b>3,128,319.75</b>

User: CARRIE

DB: Leslie

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-637.000	LAB FEES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
590-000-648.000	SEWER SALES	390,000.00	390,000.00	99,830.53	3,594.50	290,169.47	25.60
590-000-657.000	SEWER PENALTIES	7,500.00	7,500.00	3,146.89	0.00	4,353.11	41.96
590-000-664.002	INT EARNED-SEWER	1,000.00	1,000.00	32.90	0.00	967.10	3.29
Total Dept 000		401,500.00	401,500.00	103,010.32	3,594.50	298,489.68	25.66
TOTAL REVENUES		401,500.00	401,500.00	103,010.32	3,594.50	298,489.68	25.66
Expenditures							
Dept 528 - SEWER PLANT							
590-528-703.000	SALARIES/WAGES	84,000.00	84,000.00	39,781.58	8,446.38	44,218.42	47.36
590-528-714.000	FICA EXPENSE	6,246.00	6,246.00	4,360.35	2,008.60	1,885.65	69.81
590-528-720.000	FRINGES	8,629.00	8,629.00	0.00	0.00	8,629.00	0.00
590-528-744.000	SUPPLIES	10,000.00	10,000.00	9,105.84	1,818.85	894.16	91.06
590-528-810.000	CONTRACTED SERVICES	25,000.00	25,000.00	20,243.03	9,379.36	4,756.97	80.97
590-528-912.000	INSURANCE	6,300.00	6,300.00	0.00	0.00	6,300.00	0.00
590-528-920.000	UTILITIES SEWER PLANT	35,000.00	35,000.00	17,379.82	643.70	17,620.18	49.66
590-528-940.000	EQUIPMENT RENTAL	3,000.00	3,000.00	896.91	0.00	2,103.09	29.90
590-528-959.000	MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
590-528-960.000	TRAINING	3,000.00	3,000.00	310.00	0.00	2,690.00	10.33
590-528-970.000	CAPITAL EXPENDITURES	50,000.00	50,000.00	21,739.71	12,663.60	28,260.29	43.48
Total Dept 528 - SEWER PLANT		232,175.00	232,175.00	113,817.24	34,960.49	118,357.76	49.02
Dept 529 - SEWER COLLECTION							
590-529-703.000	SALARIES/WAGES	35,000.00	35,000.00	15,141.89	4,528.13	19,858.11	43.26
590-529-714.000	FICA EXPENSE	2,600.00	2,600.00	1,089.05	328.16	1,510.95	41.89
590-529-720.000	FRINGES	13,000.00	13,000.00	7,481.57	862.38	5,518.43	57.55
590-529-744.000	SUPPLIES	7,000.00	7,000.00	204.27	0.00	6,795.73	2.92
590-529-810.000	CONTRACTED SERVICES	40,000.00	40,000.00	76,398.98	6,528.13	(36,398.98)	191.00
590-529-912.000	INSURANCE	1,000.00	1,000.00	52.80	0.00	947.20	5.28
590-529-940.000	EQUIPMENT RENTAL	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
590-529-959.000	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
590-529-960.000	TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
590-529-970.000	CAPITAL EXPENDITURES	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 529 - SEWER COLLECTION		154,100.00	154,100.00	100,368.56	12,246.80	53,731.44	65.13
Dept 558 - ADMINISTRATIVE							
590-558-965.010	ADMIN SUPPORT	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
590-558-993.011	2012 WWTP DEBT SERVICE--PRIN	26,000.00	26,000.00	0.00	0.00	26,000.00	0.00
590-558-995.000	INT ON BOND DEBT	33,000.00	33,000.00	17,050.00	0.00	15,950.00	51.67
Total Dept 558 - ADMINISTRATIVE		91,500.00	91,500.00	17,050.00	0.00	74,450.00	18.63
TOTAL EXPENDITURES		477,775.00	477,775.00	231,235.80	47,207.29	246,539.20	48.40

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 590 - SEWER FUND								
Fund 590 - SEWER FUND:								
TOTAL REVENUES		401,500.00	401,500.00	103,010.32	3,594.50	298,489.68		25.66
TOTAL EXPENDITURES		477,775.00	477,775.00	231,235.80	47,207.29	246,539.20		48.40
NET OF REVENUES & EXPENDITURES		(76,275.00)	(76,275.00)	(128,225.48)	(43,612.79)	51,950.48		168.11

Fund 591 WATER FUND

GL Number	Description	Balance
*** Assets ***		
591-000-001.000	CASH ACCOUNT	399,714.40
591-000-004.000	INVESTMENTS	511.89
591-000-006.010	2012 WATER BOND & INTEREST REDEMP	52,386.59
591-000-017.000	MBIA-CLASS INVESTMENTS	1,356.23
591-000-035.000	ACCOUNTS RECEIVABLE	3,523.52
591-000-123.000	PREPAID EXPENSES	2,621.00
591-000-152.000	FIXED ASSETS	5,173,222.22
591-000-153.000	ACCUMULATED DEPRECIATION	(1,292,011.20)
<b>Total Assets</b>		<b>4,341,324.65</b>
*** Liabilities ***		
591-000-202.000	ACCOUNTS PAYABLE	5,241.29
591-000-251.000	ACCRUED INTEREST	7,313.00
591-000-256.000	DEPOSIT ON HYDRANT RENTAL	15.00
591-000-300.000	REVENUE BONDS PAYABLE	1,512,277.00
<b>Total Liabilities</b>		<b>1,524,846.29</b>
*** Fund Balance ***		
591-000-390.000	FUND BALANCE	2,811,657.73
<b>Total Fund Balance</b>		<b>2,811,657.73</b>
<b>Beginning Fund Balance</b>		<b>2,811,657.73</b>
<b>Net of Revenues VS Expenditures</b>		<b>4,820.63</b>
<b>Ending Fund Balance</b>		<b>2,816,478.36</b>
<b>Total Liabilities And Fund Balance</b>		<b>4,341,324.65</b>

User: CARRIE

PERIOD ENDING 12/31/2020

DB: Leslie

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
<b>Fund 591 - WATER FUND</b>							
<b>Revenues</b>							
<b>Dept 000</b>							
591-000-609.000	WATER METERS	0.00	0.00	2,803.50	186.90	(2,803.50)	100.00
591-000-635.000	WATER TAP FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
591-000-640.000	WATER TURN ON	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
591-000-647.000	WATER SALES	400,000.00	400,000.00	112,815.96	3,987.05	287,184.04	28.20
591-000-656.000	WATER PENALTIES	9,000.00	9,000.00	3,819.13	0.00	5,180.87	42.43
591-000-664.001	INT EARNED-WATER	4,500.00	4,500.00	262.29	51.91	4,237.71	5.83
591-000-669.000	HYDRANT RENTAL	7,200.00	7,200.00	1,678.52	0.00	5,521.48	23.31
591-000-669.001	TOWNSHIP HYDRANT RENTAL	7,200.00	7,200.00	7,120.16	0.00	79.84	98.89
<b>Total Dept 000</b>		<b>430,900.00</b>	<b>430,900.00</b>	<b>128,499.56</b>	<b>4,225.86</b>	<b>302,400.44</b>	<b>29.82</b>
<b>TOTAL REVENUES</b>		<b>430,900.00</b>	<b>430,900.00</b>	<b>128,499.56</b>	<b>4,225.86</b>	<b>302,400.44</b>	<b>29.82</b>
<b>Expenditures</b>							
<b>Dept 556 - WELLS &amp; IRON REMOVAL</b>							
591-556-703.000	SALARIES/WAGES	25,000.00	25,000.00	12,368.93	3,980.15	12,631.07	49.48
591-556-714.000	FICA EXPENSE	2,000.00	2,000.00	889.59	291.50	1,110.41	44.48
591-556-720.000	FRINGES	8,500.00	8,500.00	3,603.30	351.52	4,896.70	42.39
591-556-744.000	SUPPLIES	10,000.00	10,000.00	2,790.80	538.88	7,209.20	27.91
591-556-810.000	CONTRACTED SERVICES	0.00	0.00	13,335.60	1,029.80	(13,335.60)	100.00
591-556-812.000	SDWA FEES	3,000.00	3,000.00	3,250.05	3,250.05	(250.05)	108.34
591-556-912.000	INSURANCE	2,200.00	2,200.00	105.60	0.00	2,094.40	4.80
591-556-920.000	UTILITIES	15,000.00	15,000.00	5,299.96	0.00	9,700.04	35.33
591-556-930.000	BUILDING MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
591-556-940.000	EQUIPMENT RENTAL	1,500.00	1,500.00	882.92	0.00	617.08	58.86
591-556-959.000	MISCELLANEOUS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
591-556-970.000	CAPITAL EXPENDITURES	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
<b>Total Dept 556 - WELLS &amp; IRON REMOVAL</b>		<b>121,200.00</b>	<b>121,200.00</b>	<b>42,526.75</b>	<b>9,441.90</b>	<b>78,673.25</b>	<b>35.09</b>
<b>Dept 557 - WATER DISTRIBUTION</b>							
591-557-703.000	SALARIES/WAGES	54,000.00	54,000.00	25,758.88	6,273.05	28,241.12	47.70
591-557-714.000	FICA EXPENSE	4,200.00	4,200.00	1,851.04	455.83	2,348.96	44.07
591-557-720.000	FRINGES	18,000.00	18,000.00	9,262.65	1,025.56	8,737.35	51.46
591-557-744.000	SUPPLIES	30,000.00	30,000.00	8,398.20	184.12	21,601.80	27.99
591-557-744.001	BULK SUPPLIES FOR RESALE	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
591-557-810.000	CONTRACTED SERVICES	20,000.00	20,000.00	17,828.78	2,899.00	2,171.22	89.14
591-557-912.000	INSURANCE	2,000.00	2,000.00	105.60	0.00	1,894.40	5.28
591-557-920.000	UTILITIES	1,500.00	1,500.00	520.36	0.00	979.64	34.69
591-557-940.000	EQUIPMENT RENTAL	10,000.00	10,000.00	2,801.67	40.44	7,198.33	28.02
591-557-960.000	TRAINING	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
591-557-970.000	CAPITAL EXPENDITURES	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
<b>Total Dept 557 - WATER DISTRIBUTION</b>		<b>196,700.00</b>	<b>196,700.00</b>	<b>66,527.18</b>	<b>10,878.00</b>	<b>130,172.82</b>	<b>33.82</b>
<b>Dept 558 - ADMINISTRATIVE</b>							
591-558-965.010	ADMIN SUPPORT	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
591-558-993.012	2012 WATER PROJ DEBT SERVICE	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
591-558-995.000	INT ON BOND DEBT	31,000.00	31,000.00	14,625.00	0.00	16,375.00	47.18
<b>Total Dept 558 - ADMINISTRATIVE</b>		<b>138,500.00</b>	<b>138,500.00</b>	<b>14,625.00</b>	<b>0.00</b>	<b>123,875.00</b>	<b>10.56</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 12/31/2020

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 591 - WATER FUND							
Expenditures							
TOTAL EXPENDITURES		456,400.00	456,400.00	123,678.93	20,319.90	332,721.07	27.10
Fund 591 - WATER FUND:							
TOTAL REVENUES		430,900.00	430,900.00	128,499.56	4,225.86	302,400.44	29.82
TOTAL EXPENDITURES		456,400.00	456,400.00	123,678.93	20,319.90	332,721.07	27.10
NET OF REVENUES & EXPENDITURES		(25,500.00)	(25,500.00)	4,820.63	(16,094.04)	(30,320.63)	18.90



Fund 661 MOTOR VEHICLE POOL FUND

GL Number	Description	Balance
<b>*** Assets ***</b>		
661-000-001.000	CASH ACCOUNT	187,911.89
661-000-004.000	INVESTMENT	421.14
661-000-017.000	MBIA-CLASS INVESTMENTS	1,800.48
661-000-152.000	FIXED ASSETS	2,165,600.46
661-000-153.000	ACCUMULATED DEPRECIATION	(1,146,831.96)
<b>Total Assets</b>		<b>1,208,902.01</b>
<b>*** Liabilities ***</b>		
661-000-202.000	ACCOUNTS PAYABLE	2,135.39
<b>Total Liabilities</b>		<b>2,135.39</b>
<b>*** Fund Balance ***</b>		
661-000-390.000	FUND BALANCE	1,245,716.17
<b>Total Fund Balance</b>		<b>1,245,716.17</b>
<b>Beginning Fund Balance</b>		<b>1,245,716.17</b>
<b>Net of Revenues VS Expenditures</b>		<b>(38,949.55)</b>
<b>Ending Fund Balance</b>		<b>1,206,766.62</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,208,902.01</b>

User: CARRIE

PERIOD ENDING 12/31/2020

DB: Leslie

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 12/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET				
Fund 661 - MOTOR VEHICLE POOL FUND							
Revenues							
Dept 000							
661-000-664.000	INTEREST EARNED	6,800.00	6,800.00	121.62	24.07	6,678.38	1.79
661-000-668.001	ALL EQUIP RENTAL	70,000.00	70,000.00	31,458.72	4,657.12	38,541.28	44.94
661-000-668.002	POLICE EQUIP RENTAL	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 000		82,800.00	82,800.00	31,580.34	4,681.19	51,219.66	38.14
TOTAL REVENUES		82,800.00	82,800.00	31,580.34	4,681.19	51,219.66	38.14
Expenditures							
Dept 301 - POLICE SAFETY							
661-301-931.000	VEHICLE MAINTENANCE	3,399.00	3,399.00	0.00	0.00	3,399.00	0.00
661-301-970.000	CAPITAL EXPENDITURES	5,000.00	5,000.00	41,345.00	8,706.00	(36,345.00)	826.90
Total Dept 301 - POLICE SAFETY		8,399.00	8,399.00	41,345.00	8,706.00	(32,946.00)	492.26
Dept 441 - DEPT OF PUBLIC WORKS							
661-441-703.000	SALARIES/WAGES-DPW MVP	17,044.00	17,044.00	4,985.06	1,503.72	12,058.94	29.25
661-441-714.000	FICA EXPENSE	1,526.00	1,526.00	351.60	107.38	1,174.40	23.04
661-441-720.000	FRINGES	7,000.00	7,000.00	3,141.42	234.78	3,858.58	44.88
661-441-741.000	GAS & OIL	6,500.00	6,500.00	1,317.39	0.00	5,182.61	20.27
661-441-744.000	SUPPLIES	15,000.00	15,000.00	1,528.55	92.01	13,471.45	10.19
661-441-810.000	CONTRACTED SERVICES	8,000.00	8,000.00	3,627.59	0.00	4,372.41	45.34
661-441-940.000	EQUIPMENT RENTAL	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
661-441-960.000	TRAINING	500.00	500.00	0.00	0.00	500.00	0.00
661-441-970.000	CAPITAL EXPENDITURES	15,000.00	15,000.00	14,233.28	942.68	766.72	94.89
Total Dept 441 - DEPT OF PUBLIC WORKS		72,070.00	72,070.00	29,184.89	2,880.57	42,885.11	40.50
TOTAL EXPENDITURES		80,469.00	80,469.00	70,529.89	11,586.57	9,939.11	87.65
Fund 661 - MOTOR VEHICLE POOL FUND:							
TOTAL REVENUES		82,800.00	82,800.00	31,580.34	4,681.19	51,219.66	38.14
TOTAL EXPENDITURES		80,469.00	80,469.00	70,529.89	11,586.57	9,939.11	87.65
NET OF REVENUES & EXPENDITURES		2,331.00	2,331.00	(38,949.55)	(6,905.38)	41,280.55	1,670.94
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		2,624,671.00	2,624,671.00	1,450,011.23	45,130.20	1,174,659.77	55.25
TOTAL EXPENDITURES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		2,575,405.00	2,575,405.00	1,269,838.75	294,337.43	1,305,566.25	49.31
NET OF REVENUES & EXPENDITURES		49,266.00	49,266.00	180,172.48	(249,207.23)	(130,906.48)	365.71

Fund 249 BUILDING DEPARTMENT FUND

GL Number	Description	Balance
*** Assets ***		
249-000-001.000	CASH ACCOUNT	1,154.74
<b>Total Assets</b>		<b>1,154.74</b>
*** Liabilities ***		
249-000-202.000	ACCOUNTS PAYABLE	350.00
<b>Total Liabilities</b>		<b>350.00</b>
*** Fund Balance ***		
249-000-390.000	Fund Balance	1,351.50
<b>Total Fund Balance</b>		<b>1,351.50</b>
<b>Beginning Fund Balance</b>		<b>1,351.50</b>
<b>Net of Revenues VS Expenditures</b>		<b>(546.76)</b>
<b>Ending Fund Balance</b>		<b>804.74</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,154.74</b>

User: CARRIE

PERIOD ENDING 12/31/2020

DB: Leslie

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2020 NORM (ABNORM)	MONTH 12/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 249 - BUILDING DEPARTMENT FUND							
Revenues							
Dept 000							
249-000-607.000	CHARGES FOR SERVICES	4,120.00	4,120.00	9,918.20	2,135.30	(5,798.20)	240.73
249-000-699.000	CONTRIBUTIONS FROM OTHER FND	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 000		10,120.00	10,120.00	9,918.20	2,135.30	201.80	98.01
TOTAL REVENUES		10,120.00	10,120.00	9,918.20	2,135.30	201.80	98.01
Expenditures							
Dept 371 - INSPECTORS							
249-371-703.000	SALARIES/WAGES-INSPECTORS	3,600.00	3,600.00	1,844.85	437.34	1,755.15	51.25
249-371-714.000	FICA EXPENSE	309.00	309.00	141.11	33.45	167.89	45.67
249-371-810.000	CONTRACTED SERVICES	8,000.00	8,000.00	8,479.00	3,431.00	(479.00)	105.99
Total Dept 371 - INSPECTORS		11,909.00	11,909.00	10,464.96	3,901.79	1,444.04	87.87
TOTAL EXPENDITURES		11,909.00	11,909.00	10,464.96	3,901.79	1,444.04	87.87
Fund 249 - BUILDING DEPARTMENT FUND:							
TOTAL REVENUES		10,120.00	10,120.00	9,918.20	2,135.30	201.80	98.01
TOTAL EXPENDITURES		11,909.00	11,909.00	10,464.96	3,901.79	1,444.04	87.87
NET OF REVENUES & EXPENDITURES		(1,789.00)	(1,789.00)	(546.76)	(1,766.49)	(1,242.24)	30.56



**Leslie Police Department  
Police Log/Information Summary  
December 2020**



There were 34 log entries for the month of December 2020.

12/2 at 5:40pm Officer Sweet responded to the 4400 block of Hull Rd to assist on a medical call.

12/3 at 9:15pm Officer Sweet was called to the 300 block of Pennsylvania St to assist with an ongoing neighbor complaint.

12/3 at 10:15pm Officer Sweet assisted ICSO with a one car PIA at Bellevue & Ridley>

12/5 at 1:00pm Officer Sweet was called to the 800 block of Mill St to resolve anxiety over bothersome Facebook messaging.

12/7 at 6:45pm Officer Sweet went to 714 Mill St. to officiate a brother vs sister domestic dispute.

12/8 at 12:15pm Officer Sweet responded to 4425 Hull Rd. on a request to check the welfare of a resident.

12/8 at 2:00pm Officer Sweet assisted Code Enforcement Officer Rob Antekier with an abandoned vehicle in the 300 block of Pennsylvania.

12/8 at 2:15pm Officer Sweet responded to 714 Mill St. on a civil dispute.

12/8 at 3:30pm Officer Sweet assisted ICSO in the 1300 block of Baseline on a subject with a stolen vehicle.

12/12 at 6:30pm Officer Sweet responded to N. Sherman St. on a report of a mini bike on the roadway.

12/12 at 9:40pm Officer Sweet was called to check at Kirby & Searle for a vehicle with trailer causing a hazard.

12/14 at 3:45pm Officer Service responded to 714 Mill St. to receive information regarding a possible CSC.

12/14 at 10:10pm Officer Service responded to Morningside Dr. to assist on a medical call.

12/16 at 12:30pm Officer Sweet assisted ICSO at 127 & Baseline on a single car PDA.

12/16 at 2:00pm Officer Sweet was called to the 4400 block of Hull Rd to receive information regarding a lost wallet.

12/16 at 2:30pm Officer Sweet was called, again, to the 4400 block of Hull Rd regarding a lost wallet.

12/16 at 7:00pm Officer Sweet went to the 4300 block of Hull Rd in response to a dog complaint.

12/16 at 8:40pm Officer Sweet assisted ICSO in the 1200 block of Kinneville on a male subject with mental issues.

12/17 at 8:00am Sgt Bennehoff assisted MSP on a traffic stop at 127 & Bellevue.

12/17 at 1:00pm Sgt Bennehoff was called to Fogg Marathon at Bellevue & Hull to assist with a drive off.

12/17 at 10:00pm Officer Sweet responded to the 4800 block of Hull Rd on a medical call.

12/18 at 8:30am Sgt Bennehoff responded to 708 E Bellevue on a family dispute.

12/20 at 4:40pm Officer Service responded to the 600 block of Rice St on a long time, ongoing domestic dispute.

12/21 at 3:45pm Officer Sweet observed a puppy near the road at Kirby and Oak. He was able to secure the dog and return it to home thanks to a collar tag with information.

12/21 at 4:30pm Officer Sweet responded to the 600 block of Rice to a repeat call regarding domestic disharmony.

12/21 at 5:00pm Officer Sweet went to the Leslie Car Wash on N. Main to assist with a lock out.

12/21 at 9:00pm Officer Sweet was called to assist checking security at Worthington Place on a report of a residential alarm trip.

12/22 at 11:30pm Officer Sweet responded to assist on a medical call in the 300 block of N. Main St.

12/23 at 1:15pm Officer Service and Sgt Bennehoff responded to the 400 block of Woodworth to investigate an apparent natural death.

12/25 at 1:25pm Officer Butski responded to the 500 block of Kirby on a medical assist.

12/28 at 7:00am Sgt Bennehoff was called to the 500 block of Kimball regarding a B&E of a shed.

12/28 at 11:55am Sgt Bennehoff responded to assist on a medical call in the 100 block of E. Bellevue.

12/29 at 2:30pm Officer Service assisted MSP at 127& Bellevue with a traffic stop involving a subject with warrants.

12/29 at 11:00pm Officer Service assisted ICSO at 127 & Bellevue on a rollover PDA.

## LESLIE FIRE DEPARTMENT REPORT

(517) 589-8670

[leslifire@hotmail.com](mailto:leslifire@hotmail.com)

### Runs-

- Fire Assist - to Henrietta Fire on Hawkins Rd. (lumber yard)
- Mobile home fire assist to Mason Fire.
- Large Industrial Recycling plant fire assist to Mason Fire on Hull Rd. (fire was over 7.5 hrs. long!)
- Structure fire - house fire to assist Stockbridge fire on Parman Rd.
- Wires down- on Race St. behind Dollar General
- Assist Stockbridge fire on house fire again on Parman road

Truck maintenance - all trucks are in full working order- no issues to report!

Generator- new generator is in at the warehouse of the company that we purchased it from. We should have it installed soon! (Fuller Co.)

New Fire Personal - two fireman graduating from fire class the last week of February, a new fireman (retired from East Lansing fire dept.) and lives in Leslie Twp., will be put on our fire dept. roster in March!

I have purchased a new software company to do our state reporting system onboard. The company is Fire Reporting Co. The company used before quit doing business.

### Training –

Due to COVID issues keeping the country locked up, I had to find way to do training and meetings to keep up with state mandates. Fire fighters must maintain 12 CE credits yearly. We now can do trainings and classes online thru a company called Target Solutions. Thru this company we get full credit each month that our state says we must do. It's not the best practice versus meeting in person each month but at least now we meet the state guidelines and we can still meet, even if virtual!

COVID Update - no COVID related issues in personal. We continue to sanitize and clean weekly inside trucks and, in the building.

COVID vaccinations - We have almost 3/4 of the dept. who have gotten both COVID shots now!!

I, Chief Howe, continue to meet with the Ingham County chiefs monthly. (via zoom meetings). There's a great group of chiefs around the county here, and we discuss issues and all work great together.

Thank you for your Support! Chief Howe LFD

City of Leslie  
Planning Commission Annual  
Report  
2020





To: Members of the Leslie City Council  
Members of the Planning Commission  
Chelsea Cox, City Clerk

## **2020 PLANNING COMMISSION ANNUAL REPORT**

The Michigan Planning Enabling Act, PA 33 of 2008, as amended, requires that an annual report of planning commission activities be prepared for the legislative body that reflects the administration and enforcement of the master plan and zoning ordinance, including recommendations for amendments or supplements to the ordinance. The statute does not require approval of this report but simply that it is filed with the city council.

City staff would like to express their sincere appreciation to the citizen volunteers who are an integral part of the city government and dedicate their time without compensation to make Leslie's government reflective of the attitudes and beliefs of its residents.

### **INTRODUCTION**

Long range planning for the physical development of the city of Leslie is the primary focus of the economic and community development department, which oversees planning and zoning. In addition to preparing and maintaining the master plan, the department is responsible for the administration of the zoning ordinance and other tools that are implemented to attain the goals and objectives listed in the plan.

### **Planning Commission**

The Planning Commission is a nine-member volunteer board appointed by the mayor and approved by the city council. They are responsible for planning the future growth of the community and review of specific development projects including special use permits, zoning ordinance amendments, and property rezoning requests. The planning commission is also charged with the preparation and adoption of plans for the city including the master plan and capital improvement plan.

The planning commission serves in an advisory capacity to the city council, deliberating on each around a set of standards, and providing a recommendation to the city council.

Planning enabling legislation outlines that the commission should represent a broad spectrum of interests, including industry, transportation, commerce, education, agriculture, etc.; this same statute outlines that the commission should represent the various geographic areas of the city. As provided for by statute, there is one city council member appointed to the planning commission with voting rights and one member of the planning commission also serves on the zoning board of appeals. The zoning administrator serves as staff liaison for the planning commission and has no voting rights.

The commission conducts regular, public meetings in city council chambers at city hall on the fourth Wednesday of each month at 6:00 p.m. Meeting agendas are posted on the city website by 5:00 p.m. on the Friday preceding the meeting. The agendas and minutes are also posted on the city website. Planning commission members currently appointed are listed on the following page.

Planning commission member	Term expires
Stan Williams, Chair	11-1-22
Matt Chamberlain, Vice chair	11-1-23
William Muenzenmaier	11-1-23
Wayne Babin	11-1-21
Robert Stacy	11-1-21
Karl Mitchell	11-1-22
Barb Winslow	11-1-22
Mayor (Mayor Pro-Tem Pam Beegle)	Term of office
Vacant	11-1-23

The Leslie planning commission met seven (4) times in 2020. Attendance is listed below:

2020 Planning Commission Attendance								
	Williams	Chamberlain	Muenzenmaier	Babin	Stacy	Mitchell	Winslow	Beegle
<b>Jan</b>	No Meeting							
<b>Feb</b>	No Meeting							
<b>Mar</b>	No Meeting							
<b>Apr</b>	No Meeting							
<b>May</b>	X		X	X	X		X	X
<b>Jun</b>	No Meeting							
<b>Jul</b>	No Meeting							
<b>Aug</b>	No Meeting							
<b>Sep</b>	No Meeting							
<b>Oct</b>	X	X	X	X			X	X
<b>Nov</b>	X	X	X			X	X	X
<b>Dec</b>	X		X	X			X	X

### Site Plan Review

The zoning ordinance requires that a signed and sealed site plan be submitted and approved for all development or redevelopment of multi-family, commercial, and industrial structures and/or off-street parking lots (new or expansions). The primary intent of the review is to ensure that the proposed development complies with regulations in the zoning ordinance as well as to insure proper infrastructure is in place to support the project and that appropriate pedestrian, vehicular traffic flow, and stormwater management is provided. Site plans are submitted to the zoning administrator for review as well as the building department and department of public services. A site plan is a legally binding document, and therefore, the building official inspects the property throughout construction to ensure compliance with the approved site plan. In 2020, three (3) site plan reviews were performed and exhibit investment in our community.

## **Special Use Permits**

Each zoning district in the zoning ordinance outlines the land uses that are permitted by right in each district and do not need additional zoning approval. The zoning ordinance also lists special land uses that would be allowed in any district; these special land uses are those uses of land that are not necessarily incompatible with the uses permitted in each zoning district but require review to ensure they would be compatible with surrounding land uses and additional oversight as to how they are implemented.

The specific special uses provided for by ordinance are subject to public hearing at the planning commission. Based on the local ordinance, the city council is authorized to make final determinations as to the approval, approval with conditions, or denial of special use permits. Each request is reviewed to ensure compliance with the standards outlined in the ordinance. In 2020, Two (2) requests for a special use permit was received, both were for outdoor storage facilities.

## **Rezoning Requests**

Rezoning requests are typically submitted by a property owner, though the city could initiate such a request. A rezoning request needs to be evaluated by looking at the highest and most intensive use of land that could be allowed under the proposed zoning district, zoning districts and land uses of the surrounding properties, and compliance with the master plan and future land use map.

A traditional rezoning approval cannot be made with conditions - the zoning district simply changes, and if the request is approved any land uses allowed in the new zoning classification would be allowed on the property. In 2006, legislation was approved to conditional rezoning in Michigan communities. Conditional rezoning allows for conditions on a rezoning request but with strict limitations and tied to a specific development and operations plan submitted as part of the application. No rezoning requests were received in 2020.

## **Zoning Ordinance Amendments**

Proposed zoning ordinance amendments can be initiated by the public, staff, or by the city council. Generally, the discussion is placed on the meeting agenda for initial review to determine the level of interest from the planning commission and/or city council and what type of parameters should be included in a draft ordinance. Providing there is support, a draft ordinance will later be submitted, and a public hearing held.

Planning commission was not asked to consider any ordinance revisions in 2020. Planning commission is working on the sign ordinance to make it content neutral and will bring this to council in 2021.

Each ordinance amendment includes research of best practices, review of concerns in current ordinances, and analysis of local conditions to determine what revisions would be appropriate. Additionally, most often community engagement efforts are undertaken to determine community support or opposition, which allows for revisions up front that help ensure proposed ordinances are in alignment with both professional recommendations and community perspective.

Following the future master plan update, staff expects more amendments to the zoning ordinances will be required.

## **Capital Improvement Program**

Planning enabling legislation requires the preparation and use of a capital improvement plan (CIP) that attempts to determine and prioritize the anticipated needs of the city for a six-year minimum time period.

The approval of this document does not place any particular project into the budget but only serves as a guideline to determine future budgeting needs. Each year, the intent is to revise the plan to accommodate current or projected future needs. Staff and planning commission are working to develop the CIP within the coming year. Planning enabling legislation requires the CIP to be reviewed by the planning commission to ensure projects are consistent with the goals and objectives of the master plan.

**Planning Commission  
2020 Annual Report – Summary of Meetings**

Date	Petition Type	Request	Petitioner	PC Action	CC Action
Jan	Meeting cancelled due to lack of agenda items				
Feb	Meeting cancelled due to lack of agenda items				
Mar	Meeting cancelled due to lack of agenda items				
Apr	Meeting cancelled due to lack of agenda items				
May	Sign Application for 828 W. Bellevue	Sign drawings and application submitted for 828 W. Bellevue	Orthopedic Rehab Specialists	Sign application approved as presented	N/A
Jun	Meeting cancelled due to lack of agenda items				
Jul	Meeting cancelled due to lack of agenda items				
Aug	Meeting cancelled due to lack of agenda items				
Sep	Meeting cancelled due to lack of agenda items				
Oct	Public hearing for SLU application	Public hearing held to receive comments for proposed outdoor storage facility located in parcel 33-17-14-21-352-003 and norther portion of parcel 33-17-14-21-352-004. No comments were given.	Jim Byrum, Jr.	SLU application request approved at PC level and sent to City Council for consideration.	CC approved at the Oct. 27, 2020 mtg.
	Site Plan Review	Site Plan review done for proposed outdoor storage facility located in parcel 33-17-14-21-352-003 and norther portion of parcel 33-17-14-21-352-004.	Jim Byrum, Jr.	Site plan approved at PC level and sent to City Council for consideration.	CC approved at the Oct. 27, 2020 meeting.
Nov	Site Plan Review	Site plan application for Class C grow facility located in the Business Park	Norman Albrecht of Verde Fields	Site plan approval at PC level and sent to City Council for consideration.	CC approved at the Dec. 15, 2020 meeting
Dec	Public hearing for	Public hearing held to receive comments for	Michael Centofanti	SLU application request approved at PC level and	Pending January 19,

	<p>SLU application</p> <p>Site Plan Review</p>	<p>proposed outdoor storage facility located at 4660 S. Hull Rd, parcel 33-17-14-28-152-003. No comments were given.</p> <p>Site plan application review for outdoor storage facility located at 4660 S. Hull Rd, parcel 33-17-14-28-152-003.</p>	<p>Michael Centofanti</p>	<p>sent to City Council for consideration.</p> <p>Site plan approved at PC level with the following revisions and stipulations:</p> <ul style="list-style-type: none"> <li>• move the fence to the pavement on the north side of the property</li> <li>• not use barbed wire fencing</li> <li>• if moving the building towards Hull Road it must stay behind the 60' setback requirement</li> <li>• Additionally, if planning to add the office in the future the site plan must show the office behind the 60' setback requirement as well, which would adjust how far the building can move toward the road, and needs to be indicated on the plan</li> <li>• that construction of the proposed building will require a building permit and full construction plans</li> <li>• Any signs will require sign permits</li> </ul> <p>Requires City Council approval of revised drawings.</p>	<p>2021 CC meeting.</p> <p>Pending receipt of revised drawings and decision at the January 19, 2021 CC meeting.</p>
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**Zoning Board of Appeals**

The Zoning Board of Appeals did not meet in 2020 as there were no variance requests received.

City of Leslie  
County of Ingham, Michigan

# PROCLAMATION

*on the Occasion of his Retirement*

## Robert Delamarter

*WHEREAS*, we are here today to express special recognition to Robert (Bob) Delamarter and to honor him for his distinguished forty-seven plus year career in law enforcement; and

*WHEREAS*, Bob started his law enforcement career on April 21, 1973 at the Lansing Police Department as a cadet; and

*WHEREAS*, upon attending the 21<sup>st</sup> Mid-Michigan Police Academy at Lansing Community College Bob was sworn in as a police officer with the Lansing Police Department; and

*WHEREAS*, Bob worked his way up through the ranks to become a sergeant with the Lansing Police Department until his departure on April 21, 2001; and

*WHEREAS*, Bob worked for Tri-State Investigation & Security providing private investigation, property security, and executive protection from 2001 – 2004; and

*WHEREAS*, Bob began his career with the Leslie Police Department on May 6, 2004 as a part-time police officer; and

*WHEREAS*, Bob moved to a full-time position on December 2, 2004 and was promoted to sergeant on December 2, 2005; and

*WHEREAS*, Bob was considered for and promoted to the position of Chief of Police for the Leslie Police Department on November 2, 2006; and

*WHEREAS*, Bob has proven himself to be a valuable asset to the City of Leslie through his kindness, devotion, leadership and a willingness to serve and protect the citizens of Leslie; and

*WHEREAS*, the City of Leslie wishes to express its sincere appreciation to Bob for his dedication to the outstanding performance of his duties during his tenure; and

*WHEREAS*, this proclamation is presented to Bob to serve as a reminder that although he is retiring, he will always be remembered as a valued employee dedicated to both his position and our community;

*NOW, THEREFORE*, I, Pam Beegle, Mayor Pro Tem of the City of Leslie, Michigan, and on behalf of our governing body and the citizens of Leslie, do hereby present this Proclamation to Robert Delamarter as a testimonial to the faithful and dedicated services which he has performed for the past 47 plus years in law enforcement, and more specifically for the last 16 years and nine months in service to Leslie and its citizens, with our best wishes for continued success and happiness in the future.

---

Mayor Pro Tem Pam Beegle

Application For Special Use Permit <b>City of Leslie</b>	Permit # _____
	Date _____
	Applicant _____

To: The City of Leslie Council & The City of Leslie Planning Commission

From: Applicants Name: Michael Centofanti

Phone Number: 734-433-0061

Address: 905 MORRIS AVE, LANSING MI 48917

Five (5) copies of this petition must be completed in full and submitted to the Zoning Administrator along with any additional information required.

**A. Property Information**

1. Property Description PARCEL #  
33-17-14-28-152-003  
2.68 ACRES
  
2. Address of Property: TBD
  
3. Existing Zoning of Property : A1 Agri
  
4. Proposed Use of Property: Self Storage  
Facility Construction & Operation
  
5. Estimated Completion Date of Construction or Alteration (if applicable):  
FALL 2021

**B. Plot Plan Requirements**

1. Existing zone boundaries
2. Lot dimensions and total property area
3. Location, use and dimensions of proposed and existing structures on and adjacent to site.
4. Proposed setbacks and yards.
5. Street rights-of-way, widths and street names.
6. Location, size and number of off-street parking spaces (if applicable)
7. Provisions for water and sewer service
8. Location and names of roads and road types (state, county, city; major or local)

**C. Affidavit:**

The undersigned affirms that (he) (she) (they) is/are the OWNER  
(Specify owner, lessee, or other interest) involved in this petition and that the foregoing answers, statements and information are in all respects true and correct to the best of (his) (her) (their) knowledge and belief.

Signed [Signature]  
Address 905 MORRIS AVE LANSING  
48917

Phone 734-433-0061  
Date 11/25/2020

*Note: The party or parties signing the above affidavit should remember that the right to the above permit is subject to annual review and is not transferrable. The standards on which this permit is issued must be maintained to insure annual renewal.*

**Official Action:**

City of Leslie Planning Commission  
Date Received: 12-3-2020

Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Public Hearing: 12-23-2020

Date of Advertising: 12-6-2020

Action Taken: See minutes from the 12-23-2020 meeting  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Secretary

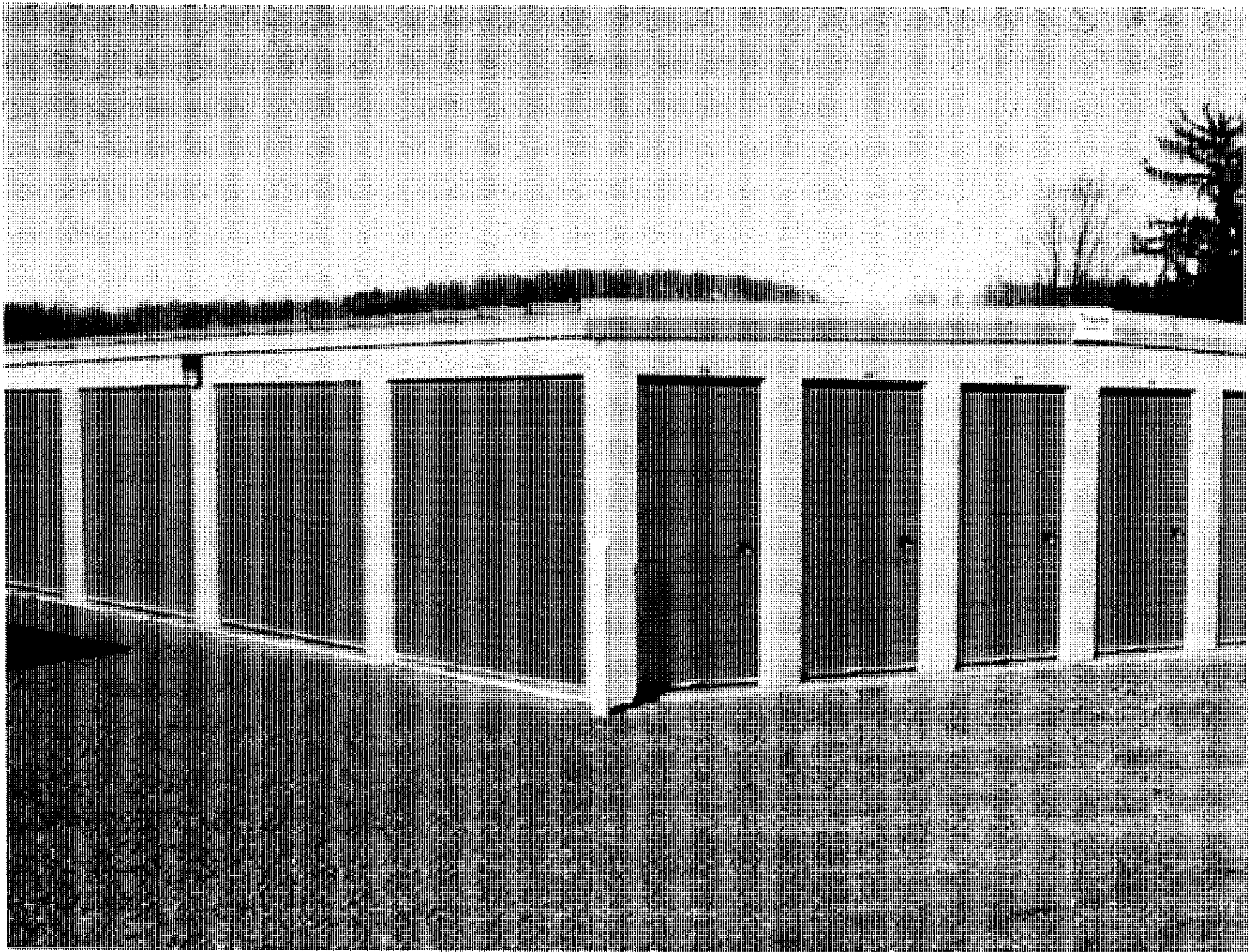
Leslie City Council

Date Received: \_\_\_\_\_  
Action Taken: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
City Clerk





## Leslie City Planning Commission

A virtual meeting was held at 6:00 PM on  
Wednesday December 23, 2020

### Meeting Minutes

**1. Meeting called to order by Chair Williams at 6:00 pm. Roll Call.**

Present: Williams, Muenzenmaier, Babin, Winslow & Beegle.

Absent: Chamberlain, Stacy, Mitchell.

Also Present: City Manager/Zoning Administrator Susan Montenegro, Norman Albrecht, Mike & Anna Centofanti.

**2. Pledge of Allegiance.**

Chair Williams led those present in the pledge of allegiance.

**3. Approve the Agenda.**

Motion by Winslow, seconded by Beegle to approve the agenda.

All ayes, motion carried.

**4. Approve Minutes from the November 25, 2020 meeting.**

Motion by Winslow, seconded by Babin to approve the minutes of the November 25, 2020 meeting.

All ayes, motion carried.

**5. Public Comment – None.**

**6. Public Hearing – Special Land Use (SLU permit application for an outdoor storage facility at 4660 S. Hull Road, parcel #33-17-14-28-152-003.**

Public hearing opened at 6:08 pm. Montenegro shared that the application requests meets zoning requirements and is an allowed use through special permit process. No public comments were given. Chair Williams closed public hearing at 6:10 pm.

Motion by Winslow, seconded by Beegle to approve application and send to City Council for consideration at the January 19, 2021 council meeting.

Roll Call Vote:

AYES: Babin, Beegle, Winslow, Muenzenmaier, Williams.

NAYS: None.

ABSENT: Mitchell, Stacy, Chamberlain.

Motion carried.

**7. Items of Business:**

**a. Site Plan Review for 4660 S. Hull Road, parcel #33-17-14-28-152-003.**

Presentation by Michael Centofanti for outdoor storage facility. Centofanti stated phase 3 for office may or may not happen. Back portion to be used for outdoor storage for motor/RV homes. No dumpsters or waste receptacles will be located on site.

## Leslie City Planning Commission

Fencing will be a 6' tall chain fence without barbed wire. PC members asked for fencing to be 'friendly' rather than look like a prison yard. Centofanti stated any recreational vehicles stored on site will be licensed and insured.

Motion by Winslow, seconded by Muenzenmaier to send to the January 19, 2021 City Council meeting for consideration of the site plan for the outdoor storage facility as depicted on the plan prepared by Dean R. Frederick of D. R. Frederick & Associates, Inc., last dated 03-20-2020 subject to the following site plan revisions and stipulations:

- move the fence to the pavement on the north side of the property
- not use barbed wire fencing
- if moving the building towards Hull Road it must stay behind the 60' setback requirement
- Additionally, if planning to add the office in the future the site plan must show the office behind the 60' setback requirement as well, which would adjust how far the building can move toward the road, and needs to be indicated on the plan
- that construction of the proposed building will require a building permit and full construction plans
- Any signs will require sign permits

Roll Call Vote:

AYES: Beegle, Winslow, Muenzenmaier, Williams.

NAYS: Babin.

ABSENT: Mitchell, Stacy, Chamberlain.

Motion carried.

**8. Items of Discussion.** None.

**9. Motion to adjourn meeting by Beegle seconded by Babin at 7:08 pm.**

All ayes, motion carried.

Respectfully submitted,

Susan Montenegro,

Acting Secretary.



# CITY OF LESLIE

602 W. Bellevue • P.O. Box 496 • Leslie, MI 49251-0496  
Phone: 517-589-8236 • Fax: 517-878-6868 • Web Site: [www.cityofleslie.org](http://www.cityofleslie.org)

## NOTICE VIRTUAL PUBLIC HEARING CITY OF LESLIE RESIDENTS

PLEASE BE NOTIFIED, that there will be a **VIRTUAL PUBLIC HEARING** held:

### Leslie City Planning Commission meeting

**Date:** December 23, 2020

**Time:** 6:00 PM

**Place:** Leslie City Hall – Virtual Meeting

602 W. Bellevue Street

Leslie, MI 49251

Purpose of this public hearing is to consider the following application for Special Use:

**CASE NO. 2020-SU-03:** Michael and Annalise Centofanti, Applicants, requests a special use permit at 0 Hull Road, Leslie, MI 49251 to construct and operate an outdoor storage facility.

**Property Location:** 0 S. Hull Road

**Tax Parcel No.:** 33-17-14-28-152-003

**Legal Description:** LSV-434-4 BEG @ A PT 1584 FT SOF NW COR SEC 28 -S 257.3 FT -E 509.14 FT -N 257.3 FT -W 509.14 FT TO POB SEC 28 T1NR1W CITY OF LESLIE 2.68A

**Current Zoning:** A-1 Agricultural District

**Leslie City Council will review Special Use Permit No. 2020-SU-03 at its virtual meeting held Tuesday, January 19, 2021 at 7:00 PM at Leslie City Hall 602 W. Bellevue St., Leslie, MI 49251 and offer the final determination.**

Additional details may be examined at the Leslie City Offices, 602 W. Bellevue Street, Leslie, MI 49251, during regular business hours, Monday – Friday 8:00 am – 4:30 pm.

Public comment will be accepted regarding this application at the virtual public hearing conducted by the Leslie City Planning Commission on Wednesday, December 23, 2020 at 6:00 pm and at a virtual meeting of the Leslie City Council Meeting on Tuesday, January 19, 2021 at 7:00 pm. Written comments will be accepted at Leslie City Offices P.O. Box 496 Leslie, MI 49251.

THIS NOTICE IS SENT TO ALL PROPERTY OWNERS OF RECORD, FOR PROPERTY WITHIN 300 FEET OF ANY PORTION OF THE APPLICANT'S PROPERTY.

Chelsea Cox, Leslie City Clerk  
City of Leslie

**This institution is an equal opportunity provider and employer.**

**CONFIRMATION**

Lansing State Journal  
300 S Washington Square, Ste 300  
Lansing MI, 48933

CITY OF LESLIE  
PO BOX 496  
LESLIE MI 49251-

PO#:

<u>Account</u>	<u>AD#</u>	<u>Ordered By</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Method</u>	<u>Payment Amount</u>	<u>Amount Due</u>
LSJ-L01179	0004495462	Chelsie	\$0.00	\$140.00	Invoice	\$0.00	\$140.00

Sales Rep: SBrumlic

Order Taker: SBrumlic

Order Created 12/03/2020

<u>Product</u>	<u>Placement</u>	<u>Class</u>	<u># Ins</u>	<u>Start Date</u>	<u>End Date</u>
LSJ-LSJ-Lansing State Journal	LSJ-Public Notices	Legal Notices	1	12/06/2020	12/06/2020
LSJ-LSJ-Lansing State Journal C	LSJW-Public Notices	Legal Notices	7	12/06/2020	12/12/2020

\* ALL TRANSACTIONS CONSIDERED PAID IN FULL UPON CLEARANCE OF FINANCIAL INSTITUTION

Text of Ad: 12/03/2020

**NOTICE  
VIRTUAL PUBLIC HEARING  
CITY OF LESLIE RESIDENTS**

PLEASE BE NOTIFIED, that there will be a **VIRTUAL PUBLIC HEARING** held:  
**Leslie City Planning Commission meeting**  
**Date: December 23, 2020**  
**Time: 6:00 PM**  
**Place: Leslie City Hall - Virtual Meeting**  
**602 W. Bellevue Street Leslie, MI 49251**

Purpose of this public hearing is to consider the following application for Special Use:  
**CASE NO. 2020-SU-03:** Michael and Annalise Centofanti, Applicants, requests a special use permit at 0 Hull Road, Leslie, MI 49251 to construct and operate an outdoor storage facility.

**Property Location:** 0 S. Hull Road  
**Tax Parcel No.:** 33-17-14-28-152-003  
**Legal Description:** LSV-434-4 BEG @ A PT 1584 FT SOF NW COR SEC 28 -S 257.3 FT -E 509.14 FT -N 257.3 FT -W 509.14 FT TO POB SEC 28 T1NR1W CITY OF LESLIE 2.68A

**Current Zoning:** A-1 Agricultural District  
**Leslie City Council will review Special Use Permit No. 2020-SU-03 at its virtual meeting held Tuesday, January 19, 2021 at 7:00 PM at Leslie City Hall 602 W. Bellevue St., Leslie, MI 49251 and offer the final determination.**

Additional details may be examined at the Leslie City Offices, 602 W. Bellevue Street, Leslie, MI 49251, during regular business hours, Monday - Friday 8:00 am - 4:30 pm.

Public comment will be accepted regarding this application at the virtual public hearing conducted by the Leslie City Planning Commission on Wednesday, December 23, 2020 at 6:00 pm and at a virtual meeting of the Leslie City Council Meeting on Tuesday, January 19, 2021 at 7:00 pm. Written comments will be accepted at Leslie City Offices P.O. Box 496 Leslie, MI 49251.

**THIS NOTICE IS SENT TO ALL PROPERTY OWNERS OF RECORD, FOR PROPERTY WITHIN 300 FEET OF ANY PORTION OF THE APPLICANT'S PROPERTY.**

Chelsea Cox, Leslie City Clerk City of Leslie  
 This institution is an equal opportunity provider and employer.  
 LSJ-4495462 12/6/2020

**CITY OF LESLIE PLANNING COMMISSION STAFF REPORT**

**DATE:** December 15, 2020  
**TO:** Planning Commission  
**FROM:** Susan Montenegro, City Manager and Zoning Administrator  
**SUBJECT:** Site Plan Request – 4660 S Hull Public Storage Facility

**Background & Building Information**

Michael and Annalise Centofanti, Applicants, request a special use permit and site plan approval at 4660 S Hull Road, parcel # 33-17-14-28-152-003 to construct and operate an outdoor storage facility.

**Zoning and Zoning Use**

	<b>CURRENT LAND USE</b>	<b>ZONING</b>
Site	Vacant	Agricultural
North	Residential	B2 Highway
South	Residential	B2 Highway
East	Vacant	Agricultural
West	US-127 Highway	Agricultural

	<b>REQUIRED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
Zoning	B2 Highway or A1 Ag	A-1 Agricultural	No change
Gross Lot Area	Minimum of 8,000 sq. ft.	2.66 acres = 115,869.6 sq. ft.	No change
Max. Height of Bldg.			
Setbacks – <b>Front Yard</b> Side Yard Rear Yard	<b>60'</b> 30' 60'	--- --- ---	<b>76'8" prior to office then 54'3"</b> 32'3" 79'9"
Parking	See below	None	3 parking spots (1 is handicap accessible) at front near proposed office. Drive aisles can be used for parking throughout.

**Special Uses Permitted**

*Per Section 98-945. - Public storage rental facilities.*

(a) *The minimum lot area for any public storage rental facilities shall be 8,000 square feet.*

- (b) *Public storage rental facilities shall be limited to storage use. Other commercial or associated uses are prohibited.*
- (c) *A residence may be permitted for security personnel or on-site operator.*
- (d) *Parking and circulation:*
  - (1) *One parking space shall be provided for each ten storage cubicles, equally distributed throughout the storage area. The parking requirement can be met with the parking lanes required for the storage area.*
  - (2) *Two parking spaces shall also be required for the residence of security personnel or on-site operator employed on the premises.*
  - (3) *One parking space shall also be required for every twenty storage cubicles up to a maximum of ten spaces, to be located adjacent to the rental office for the use of prospective clients.*
  - (4) *The following parking lanes and access aisles shall be required: Twelve feet wide by a minimum of 25 foot long aisles.*
  - (5) *All driveways, parking, loading, storage, and vehicular circulation areas shall be paved, or constructed of approved driveway material.*
- (e) *The hours of operation of any public storage rental facilities shall be between 8:00 a.m. and 8:00 p.m., seven days per week.*

#### **Other Site Plan Details-**

##### Septic Field

- This site is outside of the City sewer system. Applicant shows a 400 sq. ft. future septic field located just to the south of the entrance. No further information was given regarding potential bathrooms. The septic field plans will need approval from the Ingham County Health Department prior to installation.

##### Outdoor Storage

- None indicated.

##### Waste Material

- No waste receptacles or dumpster(s) are indicated.

##### Utilities and Mechanical Equipment

- A 10' x 10' mechanical room will be placed in the first building as this will be a partially conditioned building.

##### Surface Water

- Catch basins are located throughout the parking aisles between the buildings with runoff directed to a detention basin. DPW has reviewed this and feel the basin as designed is adequate.

##### Building Construction

- The site plan is divided into 3 building phases.
  - The first phase includes perimeter fencing, a detention basin and two storage buildings. Building one is 175' x 50' and will be partially conditioned and contains a mechanical room in the southwest corner. Building two is 190' 30' and is unconditioned.

- The second phase includes two additional storage buildings, both are 190' x 30' and unconditioned.
- The third phase includes one additional unconditioned 190' x 30' storage building and a 20' x 20' office building located at the front of the first building.

#### Landscaping

- A gravel berm is designed at the south end entrance of the site where trees will be planted.

#### Signs

- Two signs are indicated on the site plan and will need to go through the sign permitting process, which is outside of the site plan approval.

#### Fences and Walls

- A 6' chain link fence will be placed around the building. A sliding gate will control access.
- Fence permits will need to be pulled prior to installation.
- Concern is expressed by staff that the north west portion of the fence will go through an existing driveway. Mr. Centofanti has been advised previously that this would need to be decided by a judge as this is a civil matter.

#### **Staff Recommendations**

The front yard setback is short by 5'7" once the office building is built during phase three and will not meet the requirement of 60'. Office size will need to be modified or moved to fit within the setback requirements.

Appropriate permits will need to be obtained from the Ingham County Health Department for septic field; Ingham County Drain Commission for detention basin connection to the Rolston Drain; Ingham County Road Commission for driveway installation; building or trades permits prior to construction.

The fence issue prevents staff from recommending approval of this site plan. The applicant needs to obtain an official ruling from a judge stating he has full control of this land as this is a civil matter.

1) If the applicant is unwilling to obtain the official ruling then staff recommends denying approval.

2) Staff would recommend approval if applicant is willing to move the fence so as to not obstruct the driveway, or any portion thereof past the east edge of the house used for parking for the residential structure to the north of this site plan.

#### **Commission Action**

Planning commission will need to consider the facts before making a final ruling and has the right to:

- Table the site plan approval request and ask the applicant to come back with suggested modifications;
- Approve the site plan with stipulated conditions and agreeance from the applicant;
- Deny the site plan outright.

#### Attachments:

1. Site Plan
2. Application



**CITY OF LESLIE, MICHIGAN  
SITE PLAN REVIEW APPLICATION AND CHECKLIST**

- Approval of the site plan is hereby requested for the following parcel(s) of land in the City of Leslie
- This application is submitted with three (3) copies of the complete site plan and payment of the appropriate review fees. Applicant shall also submit a digital version of the site plan to the zoning administrator.
- Application must be filed least 25 days prior to a scheduled planning commission meeting for staff review and proper notices.
- The attached checklist has been completed to certify the data contained on the site plan. If the required data has not been provided, the appropriate box has been checked with a statement of explanation on why the data has not been provided.
- I understand that if my site plan is deemed to be incomplete, it may be returned by the City for revisions without being forwarded to the Planning Commission for consideration, until such time as the requirements have been adequately met.
- By signing this application, the applicant hereby grants full authority to the City of Leslie, its agents, employees, representatives and/or appointees to enter upon the undersigned lands/parcel(s) for the purposes of inspection and examination.

Application Filed On: November 25, 2020

Application Transmitted by City On:

**Property Details:**

1. Name of Proposed Development: TBD
2. Property Street Address: TO BE ISSUED
3. Location of Property: On the (north, south, east, west side) of Street, between South of BelleVue, East Side
4. Legal Description of Property: Included on Plans
5. Site Area (in acres and square feet): 2.68 Acres      115,869.6 Sq. Ft.
6. Zoning Designation of Property: A1, Agricultural

**Ownership:**

1. Name of Title/Deed Holder: Michael Centofanti
2. Address: 905 MORRIS AVE LANSING, MI 48917
3. Telephone No: 734-433-0061
4. Email address: MACENTOFANTI@GMAIL

**Applicant:**

1. Applicant (If different from owner above):
2. Address:
3. Telephone No:
4. Email address:
5. Interest in Property (potential buyer/lease holder/potential lessee/other):

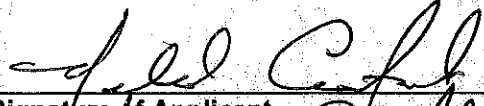

**Architect/Surveyor/Engineer preparing site plan:**

- 1. Name of Individual: Frederick & Associates
- 2. Address: 4645 Summit Street Toledo OH 43611
- 3. Telephone No: 419-340-2650
- 4. Email address: dfrederick@frederickassoc.com

**PLEASE NOTE:** LLC establishments must have a current plan of operation.

**APPLICATION FEES:**

- |  |              |
|--|--------------|
| • Administrative Review                          | • 1st - Free |
| • Preliminary Site Plan Review                   | • \$200      |
| • Sketch Plan Review (basic homeowner projects)  | • \$200      |
| • Single Family Residential ( new construction)  | • \$100      |
| • Planned Unit Development/Mixed use development | • \$200      |
| • Commercial Site Plan Review                    | ✓ • \$400    |
| • Industrial Site Plan Review                    | • \$500      |

  
Signature of Applicant  
  
Signature of Deed/Title Holder

11/25/2020  
Date  
11/25/2020  
Date

**PLEASE PROVIDE AN OVERVIEW OF THE PROJECT:**

Development of Self-Storage Facility  
Phased Construction

## Leslie City Planning Commission

A virtual meeting was held at 6:00 PM on  
Wednesday December 23, 2020

### Meeting Minutes

**1. Meeting called to order by Chair Williams at 6:00 pm. Roll Call.**

Present: Williams, Muenzenmaier, Babin, Winslow & Beegle.

Absent: Chamberlain, Stacy, Mitchell.

Also Present: City Manager/Zoning Administrator Susan Montenegro, Norman Albrecht, Mike & Anna Centofanti.

**2. Pledge of Allegiance.**

Chair Williams led those present in the pledge of allegiance.

**3. Approve the Agenda.**

Motion by Winslow, seconded by Beegle to approve the agenda.

All ayes, motion carried.

**4. Approve Minutes from the November 25, 2020 meeting.**

Motion by Winslow, seconded by Babin to approve the minutes of the November 25, 2020 meeting.

All ayes, motion carried.

**5. Public Comment – None.**

**6. Public Hearing – Special Land Use (SLU permit application for an outdoor storage facility at 4660 S. Hull Road, parcel #33-17-14-28-152-003.**

Public hearing opened at 6:08 pm. Montenegro shared that the application requests meets zoning requirements and is an allowed use through special permit process. No public comments were given. Chair Williams closed public hearing at 6:10 pm.

Motion by Winslow, seconded by Beegle to approve application and send to City Council for consideration at the January 19, 2021 council meeting.

Roll Call Vote:

AYES: Babin, Beegle, Winslow, Muenzenmaier, Williams.

NAYS: None.

ABSENT: Mitchell, Stacy, Chamberlain.

Motion carried.

**7. Items of Business:**

**a. Site Plan Review for 4660 S. Hull Road, parcel #33-17-14-28-152-003.**

Presentation by Michael Centofanti for outdoor storage facility. Centofanti stated phase 3 for office may or may not happen. Back portion to be used for outdoor storage for motor/RV homes. No dumpsters or waste receptacles will be located on site.

## Leslie City Planning Commission

Fencing will be a 6' tall chain fence without barbed wire. PC members asked for fencing to be 'friendly' rather than look like a prison yard. Centofanti stated any recreational vehicles stored on site will be licensed and insured.

Motion by Winslow, seconded by Muenzenmaier to send to the January 19, 2021 City Council meeting for consideration of the site plan for the outdoor storage facility as depicted on the plan prepared by Dean R. Frederick of D. R. Frederick & Associates, Inc., last dated 03-20-2020 subject to the following site plan revisions and stipulations:

- move the fence to the pavement on the north side of the property
- not use barbed wire fencing
- if moving the building towards Hull Road it must stay behind the 60' setback requirement
- Additionally, if planning to add the office in the future the site plan must show the office behind the 60' setback requirement as well, which would adjust how far the building can move toward the road, and needs to be indicated on the plan
- that construction of the proposed building will require a building permit and full construction plans
- Any signs will require sign permits

Roll Call Vote:

AYES: Beegle, Winslow, Muenzenmaier, Williams.

NAYS: Babin.

ABSENT: Mitchell, Stacy, Chamberlain.

Motion carried.

**8. Items of Discussion.** None.

**9. Motion to adjourn meeting by Beegle seconded by Babin at 7:08 pm.**

All ayes, motion carried.

Respectfully submitted,

Susan Montenegro,

Acting Secretary.

# SPECIAL USE DEVELOPMENT PLAN LESLIE SELF STORAGE

PARCEL: 33-17-14-28-152-003  
BEING A 2.660 ACRE PARCEL  
PART OF NORTHWEST 1/4 OF SECTION 2  
TOWN 1 NORTH, RANGE 1 WEST  
CITY OF LESLIE, INGHAM COUNTY, STATE OF MICHIGAN

## PROPERTY ZONING

PURSUANT TO THE CITY OF LESLIE ZONING RESOLUTION LATEST AMENDMENT & EFFECTIVE DATE.

PARCEL ZONING: A-1 AGRICULTURAL DISTRICT

MINIMUM LOT SIZE: 5 ACRES (PRE-EXISTING LOT)  
MINIMUM LOT WIDTH: 125 FEET

MAXIMUM BUILDING HEIGHT: 2 1/2 STORIES (35 FEET)  
MAXIMUM BUILDING COVERAGE: 00%

YARD SETBACKS:  
FRONT = 60 FEET  
SIDE = 30 FEET  
REAR = 60 FEET

SEC 98-932 - PERMITTED BY SPECIAL USE PERMIT  
(1) PUBLIC STORAGE RENTAL FACILITIES WITHIN THE A-1 AGRICULTURAL DISTRICT AND B-2 HIGHWAY SERVICE DISTRICT.

SEC 98-945 - PUBLIC STORAGE RENTAL FACILITIES  
(A) MINIMUM LOT AREA SHALL BE 8,000 SF (SUBJECT SITE = 115,869 SF)  
(D) PARKING & CIRCULATION  
(1) PARKING PROVIDED IN 25' DRIVE AISLE BETWEEN BUILDINGS & 30' END-CAP DRIVE AISLES.  
(2) FUTURE OFFICE AREA PROVIDED THREE (3) PARKING SPACES

## DESIGN PARAMETERS

DESIGN GUIDELINES:  
- CITY OF LESLIE ZONING RESOLUTION, LATEST ISSUANCE  
- MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
- INGHAM COUNTY DRAIN COMMISSIONER  
- INGHAM COUNTY ROAD COMMISSION

TOPOGRAPHIC SURVEY:  
TOPOGRAPHIC DATA, INCLUDING CONTOURS AND EXISTING UTILITY DATA, BASED ON SURVEY PREPARED BY ENGER SURVEYING & ENGINEERING DATED FEBRUARY 3, 2003.

BOUNDARY SURVEY:  
BOUNDARY OF THE SUBJECT PARCEL BASED ON BOUNDARY SURVEY PREPARED BY ENGER SURVEYING & ENGINEERING DATED FEBRUARY 3, 2003. EXISTING BOUNDARY MONUMENTATION INDICATED ON PLAN BASED ON PRIOR SURVEY. D.R. FREDERICK & ASSOCIATES DID NOT PERFORM FIELD SURVEY OR PREPARE A BOUNDARY SURVEY FOR THE SUBJECT PARCEL AS PART OF THE SCOPE OF SERVICES FOR THIS PROJECT.

FLOOD PLAIN DATA:  
THE PROJECT AREA IS LOCATED WITHIN FLOOD ZONE X. AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN. OTHER PORTIONS OF THE ADJACENT PROPERTY MAY BE LOCATED IN ZONE A - ROYSTON DRAIN, AREAS WITHOUT BASE FLOOD ELEVATION ESTABLISHED.

BASE FLOOD ELEVATION = NOT ESTABLISHED

COMMUNITY PANEL # 26065 C 0375 D  
OF THE FEDERAL FLOOD INSURANCE RATE MAPS EFFECTIVE DATE AUGUST 16, 2011

WETLAND DATA:  
PER THE EGLE / MDEQ WETLANDS MAP VIEWER (HTTP://WWW.MCGI.STATE.MI.US/WETLANDS/) THERE MAYBE WETLANDS ASSOCIATED WITH THE CURRENT PROJECT AREA. PARTICULARLY ADJACENT TO ROYSTON DRAIN & LOW AREAS. THE CLIENT DID NOT PROVIDE A WETLANDS DELINEATION / CONSULTANT AS PART OF THIS PLAN PREPARATION OR FURTHER STUDY.

SOIL DATA:  
BASED ON THE WEB SOIL SURVEY (HTTP://WEBSOILSURVEY.SC.EGOV.USDA.GOV)  
DOWNLOADED JUNE 2019 THE SITE IS COMPOSED OF:  
- ByA - BRADY SANDY LOAM, 0 TO 3 PERCENT SLOPES  
(K = 0.20, MODERATE RISK OF EROSION)  
- Oib - OSHTEMO-SPIKES LOAMY SANDS, 0 TO 6 PERCENT SLOPES  
(K = 0.15, LOW RISK OF EROSION)

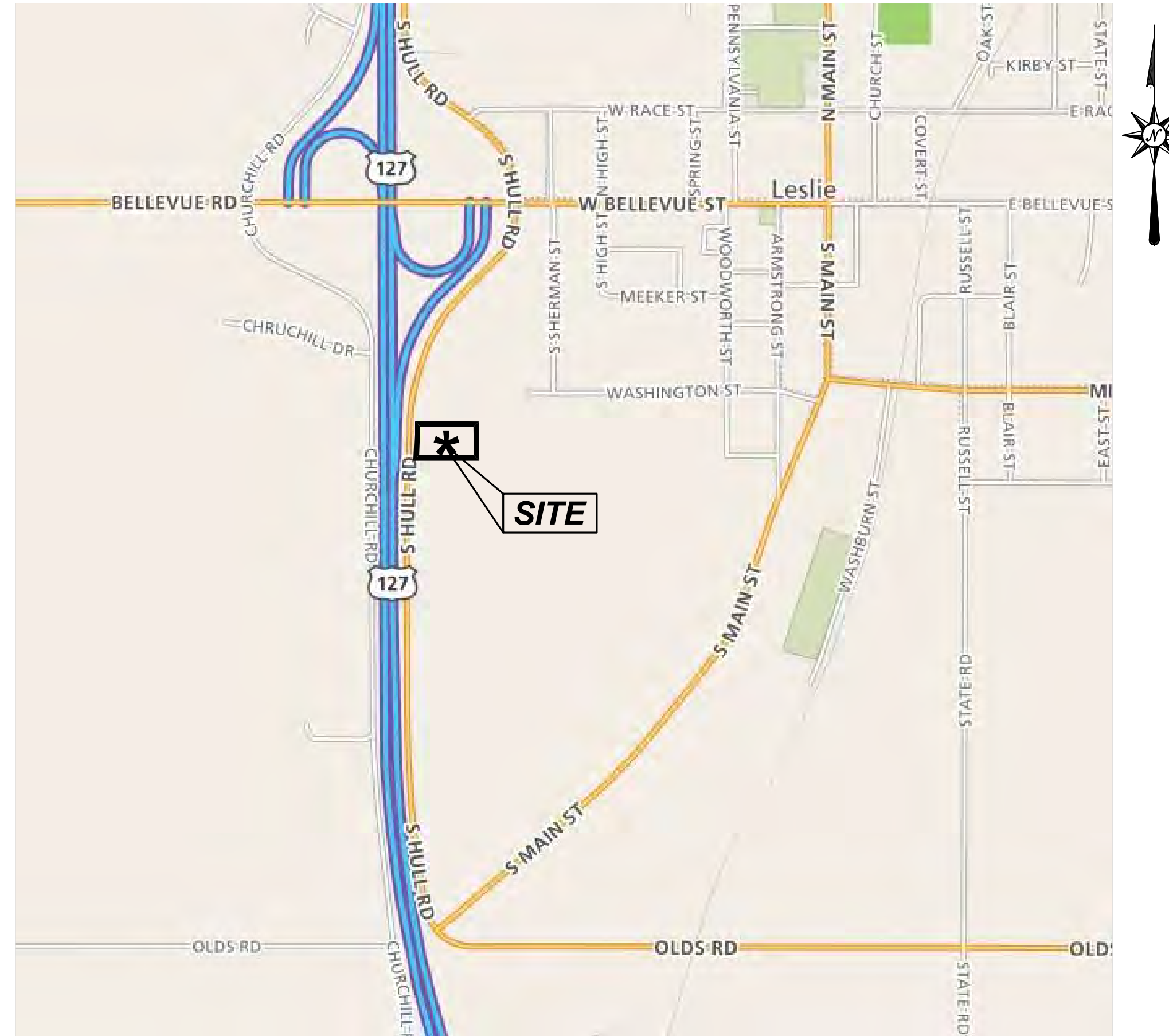
A GEOTECHNICAL / SUBSURFACE EXPLORATION REPORT WAS PREPARED BY HAENGEL & ASSOCIATES (HAE PROJECT No. H-03-109G) DATED APRIL 20, 2003 FOR THE SITE. THE CONTRACTOR SHALL REQUEST A COPY OF ANY SUCH REPORTS THAT MAY BE GENERATED SUBSEQUENT TO THIS PLAN PREPARATION, PRIOR TO THE START OF ANY CONSTRUCTION, AND ABIDE BY ALL ADDITIONAL REQUIREMENTS CONTAINED WITHIN SUCH REPORTS, WHETHER SHOWN ON THESE PLANS OR NOT. ANY DISCREPANCIES BETWEEN SUCH REPORTS AND THESE PLANS SHALL BE COORDINATED WITH THE ENGINEER PRIOR TO CONSTRUCTION.

## REFERENCE INFORMATION:

UTILITY PLANS:  
- NONE

SURVEYS:  
- TOPOGRAPHIC AND BOUNDARY SURVEY BY ENGER - 2/3/2003  
- BOUNDARY SURVEY BY KEBS DATED 3/16/2019  
MALCH PARCEL A & B NORTH OF THE SUBJECT PROPERTY

ZONING MAP:  
- CITY OF LESLIE - 1/30/2007



LOCATION MAP  
SCALE: 1" = 750'

## CONSTRUCTION SEQUENCE:

THE CONTRACTOR SHALL THOROUGHLY REVIEW THE DETAILED CONSTRUCTION SEQUENCING NOTES, PLANS & APPROVALS PRIOR TO THE START OF ANY DEMOLITION OR CONSTRUCTION.

## LEGEND

	PROPERTY LINE		POWER POLE
	RIGHT-OF-WAY LINE		LIGHT POLE
	LOT LINE		EXISTING SPOT ELEVATION
	SETBACK LIMIT		PROPOSED SPOT ELEVATION
	EASEMENT		HIGHWAY SIGN
	CENTERLINE		SANITARY MANHOLE
	EDGE OF ASPHALT		STORM MANHOLE
	CURB		CATCH BASIN
	CONCRETE		WATER VALVE
	EXISTING BUILDING		FIRE HYDRANT
	SANITARY SEWER		WATER METER
	STORM SEWER		WATER MANHOLE
	WATER LINE		MAILBOX
	OVERHEAD ELECTRIC		BUSH
	UNDERGROUND ELECTRIC		PINE TREE
	CABLE		DECIDUOUS TREE
	FIBER OPTIC		IRON PIN SET
	GAS		PK NAIL SET
	TELEPHONE		DRILL HOLE SET
	FENCE		HUB SET
	CONTOUR		
	RAILROAD SPIKE FOUND		
	IRON PIN FOUND		
	IRON PIPE FOUND		
	PK NAIL FOUND		
	DRILL HOLE FOUND		

## SHEET INDEX

C-1 - TITLE SHEET  
C-2 - DIMENSIONAL SITE PLAN  
C-2A - DEVELOPMENT NOTES  
C-3 - PHASE I GRADING PLAN  
C-4 - DEVELOPMENT DETAILS

## PROPERTY DESCRIPTION:

DEED: JOHNSTON to CENTOFANT ( LIBER 3056 PAGE 626 )

A PARCEL OF LAND IN THE NORTHWEST 1/4 OF SECTION 28, T1N, R1W, CITY OF LESLIE, INGHAM COUNTY, MICHIGAN. THE SURVEYED BOUNDARY OF SAID PARCEL BEING DESCRIBED AS COMMENCING AT THE NORTHWEST CORNER OF SECTION 28, T1N, R1W, MICHIGAN MERIDIAN; THENCE S 00°19'30" E, ALONG THE WEST SECTION LINE, 1,584.00 FEET; THENCE S 89°45'47" E, 65.33 FEET TO THE POINT OF BEGINNING; THENCE S 89°45'47" E, 443.82 FEET; THENCE S 00°19'39" E, 257.30 FEET; THENCE N 89°45'47" W, 458.17 FEET; THENCE N 02°25'21" E, ALONG THE EAST LINE OF MDOOT ROW 257.47 FEET TO THE POINT OF BEGINNING; SAID PARCEL CONTAINS 2.66 ACRES.

## PROJECT DESCRIPTION:

CONSTRUCTION OF A SELF-STORAGE FACILITY LOCATED ON THE 2.66 ACRE PARCEL.  
PHASE I INCLUDES:  
- TWO (2) STORAGE BUILDINGS WITH PAVED ACCESS DRIVE(S), PERIMETER SECURITY FENCE AND SINGLE ACCESS DRIVE TO SOUTH HULL ROAD.  
- GRAVEL LOT ON REAR (EAST) PORTION OF THE SITE FOR EXTERIOR STORAGE.  
- CONSTRUCTION OF DRY DETENTION BASIN TO SERVICE THE ENTIRE 2.66 ACRE DEVELOPMENT  
PHASE II INCLUDES:  
- TWO (2) STORAGE BUILDINGS WITH PAVED ACCESS DRIVE(S)  
- UTILIZE EXISTING ACCESS DRIVE TO HULL ROAD  
- EXTEND GRAVEL LOT ON REAR (EAST) PORTION OF THE SITE FOR EXTERIOR STORAGE.  
PHASE III (IF NEEDED) INCLUDES:  
- ONE (1) STORAGE BUILDING WITH PAVED ACCESS DRIVE(S)  
- UTILIZE EXISTING ACCESS DRIVE TO HULL ROAD  
- EXTEND GRAVEL LOT ON REAR (EAST) PORTION OF THE SITE FOR EXTERIOR STORAGE.  
- CONSTRUCTION OF A 20'x20' OFFICE AREA & ASSOCIATED PARKING FACILITIES

SANITARY & WATER SERVICES:  
PHASE I INCLUDES:  
- INSTALLATION OF WATER WELL FOR IRRIGATION OF LANDSCAPE AREAS. MECHANICAL ROOM TO BE LOCATED IN BUILDING #1 ADJACENT TO GATE CONTROLS.  
- NO SANITARY SEWER SERVICES  
PHASE II INCLUDES:  
- NO ADDITIONAL WATER SERVICES OR SANITARY SEWER SERVICES  
PHASE III (IF NEEDED) INCLUDES:  
- INSTALLATION OF ON-SITE SEPTIC FIELD FOR OFFICE AREA  
- CONNECTION TO WELL WATER SYSTEM FOR OFFICE SERVICE.

PARKING SPACES:  
PER SEC 98-945 - PUBLIC STORAGE RENTAL FACILITIES  
REQUIRED: 1 SPACE PER TEN STORAGE CUBICLES  
PROVIDED: 7 SPACES ALONG THE EAST SIDE OF EACH BUILDING  
TOTAL PHASE I & PHASE II = 35 SPACES INCL. 1 HANDICAP  
SPACES: TYPICALLY 10' x 25'  
PHASE III OFFICE: PROVIDED THREE (3) PARKING SPACES INCL. 1 HANDICAP (VAN ACCESSIBLE)

TRASH ENCLOSURE:  
CURRENTLY AS PART OF PHASE I & PHASE II, THERE IS NO DUMPSTER PROPOSED FOR THE STORAGE FACILITY SITE. TENANTS ARE REQUIRED TO TRANSPORT THEIR OWN GARBAGE / WASTE OFF PREMISES. AS PART OF PHASE III, A ROLL-OFF TRASH CAN WILL BE REQUIRED FOR THE OFFICE AREA.

OVERALL PROJECT INCLUDES REPLACEMENT / IMPROVEMENT OF THE DRIVE CULVERT AT THE PROPOSED ACCESS POINT TO THE FACILITY. SITE TO OUTLET TO ROYSTON DRAIN PER INGHAM COUNTY DRAIN COMMISSIONER REQUIREMENTS. OUTLET WILL CROSS ADJACENT PROPERTY OWNED BY MICHAEL CENTOFANTI (CURRENT PROJECT DEVELOPER).  
EXISTING SITE CONDITION:  
VACANT / UNDEVELOPED PROPERTY INCLUDING GRASS AREAS & SEVERAL TREES.  
PROPOSED STORM SEWER CONDITION:  
THE STORM SEWER OUTLET PIPE ROUTING NORTHEAST TO ROYSTON DRAIN WILL INCLUDE A 15" CULVERT TO THE COUNTY DRAIN.

## ARCHITECT:

(NOT DETERMINED AT THIS TIME)

## OWNER:

MICHAEL CENTOFANTI  
903 87TH LANE NW  
COON RAPIDS, MN 55433

## ENGINEER:

D.R. FREDERICK & ASSOCIATES, INC  
4645 NORTH SUMMIT STREET  
TOLEDO, OHIO 43611  
OFFICE: 419-340-2650  
CONTACT: DEAN FREDERICK



1/14/2021  
DEAN R. FREDERICK DATE  
PROFESSIONAL ENGINEER E-48458

REVISIONS	DATE
INITIAL SITE PLAN	3/19/20
REV PER CLIENT	3/20/20
PHASE 1 GRADING	1/4/21
REV PER CLIENT	1/13/21
REV PER CLIENT	1/14/21

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FREDERICK & ASSOCIATES  
ENGINEERS - SURVEYORS - PLANNERS  
4645 N. SUMMIT STREET TOLEDO, OHIO 43611  
419-340-2650 fax 419-726-1995  
DFREDERICK@FREDERICKASSOC.COM

TITLE SHEET  
LESLIE SELF STORAGE  
4660 SOUTH HULL ROAD  
CITY OF LESLIE, INGHAM COUNTY, MICHIGAN

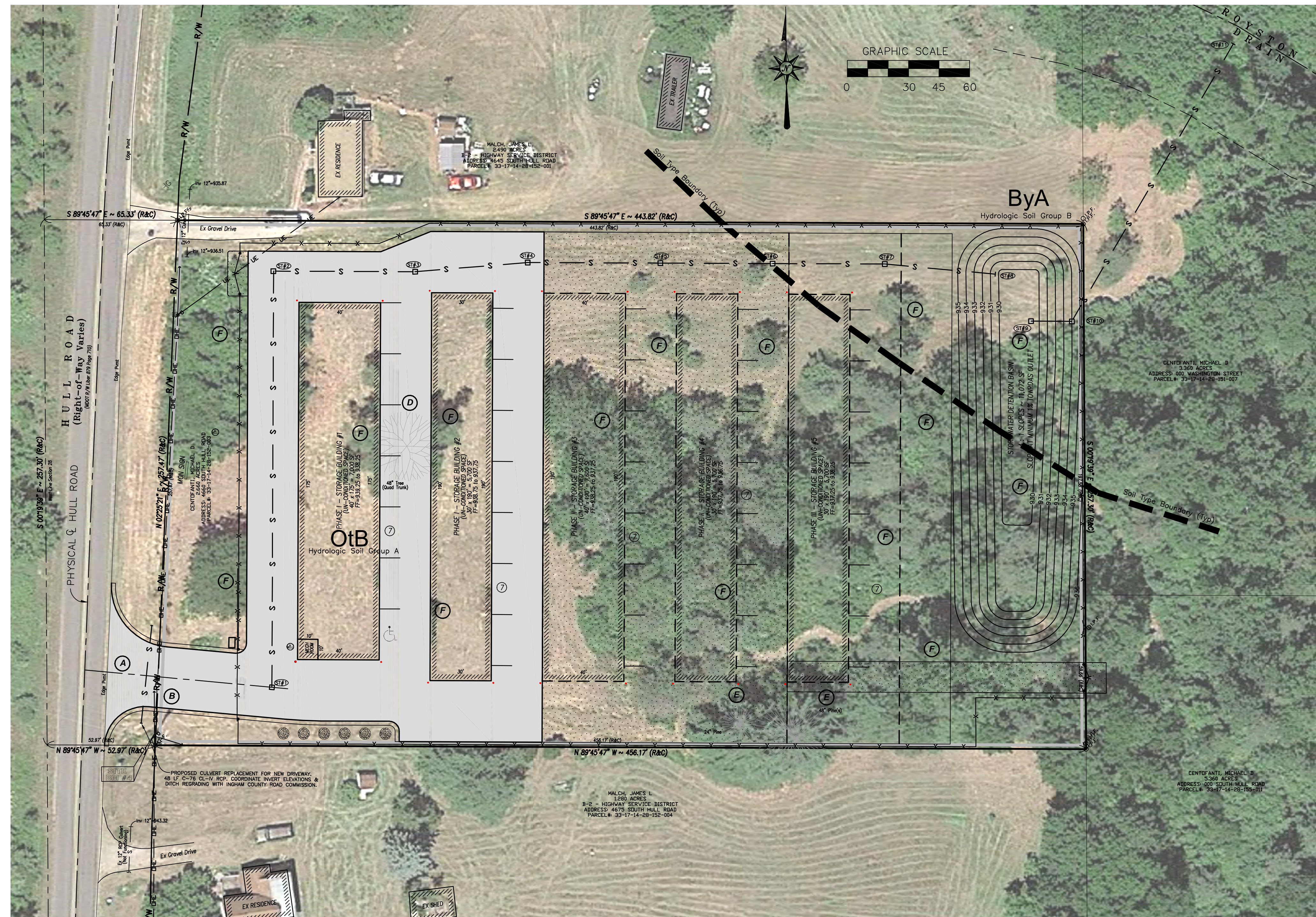
DATE: MAR 2020  
DRAWN BY: DRF  
JOB No.: 20-2175  
SCALE: 1" = 30'

SHEET  
C-1



Know what's below.  
Call before you dig.





**DEVELOPMENT AREA SUMMARY:**

TOTAL SITE AREA = 115,778 SF (2.660 ACRE)

**PHASE I DEVELOPMENT:**  
 BUILDING AREA = 12,700 SF (11.0% COVERAGE)  
 ASPHALT AREA = 24,326 SF  
 TOTAL IMPERVIOUS AREA = 37,026 SF (32.0% COVERAGE)

GRAVEL AREA = 33,046 SF (28.6% COVERAGE)  
 DETENTION BASIN = 11,072 SF  
 GREENSPACE (INCLUDES DETENTION BASIN) = 45,706 SF (39.4% COVERAGE)

**PHASE II DEVELOPMENT**  
 EXPANSION CONTAINED WITHIN THE PHASE I GRAVEL AREA  
 BUILDING AREA = 13,300 SF (11.5% COVERAGE)  
 ASPHALT AREA = 16,700 SF (14.4% COVERAGE)  
 GRAVEL AREA = 13,750 SF (11.9% COVERAGE)

**PHASE III DEVELOPMENT**  
 EXPANSION CONTAINED WITHIN THE PHASE II GRAVEL AREA  
 BUILDING AREA = 5,700 SF (4.9% COVERAGE)  
 ASPHALT AREA = 8,050 SF (7.0% COVERAGE)  
 GRAVEL AREA = 6,250 SF (5.4% COVERAGE)

**OVERALL DEVELOPMENT - PHASE I + PHASE II + PHASE III**  
 BUILDING AREA = 31,700 SF (27.4% COVERAGE)  
 ASPHALT AREA = 49,076 SF  
 TOTAL IMPERVIOUS AREA = 80,776 SF (69.8% COVERAGE)

GRAVEL AREA = 8,103 SF (7.0% COVERAGE)  
 DETENTION BASIN = 11,072 SF  
 GREENSPACE (INCLUDES DETENTION BASIN) = 26,899 SF (23.2% COVERAGE)

**SPECIAL USE SITE PLAN**

MICHAEL CENTOFANTI  
 PARCEL: 33-17-14-2B-152-003  
 BEING A 2.660 ACRE PARCEL  
 NORTHWEST 1/4 SECTION 28  
 TOWN 1 NORTH, RANGE 1 WEST  
 CITY OF LESLIE, INGHAM COUNTY,  
 STATE OF MICHIGAN

REVISIONS	DATE
INITIAL SITE PLAN	3/19/20
REV PER CLIENT	3/20/20
PHASE I GRADING	1/4/21
REV PER CLIENT	1/13/21
REV PER CLIENT	1/14/21

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**FREDERICK & ASSOCIATES**  
 ENGINEERS - SURVEYORS - PLANNERS  
 4645 N. SUMMIT STREET TOLEDO, OHIO 43611  
 419-540-2650 fax 419-726-1995  
 DR.FREDERICK@FREDERICKASSOC.COM

**DEVELOPMENT NOTES**  
 LESLIE SELF STORAGE  
 4660 SOUTH HULL ROAD  
 CITY OF LESLIE, INGHAM COUNTY, MICHIGAN

DATE: MAR 2020  
 DRAWN BY: DRF  
 JOB No.: 20-2175  
 SCALE: 1"=30'  
 SHEET  
**C-2A**



Know what's below.  
 Call before you dig.

**LEGEND**

	PROPERTY LINE		POWER POLE
	RIGHT-OF-WAY LINE		LIGHT POLE
	LOT LINE		EXISTING SPOT ELEVATION
	SETBACK LIMIT		PROPOSED SPOT ELEVATION
	EASEMENT		HIGHWAY SIGN
	CENTERLINE		SANITARY MANHOLE
	EDGE OF ASPHALT		STORM MANHOLE
	CURB		CATCH BASIN
	CONCRETE		WATER VALVE
	EXISTING BUILDING		FIRE HYDRANT
	SANITARY SEWER		WATER METER
	STORM SEWER		WATER MANHOLE
	WATER LINE		MAILBOX
	OVERHEAD ELECTRIC		BUSH
	UNDERGROUND ELECTRIC		PINE TREE
	CABLE		DECIDUOUS TREE
	FIBER OPTIC		IRON PIN SET
	GAS		PK NAIL SET
	TELEPHONE		DRILL HOLE SET
	FENCE		HUB SET
	CONTOUR		
	RAILROAD SPIKE FOUND		
	IRON PIN FOUND		
	IRON PIPE FOUND		
	PK NAIL FOUND		
	DRILL HOLE FOUND		

**GENERAL / DEMOLITION NOTES:**

- 1) ALL EXCESS MATERIALS & MATERIALS LABELED "TO BE REMOVED" OR "TBR" SHALL BE TRANSPORTED OFF SITE & DISPOSED OF IN A LEGAL MANNER BY THE CONTRACTOR. ALL COST ASSOCIATED WITH THE EXCAVATION, LOADING, HAULING & DISPOSING OF THE MATERIAL SHALL BE INCLUDED IN THE CONTRACTOR'S BID.
- 2) ALL EXISTING FEATURES DESIGNATED TO REMAIN THAT ARE DISTURBED DUE TO CONSTRUCTION AND / OR CONTRACTOR'S OPERATION, SUCH AS MAILBOXES, SHRUBS, BUSHES, GUARDRAIL, SIGNS, LIGHTS, DRIVEWAYS, CURBS, SWALES, SEWERS, CATCH BASINS, BERMS, SEEDED AREAS, ETC., SHALL BE REPLACED IN KIND TO THEIR ORIGINAL CONDITION / GRADE IN ACCORDANCE WITH APPLICABLE MDOT AND CITY OF LESLIE SPECIFICATIONS. FURTHER, REPAIR / REPLACEMENT SHALL BE MADE TO THE SATISFACTION OF THE OWNER AND CITY. REPAIR / REPLACEMENT OF THESE ITEMS SHALL BE AT THE CONTRACTOR'S EXPENSE.
- 3) CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ANY/ALL LANE CLOSURES, PARKING CLOSURES AND/OR TRAFFIC ISSUES WITH THE ENGINEER, OWNER & CITY.
- 4) THE CONTRACTOR IS RESPONSIBLE FOR THE INVESTIGATION, LOCATION, TYPE AND MATERIAL, SUPPORT, PROTECTION, AND RESTORATION OF ALL EXISTING UTILITIES AND APPURTENANCES WHETHER SHOWN ON THESE PLANS OR NOT. THE CONTRACTOR SHALL EXPOSE ALL UTILITIES OR STRUCTURES PRIOR TO CONSTRUCTION TO VERIFY THE VERTICAL AND HORIZONTAL EFFECT ON THE PROPOSED CONSTRUCTION. ANY CONFLICTS SHALL BE BROUGHT TO THE ENGINEER'S ATTENTION FOR DISCUSSION PRIOR TO CONSTRUCTION.
- 5) THE CONTRACTOR SHALL CALL 811, A MINIMUM OF 72 HOURS PRIOR TO CONSTRUCTION AND SHALL NOTIFY ALL UTILITY COMPANIES AT LEAST 48 HOURS PRIOR TO WORK IN THE VICINITY OF THEIR UNDERGROUND LINES.
- 6) CONTRACTOR SHALL CONDUCT A THOROUGH SITE INSPECTION PRIOR TO BIDDING TO VERIFY LIMITS OF PROJECT & DEMOLITION. COORDINATE BID ITEMS WITH THE DEVELOPER AND ENGINEER.
- 7) THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES FOUND DURING HIS INVESTIGATION OF THE EXISTING SITE CONDITIONS.
- 8) THE CONTRACTOR SHALL FOLLOW ALL STATE, COUNTY, CITY AND ANY OTHER LOCAL SAFETY REQUIREMENTS DURING DEMOLITION AND CONSTRUCTION OF THIS PROJECT.
- 9) ALL PARKING, DRIVEWAY AND ROADWAY PAVEMENT REMOVALS SHALL BE CUT WITH NEAT LINES BY USE OF A POWER CARBORUNDUM SAW, 6 INCHES BEHIND THE PROPOSED CURB LINE AND/OR MATCHLINE, TO A MINIMUM DEPTH OF THE EXISTING PAVEMENT SECTION. REMOVAL SHALL BE MADE ONLY TO THE EXTENT APPROVED BY THE OWNER AND THE CITY OF LESLIE, AS APPLICABLE.

**REMOVAL / DEMOLITION DATA:**

- (A) EX CULVERT REMOVAL & REPLACEMENT INCLUDING DITCH GRADING PER APPROVED CONSTRUCTION PLANS
- (B) GUY WIRE RELOCATION - COORDINATE WITH UTILITY PROVIDER
- (C) N/A - NOT USED
- (D) 1 EACH - 48" TREE REMOVAL
- (E) 3 EACH - 24" & 48" PINE(S) REMOVAL
- (F) GENERAL TREE CLEARING & GRUBBING INCLUDING REMOVAL OF STUMPS

- 1) SEE CONSTRUCTION SEQUENCE NOTES ON SHEET C-1 FOR DETAILS & OWNER RECOMMENDATIONS.
- 2) STORM SEWER REPAIR AND/OR REPLACEMENT / DITCH GRADING SHOULD BE ANTICIPATED FOR THE SOUTH HULL ROAD FRONTAGE AS PART OF THE PROJECT.

**GENERAL NOTES:**

- 1) ALL DIMENSIONS ARE SHOWN TO EDGE OF PAVEMENT, UNLESS OTHERWISE NOTED.
- 2) SITE CONSTRUCTION SEQUENCE SHALL BE COORDINATED WITH THE OWNER, ARCHITECT AND ENGINEER PRIOR TO CONSTRUCTION.
- 3) CONTRACTOR SHALL MAINTAIN TRAFFIC ALONG PUBLIC STREETS AND THOROUGHFARES AT ALL TIMES THROUGHOUT CONSTRUCTION.
- 4) CONTRACTOR SHALL NOT SCALE ANY DIMENSIONS FROM THE PLANS. ANY QUESTIONS AND/OR CLARIFICATIONS SHALL BE SUBMITTED TO THE ENGINEER PRIOR TO BIDDING AND/OR CONSTRUCTION.
- 5) CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING POSITIVE DRAINAGE OVER THE SURFACES OF THE PROJECT TO THE STORM SEWER SYSTEM. COORDINATE ANY GRADING ISSUES WITH THE DEVELOPER AND ENGINEER PRIOR TO THE COMMENCING THE WORK.
- 6) REFER TO THE STANDARD DETAIL SHEETS FOR ADDITIONAL PLAN SPECIFICATIONS, PAVEMENT SECTIONS, DETAILS, ETC.
- 7) STANDARD PARKING STRIPING SHALL BE CONTINUOUS 4" YELLOW STRIPES. HANDICAP PARKING STRIPING SHALL BE 4" WIDE BLUE PAINT MEETING LOCAL REQUIREMENTS.
- 8) A MINIMUM 18" OF VERTICAL CLEARANCE SHALL BE MAINTAINED AT ALL UTILITY CROSSINGS.

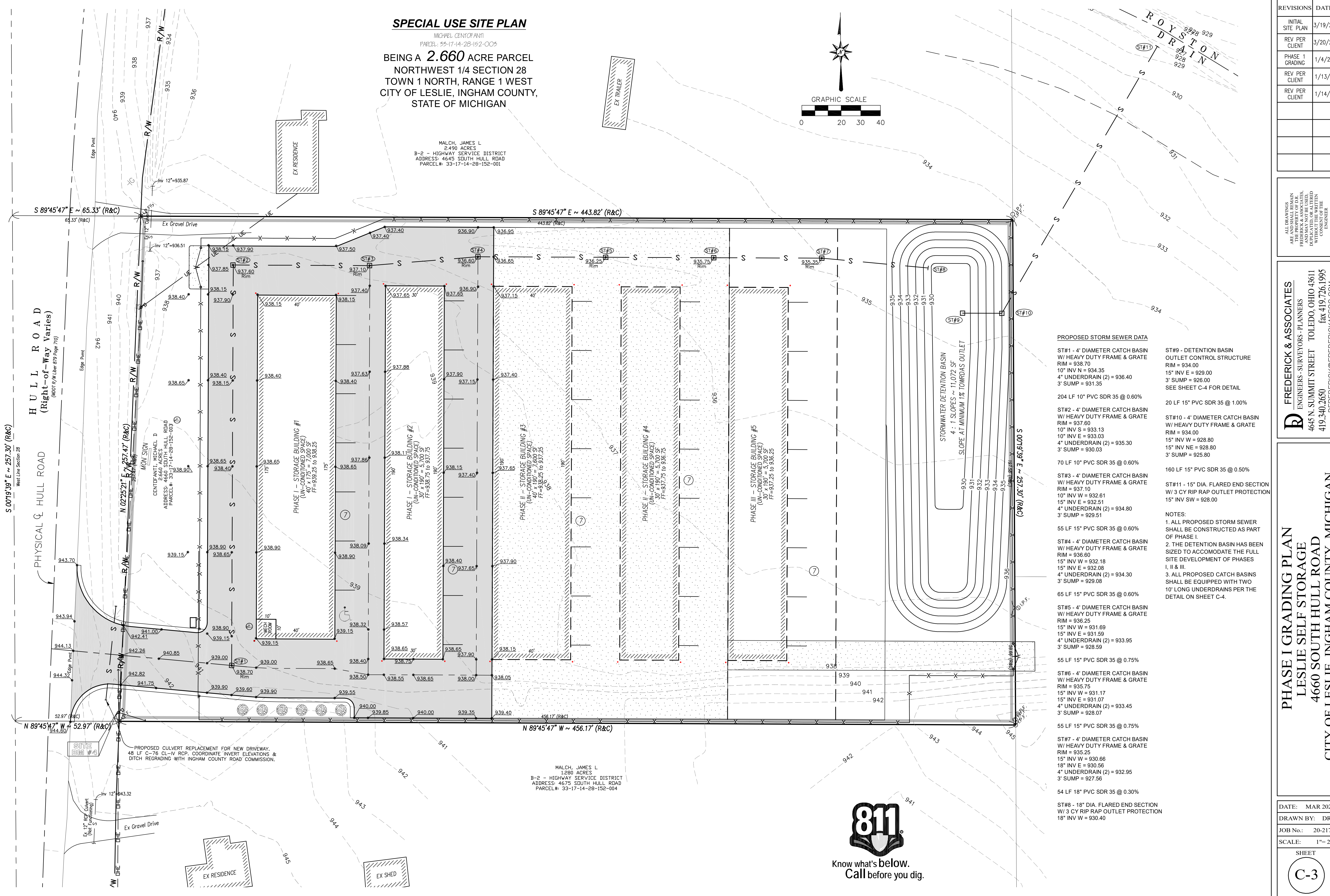
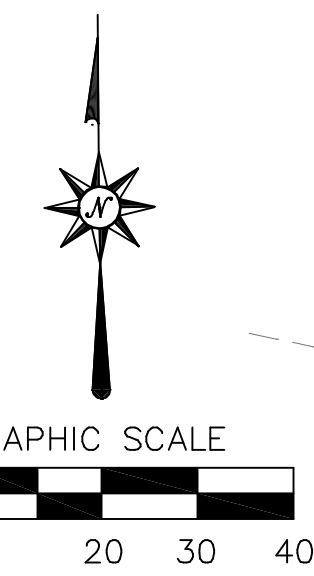
**SPECIAL USE SITE PLAN**

MICHAEL CENTOFANTI  
 PARCEL: 33-17-14-28-152-003

BEING A 2.660 ACRE PARCEL  
 NORTHWEST 1/4 SECTION 28  
 TOWN 1 NORTH, RANGE 1 WEST  
 CITY OF LESLIE, INGHAM COUNTY,  
 STATE OF MICHIGAN

MALCH, JAMES L.  
 2.490 ACRES  
 B-2 - HIGHWAY SERVICE DISTRICT  
 ADDRESS: 4645 SOUTH HULL ROAD  
 PARCEL#: 33-17-14-28-152-001

MALCH, JAMES L.  
 1.280 ACRES  
 B-2 - HIGHWAY SERVICE DISTRICT  
 ADDRESS: 4676 SOUTH HULL ROAD  
 PARCEL#: 33-17-14-28-152-004



- PROPOSED STORM SEWER DATA**
- ST#1 - 4" DIAMETER CATCH BASIN W/ HEAVY DUTY FRAME & GRATE  
 RIM = 938.70  
 10" INV N = 934.35  
 4" UNDERDRAIN (2) = 936.40  
 3' SUMP = 931.35
  - ST#2 - 4" DIAMETER CATCH BASIN W/ HEAVY DUTY FRAME & GRATE  
 RIM = 937.60  
 10" INV S = 933.13  
 10" INV E = 933.03  
 4" UNDERDRAIN (2) = 935.30  
 3' SUMP = 930.03
  - ST#3 - 4" DIAMETER CATCH BASIN W/ HEAVY DUTY FRAME & GRATE  
 RIM = 937.10  
 10" INV W = 932.61  
 15" INV E = 932.51  
 4" UNDERDRAIN (2) = 934.80  
 3' SUMP = 929.51
  - ST#4 - 4" DIAMETER CATCH BASIN W/ HEAVY DUTY FRAME & GRATE  
 RIM = 936.60  
 15" INV W = 932.18  
 15" INV E = 932.08  
 4" UNDERDRAIN (2) = 934.30  
 3' SUMP = 929.08
  - ST#5 - 4" DIAMETER CATCH BASIN W/ HEAVY DUTY FRAME & GRATE  
 RIM = 936.25  
 15" INV W = 931.69  
 15" INV E = 931.59  
 4" UNDERDRAIN (2) = 933.95  
 3' SUMP = 928.59
  - ST#6 - 4" DIAMETER CATCH BASIN W/ HEAVY DUTY FRAME & GRATE  
 RIM = 935.75  
 15" INV W = 931.17  
 15" INV E = 931.07  
 4" UNDERDRAIN (2) = 933.45  
 3' SUMP = 928.07
  - ST#7 - 4" DIAMETER CATCH BASIN W/ HEAVY DUTY FRAME & GRATE  
 RIM = 935.25  
 15" INV W = 930.66  
 18" INV E = 930.56  
 4" UNDERDRAIN (2) = 932.95  
 3' SUMP = 927.56
  - ST#8 - 18" DIA. FLARED END SECTION W/ 3 CY RIP RAP OUTLET PROTECTION  
 18" INV W = 930.40
  - ST#9 - DETENTION BASIN OUTLET CONTROL STRUCTURE  
 RIM = 934.00  
 15" INV E = 929.00  
 3' SUMP = 926.00  
 SEE SHEET C-4 FOR DETAIL
  - ST#10 - 4" DIAMETER CATCH BASIN W/ HEAVY DUTY FRAME & GRATE  
 RIM = 934.00  
 15" INV W = 928.80  
 15" INV NE = 928.80  
 3' SUMP = 925.80
  - ST#11 - 15" DIA. FLARED END SECTION W/ 3 CY RIP RAP OUTLET PROTECTION  
 15" INV SW = 928.00
- NOTES:  
 1. ALL PROPOSED STORM SEWER SHALL BE CONSTRUCTED AS PART OF PHASE I.  
 2. THE DETENTION BASIN HAS BEEN SIZED TO ACCOMMODATE THE FULL SITE DEVELOPMENT OF PHASES I, II & III.  
 3. ALL PROPOSED CATCH BASINS SHALL BE EQUIPPED WITH TWO 10' LONG UNDERDRAINS PER THE DETAIL ON SHEET C-4.

REVISIONS	DATE
INITIAL SITE PLAN	3/19/20
REV PER CLIENT	3/20/20
PHASE 1 GRADING	1/4/21
REV PER CLIENT	1/13/21
REV PER CLIENT	1/14/21

ALL DRAWINGS IN THIS PROJECT ARE THE PROPERTY OF DR. FREDERICK & ASSOCIATES. ANY REUSE, REPRODUCTION, DUPLICATION, OR ALTERATION WITHOUT THE WRITTEN CONSENT OF THE ENGINEER IS PROHIBITED.

**FREDERICK & ASSOCIATES**  
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 419.540.2650 fax 419.726.1995  
 DFREDERICK@FREDERICKASSOC.COM

**PHASE I GRADING PLAN**  
**LESLIE SELF STORAGE**  
 4660 SOUTH HULL ROAD  
 CITY OF LESLIE, INGHAM COUNTY, MICHIGAN

DATE: MAR 2020  
 DRAWN BY: DRF  
 JOB No.: 20-2175  
 SCALE: 1"=20'  
 SHEET  
**C-3**





**GENERAL NOTES**  
ALL CONSTRUCTION AND MATERIALS SHALL CONFORM TO THE STANDARDS OF THE CITY OF LESLIE, INGHAM COUNTY AND TO THE SPECIFICATIONS OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION. CONTRACTOR SHALL OBTAIN COPIES OF ALL APPLICABLE STANDARDS PRIOR TO CONSTRUCTION.

ALL TRAFFIC CONTROL DEVICES, SIGNS AND MARKINGS SHALL CONFORM TO THE MICHIGAN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

CONTRACTOR SHALL COMPLY WITH ALL SEASONAL WEIGHT RESTRICTIONS ON PUBLIC ROADS DURING WINTER & SPRING CONSTRUCTION.

**PROJECT NOTES**  
ANY DAMAGE CAUSED BY THE CONTRACTOR'S EQUIPMENT TO THE ADJACENT ROADWAYS AND DRIVEWAYS, SHALL BE REPAIRED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE DEVELOPER OR ANY GOVERNMENTAL AGENCIES.

**UNDERGROUND UTILITIES**  
THE LOCATION OF THE UNDERGROUND UTILITIES INCLUDING SERVICE TAPS SHOWN ON THE PLANS ARE BASED ON RECORD PLANS AND A TOPOGRAPHIC SURVEY BY ENGER SURVEYING. IT IS BELIEVED THAT THEY ARE ESSENTIALLY CORRECT, BUT NEITHER THE "UTILITY OPERATOR" NOR D.R. FREDERICK & ASSOCIATES, LLC, GUARANTEES THEIR ACCURACY OR COMPLETENESS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE THE EXISTING UTILITIES PRIOR TO LAYING ANY PROPOSED CONDUIT.

IN THE EVENT UNDERGROUND UTILITY FACILITIES ARE NOT LOCATED IN THE FIELD ACCORDING TO UTILITY LOCATION INFORMATION PROVIDED ON THESE PLANS, THE "UTILITY OPERATOR" OR D.R. FREDERICK & ASSOCIATES, LLC WILL NOT BE HELD LIABLE FOR ADDITIONAL COSTS RELATING TO ALTERNATE METHODS OF CONSTRUCTION, OR COSTS RELATING TO CONTRACTOR PERSONNEL AND EQUIPMENT DOWNTIME.

THE CONTRACTOR SHALL BE REQUIRED TO CONTACT THE OWNERS OF UNDERGROUND UTILITY FACILITIES SHOWN ON THE PLANS AND SPECIFICATIONS. SUCH NOTICE SHALL BE MADE AT LEAST THREE (3) WORKING DAYS EXCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS PRIOR TO COMMENCING CONSTRUCTION OPERATIONS.

RECONNECTION OF EXISTING SERVICE LINES, WHICH ARE DISTURBED OR DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE BY THE CONTRACTOR AT NO COST TO THE DEVELOPER, TOWNSHIP OR UTILITY OPERATOR. THE CONTRACTOR IS ADVISED TO EXERCISE DUE CAUTION WHEN WORKING IN AREAS LIKELY TO CONTAIN UTILITY SERVICE CONNECTIONS SO AS TO AVOID DISTURBING OR DAMAGING SUCH CONNECTIONS.

**STORM SEWER CONNECTIONS**  
ALL STORM SEWER SHALL BE CONSTRUCTED TO THE SPECIFICATIONS OF THE CITY OF LESLIE, INGHAM COUNTY DRAIN COMMISSIONER AND THE MICHIGAN DEPARTMENT OF TRANSPORTATION, INCLUDING BUT NOT LIMITED TO MATERIALS, STANDARD DETAILS AND INSTALLATION REQUIREMENTS.

ALL PAVEMENT REPLACEMENT RESULTING FROM STORM SEWER CONSTRUCTION WILL BE PER THE SAME PAVEMENT COMPOSITION AS THE APPLICABLE TYPICAL SECTION FOR THAT AREA. THE COST FOR PAVEMENT REPLACEMENT SHALL BE INCLUDED IN THE PRICE BID FOR STORM SEWER CONSTRUCTION.

THE CONTRACTOR SHALL SO CONDUCT HIS OPERATIONS SO THAT THE FLOW OF ALL SEWERS WHICH ARE TO REMAIN IN SERVICE SHALL BE MAINTAINED AT ALL TIMES. ANY ADDITIONAL COST OF LABOR INVOLVED IN MAINTAINING THIS FLOW, BY PUMPING OR ANY OTHER APPROVED METHOD, SHALL BE INCLUDED IN THE PRICE BID FOR THE APPROPRIATE CONTRACT ITEM.

THE PRICE BID FOR CONDUIT SHALL INCLUDE, BUT IS NOT LIMITED TO: CLEARING AND GRUBBING, THE REMOVAL OF AND/OR REPLACEMENT OF EXISTING PAVEMENT, SIDEWALKS, DRIVEWAYS, STORM SEWERS, PIPE SPECIALS, AS WELL AS ALL OTHER ITEMS NECESSARY FOR PLACING THE CONDUIT. SAID SHALL BID MAY ALSO INCLUDE THE COST FOR CONNECTING THE CONDUIT TO AN EXISTING CATCH BASIN OR MANHOLE, AS APPLICABLE PER PLAN.

**DUST CONTROL**  
THE CONTRACTOR SHALL KEEP ALL PUBLIC ROADS AND DRIVES CLEAN WITHIN THE PROJECT LIMITS TO THE SATISFACTION OF THE CITY OF LESLIE. ALL HAUL ROADS SHALL BE KEPT FREE FROM DUST AND DIRT. IF THEY ARE NOT MAINTAINED TO THE SATISFACTION OF THE CITY / ROAD COMMISSION, THEY SHALL REQUIRE THE CONTRACTOR TO USE MECHANICAL CLEANING EQUIPMENT TO REMOVE DUST AND PARTICLES FROM THE ROADWAY SURFACE AND MINIMIZE THE CHANCE OF SUCH PARTICLES BECOMING AIR-BORNE.

**RESTORATION**  
ALL EXISTING FEATURES DESIGNATED TO REMAIN THAT ARE DISTURBED DUE TO CONSTRUCTION, SUCH AS MAILBOXES, SHRUBS, BUSHES, GUARDRAIL, DRIVEWAYS, SWALES, SEWERS, CATCH BASINS, BERMS, SEEDED AREAS, ETC., SHALL BE REPLACED IN KIND TO THEIR ORIGINAL CONDITION IN ACCORDANCE WITH APPLICABLE MDT SPECIFICATIONS, AND TO THE SATISFACTION OF THE CITY OF LESLIE AND THE OWNER. PAYMENT FOR THIS WORK SHALL BE INCLUDED IN THE UNIT PRICE BID FOR THE RESPECTIVE WORK ITEM.

**INSPECTION**  
CONTRACTOR SHALL COORDINATE ALL REQUIRED INSPECTIONS WITH THE CITY, COUNTY & STATE PRIOR TO THE START OF CONSTRUCTION.

**UTILITY PLAN NOTES**  
1. ALL PROPOSED PIPE SLOPES SHOWN ON PLAN ARE TO BE MINIMUM SLOPES UNLESS OTHERWISE INDICATED.

2. PRIOR TO CONSTRUCTION CONTRACTOR SHALL VERIFY LOCATION, DEPTH AND SIZE OF ALL EXISTING UTILITIES WHICH ARE TO BE CONNECTED TO AND/OR REROUTED AS PART OF THIS CONTRACT. THE EXISTING STORM SEWER SHALL BE VERIFIED PRIOR TO ORDERING ANY PROPOSED STRUCTURES. COORDINATE ALL INFORMATION WITH THE OWNER AND ENGINEER.

3. THE CONTRACTOR SHALL NOT INTERRUPT EXISTING UTILITY SERVICE (ELECTRIC, TELEPHONE, WATER, SANITARY, STORM, GAS, ETC.) WITHOUT NOTIFYING ALL AFFECTED TENANTS AND PROPERTY OWNER 72 HOURS PRIOR TO CONSTRUCTION.

4. ROOF DRAINS, FOUNDATION DRAINS AND ALL OTHER CLEAN WATER CONNECTIONS TO THE SANITARY SEWER ARE PROHIBITED. ROOF DRAINS SHALL BE CONNECTED TO THE UNDERGROUND STORM SEWER OR SPLASHED INTO THE LOT UNLESS OTHERWISE NOTED.

5. WHERE THE PLANS PROVIDE FOR A PROPOSED CONDUIT TO BE CONNECTED TO, OR TO CROSS EITHER OVER OR UNDER AN EXISTING CONDUIT, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LINE AND GRADE OF THE EXISTING CONDUIT BEFORE STARTING CONSTRUCTION.

6. THE CONTRACTOR SHALL CONDUCT HIS OPERATIONS SO AS TO MAINTAIN SANITARY AND STORM SEWER FLOWS AT ALL TIMES AND SHALL PROMPTLY REPLACE IN KIND ANY SEWERS DISTURBED BY CONSTRUCTION TO THE SATISFACTION OF THE UTILITY OWNER, THE COST OF MAKING INSPECTIONS AND ANY REPAIRING OR CORRECTING OF SEWERS AS A RESULT OF CONSTRUCTION OPERATIONS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

**GRADING PLAN NOTES**  
1. ALL PROPOSED GRADES SHOWN ON PLAN ARE TOP OF PAVEMENT UNLESS OTHERWISE INDICATED. WHERE TWO GRADES ARE SHOWN, THE TOP GRADE REPRESENTS TO TOP OF CURB / CONCRETE AND THE BOTTOM GRADE REPRESENTS THE ASPHALT PAVEMENT ELEVATION.

2. PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL OBTAIN AND REVIEW ANY/ALL GEOTECHNICAL REPORT(S) FROM THE OWNER, FOR FURTHER RECOMMENDATIONS ABOVE & BEYOND THOSE SHOWN ON THESE PLANS. COORDINATE ANY DISCREPANCIES AND/OR QUESTIONS WITH THE ENGINEER AND OWNER PRIOR TO THE START OF CONSTRUCTION.

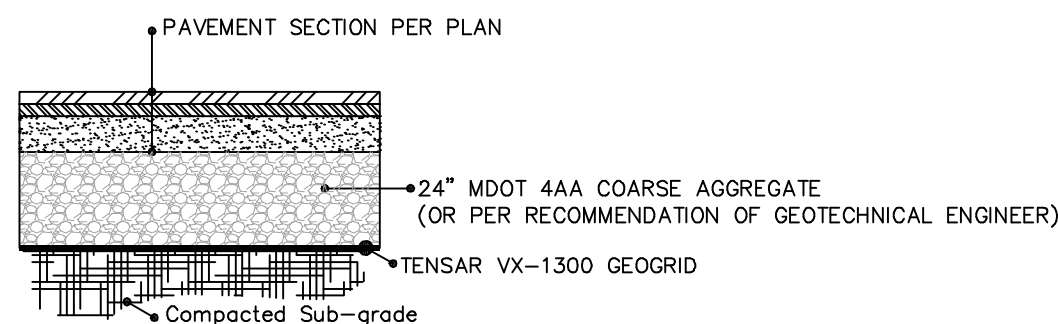
3. CONTRACTOR SHALL MATCH EXISTING GRADE AT LIMITS OF FULL DEPTH REPLACEMENT AND EDGE OF PAVEMENT.

4. THE CONTRACTOR SHALL BE RESPONSIBLE TO INSURE POSITIVE DRAINAGE FROM ALL SURFACES, BOTH PROPOSED AND EXISTING, TO THE STORM SEWER SYSTEM AFTER COMPLETION OF CONSTRUCTION.

**AERIAL UTILITIES**  
VARIOUS PRIMARY AERIAL LINES ARE LOCATED IN THE PROJECT AREA. THE CONTRACTOR SHALL NOTIFY THE UTILITIES AT LEAST 72 HOURS PRIOR TO BEGINNING WORK IN ORDER THAT THESE LINES MAY BE PROTECTED IF NECESSARY.

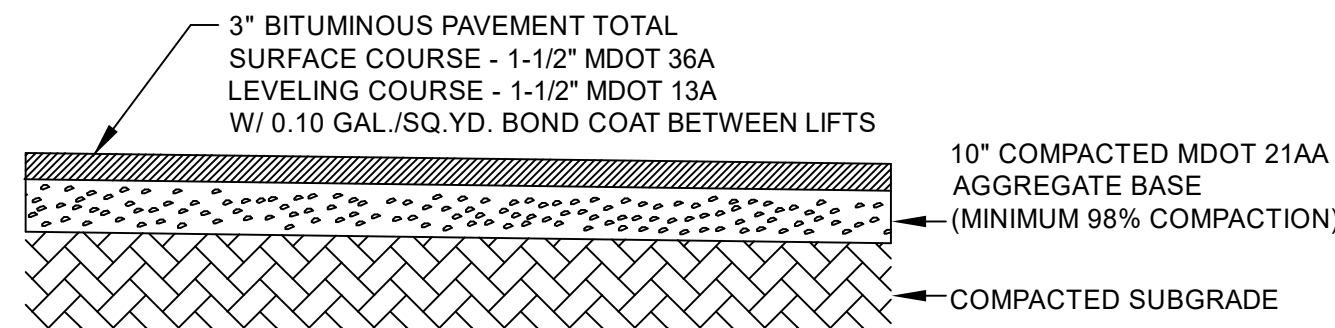
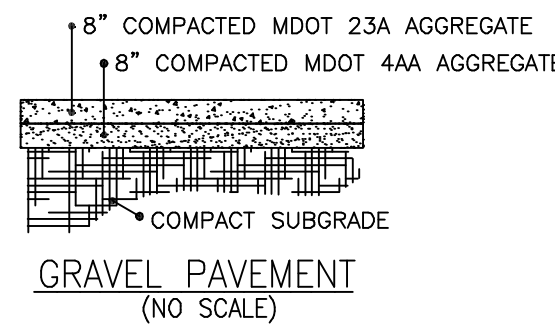
**REMOVALS**  
ALL DRIVEWAY AND ROADWAY PAVEMENT REMOVALS SHALL BE CUT WITH NEAT LINES BY USE OF A POWER CARBORUNDUM SAW, 6 INCHES BEHIND THE PROPOSED CURB LINE AND/OR MATCHLINE, TO A MINIMUM DEPTH OF THE EXISTING PAVEMENT SECTION. REMOVAL SHALL BE MADE ONLY TO THE EXTENT APPROVED BY THE OWNER AND THE CITY OF LESLIE, AS APPLICABLE.

**SITE & SUBGRADE PREPARATION**  
A GEOTECHNICAL REPORT NOT AVAILABLE FOR THE SITE AT THE TIME OF PLAN PREPARATION. PRIOR TO THE START OF CONSTRUCTION THE CONTRACTOR SHALL REQUEST A COPY OF ANY/ALL GEOTECHNICAL REPORT(S) FROM THE OWNER & ARCHITECT, AND ALL CONSTRUCTION SHALL MEET THE REQUIREMENTS OF THIS REPORT, WHETHER SHOWN ON THESE PLANS OR NOT.

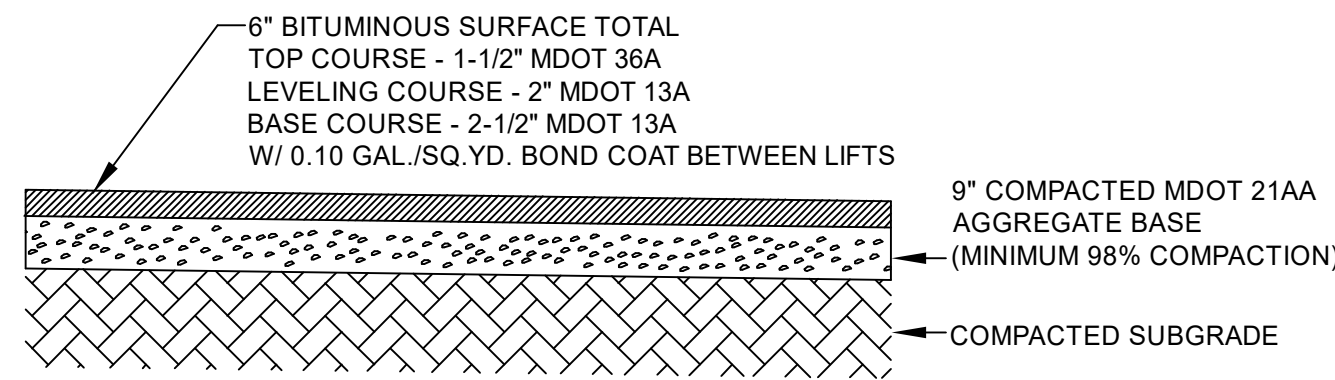


IN AREAS OF THE PROPOSED PAVEMENT THAT REQUIRE UNDER-CUTTING BASED ON RESULT OF PROOF-ROLLING OR RECOMMENDATIONS FROM THE GEOTECHNICAL INVESTIGATION, THE CONTRACTOR MAY USE THE SECTION PROVIDED. THIS IS SUBJECT TO THE EXCAVATION DEPTH REQUIRED FOR REMOVAL OF THE POOR SOILS. CONTRACTOR SHALL PROVIDE A UNIT COST FOR THE FOLLOWING:  
- UNDERCUT EXCAVATION = PER CY  
- GEORGRID TENSAR VY-1300 (OR APPROVED EQUAL) = PER SF  
COSTS SHALL INCLUDE EXCAVATION AND PLACEMENT OF MATERIAL IN THE UNDERCUT VOLUME TO THE ELEVATION OF THE SUBGRADE FOR THE PAVEMENT SECTION.

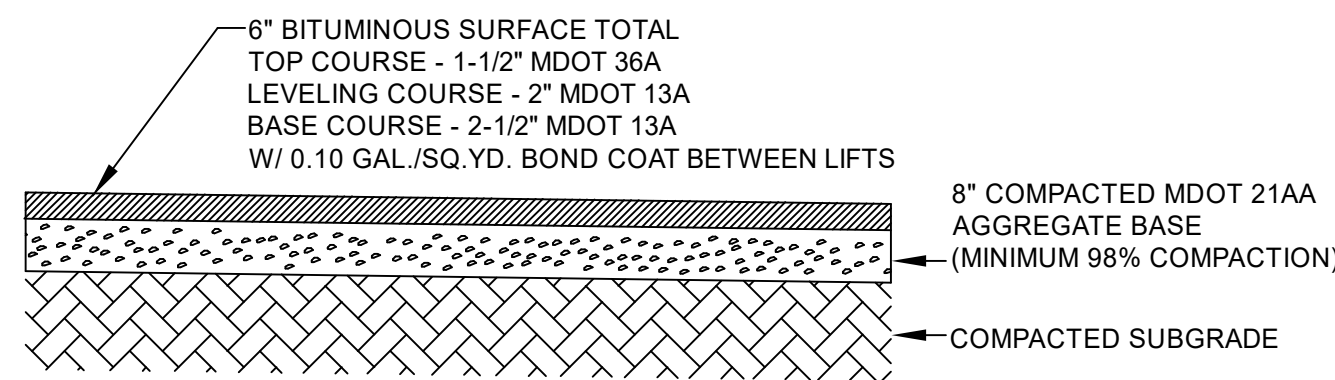
**PAVEMENT UNDER-CUTTING DETAIL**  
CONTINGENCY ITEM



**STANDARD DUTY ASPHALT PAVEMENT CROSS-SECTION FOR USE IN PROPOSED SELF-STORAGE FACILITY**  
(NOT TO SCALE)



**HEAVY DUTY ASPHALT PAVEMENT CROSS-SECTION FOR USE IN SELF-STORAGE FACILITY**  
(REFERENCE CROSS-SECTION FOR INGHAM COUNTYROAD)  
(NOT TO SCALE)



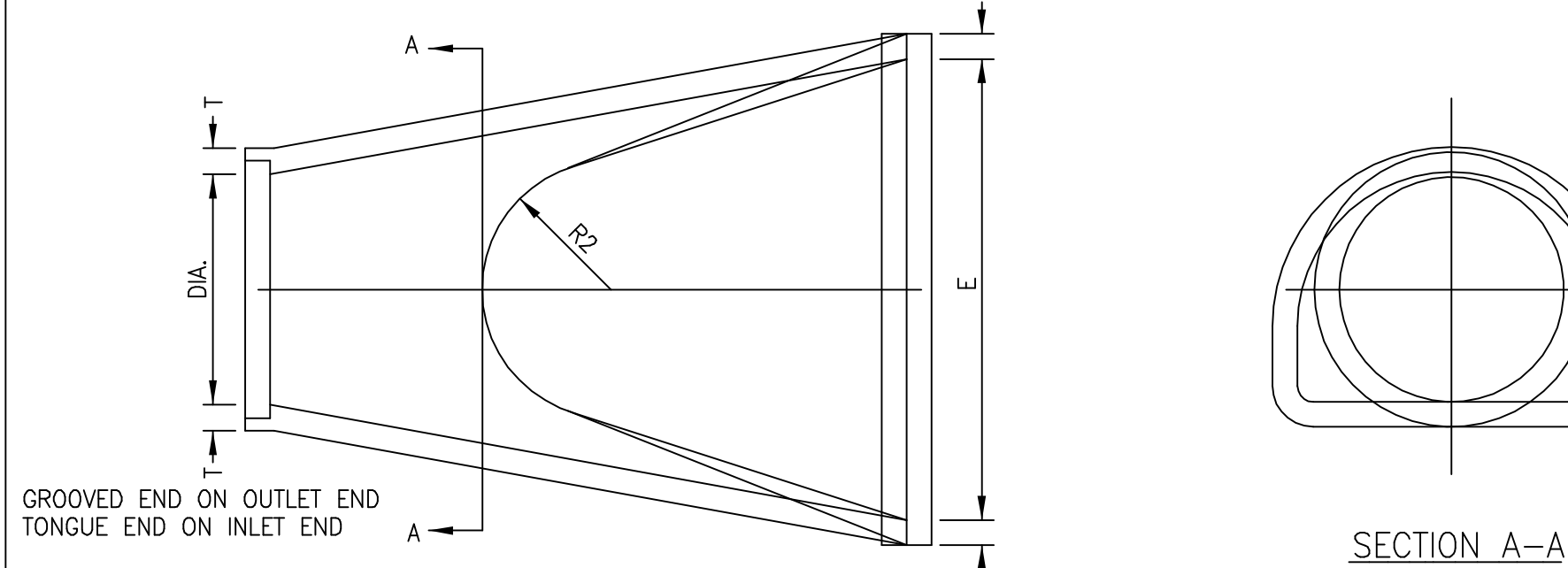
**HEAVY DUTY ASPHALT PAVEMENT CROSS-SECTION FOR USE IN HULL ROAD R/W**  
(REFERENCE CROSS-SECTION FOR INGHAM COUNTYROAD)  
(NOT TO SCALE)

**AGGREGATE BASE NOTE:**  
AGGREGATE BASE MATERIALS SHALL BE COMPACTED PER SECTION 302 OF THE 2012 MDT STANDARD SPECIFICATIONS FOR CONSTRUCTION.

DIA.	T(MIN.)	A(MIN.)	B*	C*	D*	E*	G	R1	R2	X	Y	APPROX. WT. LBS.
12"	2"	5"	23"	51"	74"	24"	2"	10-1/8"	9"	8"	18"	800
15"	2-1/4"	7"	27"	48"	75"	30"	2-1/4"	12-1/2"	11"	8"	18"	1100
18"	2-1/2"	11"	25"	49"	74"	36"	2-1/2"	15-1/2"	12"	8"	18"	1300
21"	2-3/4"	11"	33"	42"	75"	42"	2-3/4"	16-1/8"	13"	8"	18"	1500
24"	3"	12"	43"	32"	75"	48"	3"	16-3/16"	14"	8"	18"	1800

\* TOLERANCE ± 1"

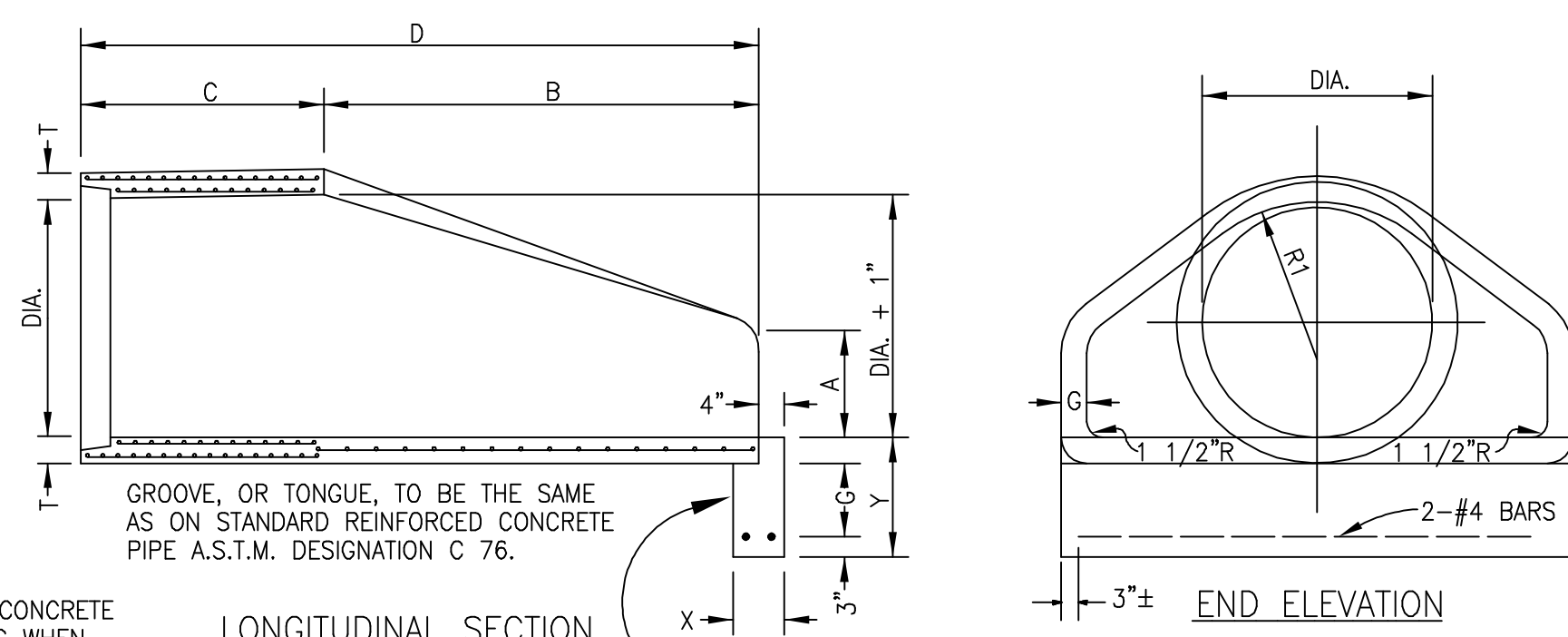
WEIGHT SHOWN DOES NOT INCLUDE CONCRETE FOOTING



GROOVED END ON OUTLET END  
TONGUE END ON INLET END

**PLAN VIEW**

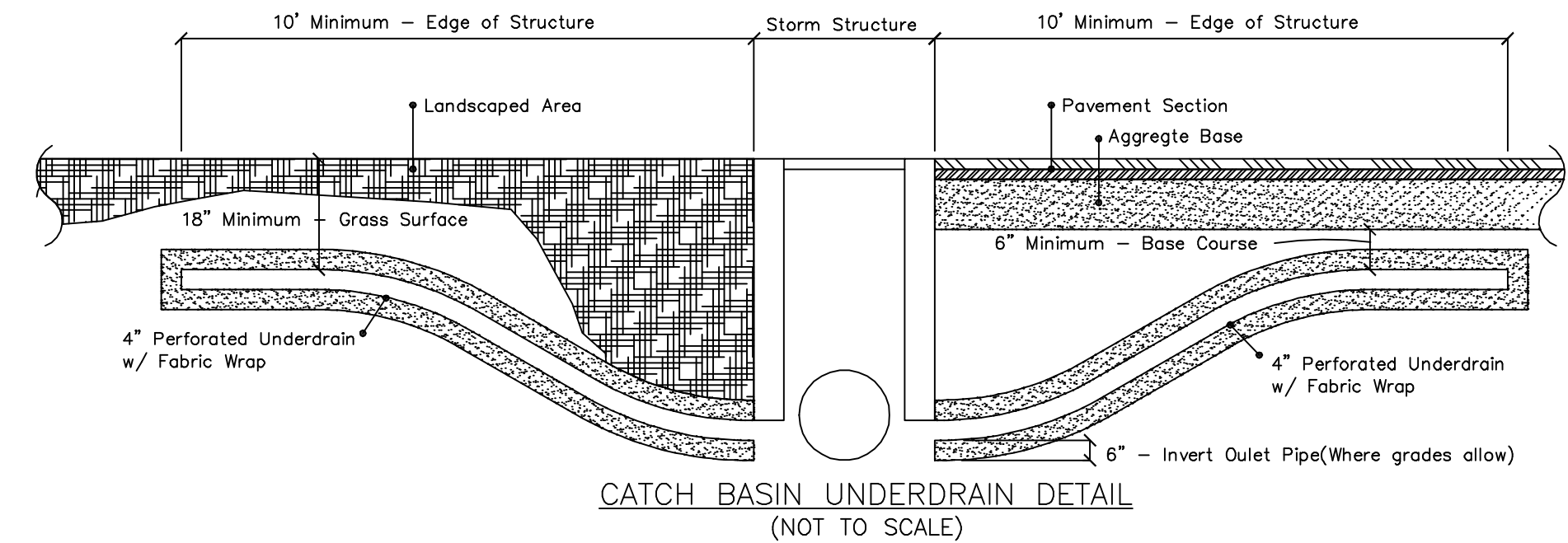
**SECTION A-A**



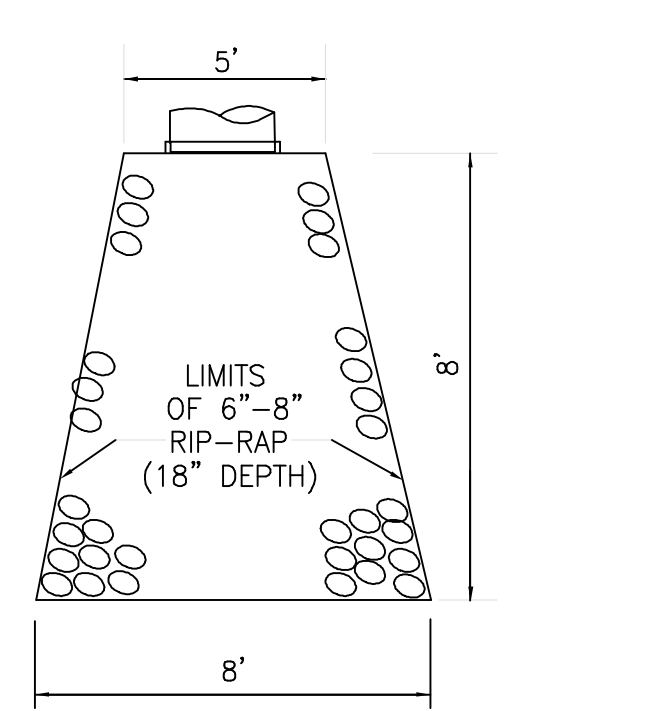
GROOVE, OR TONGUE, TO BE THE SAME AS ON STANDARD REINFORCED CONCRETE PIPE A.S.T.M. DESIGNATION C 76.

\* PLACE CONCRETE FOOTING WHEN CULVERT GRADE IS 4% OR MORE, OR WHEN CALLED FOR ON ROAD PLANS

**PRECAST CONCRETE FLARED END SECTION**  
(REF. MDT DETAIL IV-86C)

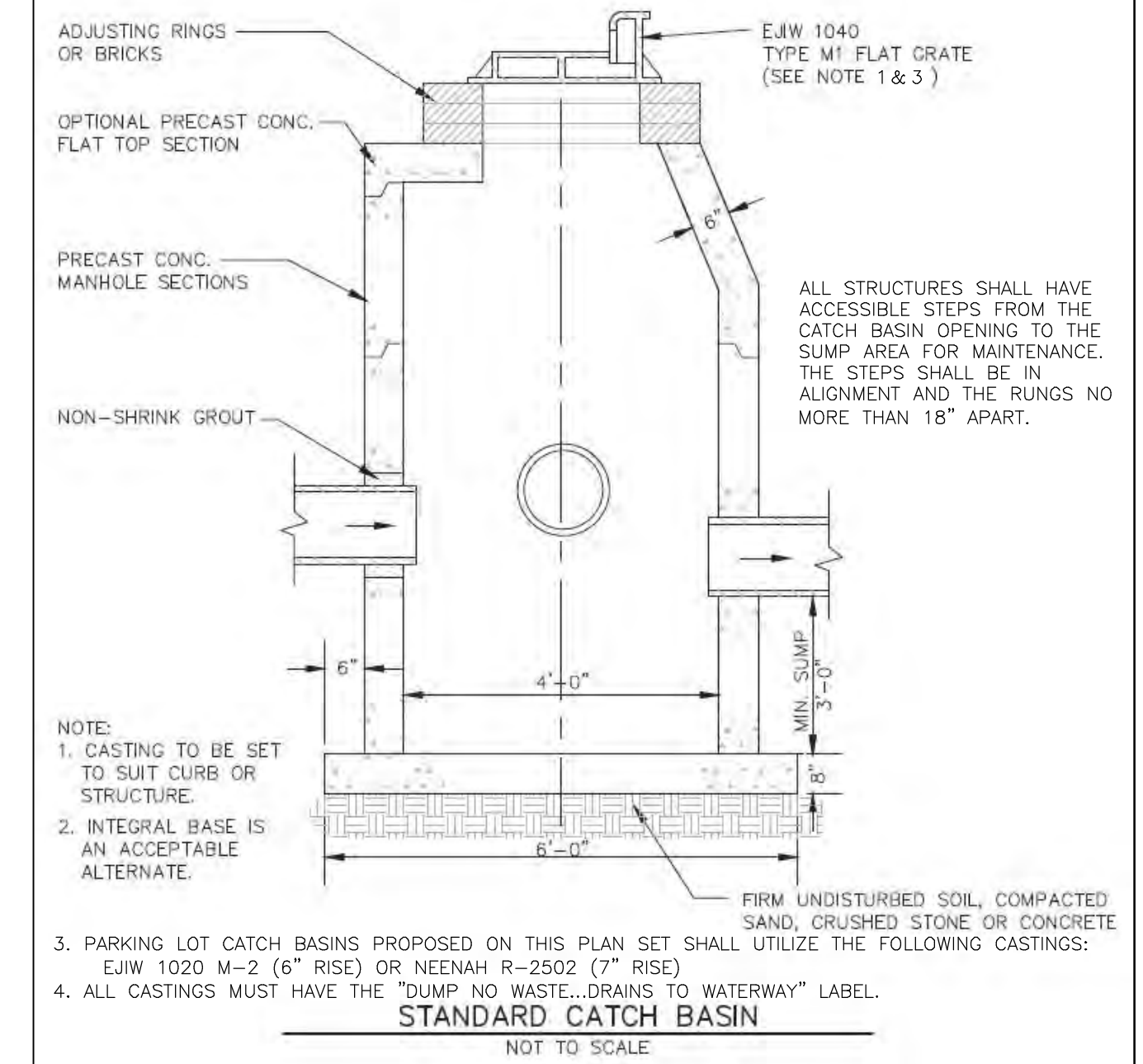


NOTE: ALL PROPOSED CATCH BASINS SHALL BE EQUIPPED WITH A MINIMUM OF 2 (TWO) 10' LONG UNDERDRAINS.



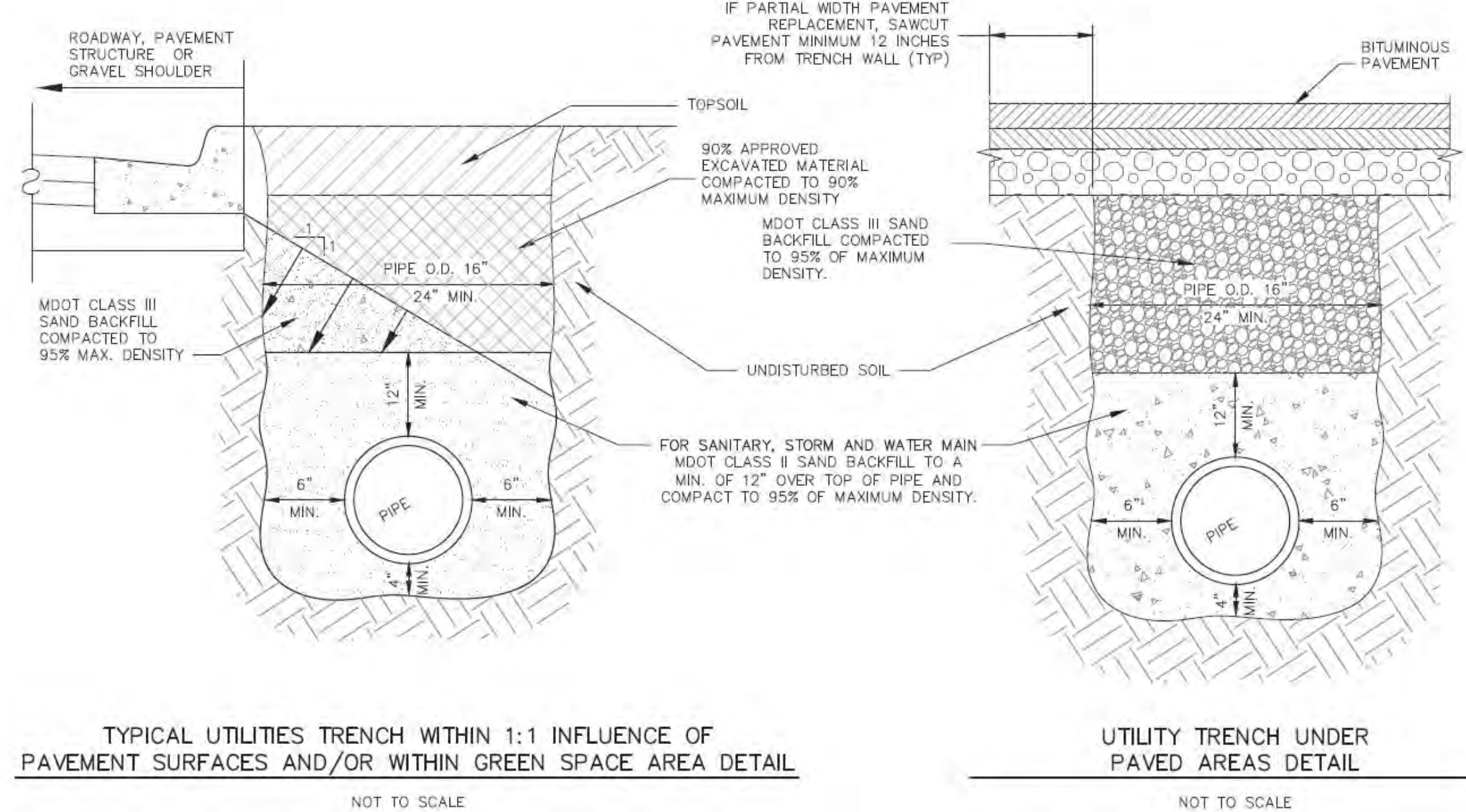
NOTES:  
1. TYPICAL AT THE END OF EACH STORM SEWER OUTLET.  
2. RIP-RAP MUST BE PLACED OVER KEYED IN GEO-FABRIC.  
3. 3± CY RIP-RAP AT EACH OUTLET.

**RIP-RAP OUTLET PROTECTION DETAIL**



NOTE:  
1. CASTING TO BE SET TO SUIT CURB OR STRUCTURE.  
2. INTEGRAL BASE IS AN ACCEPTABLE ALTERNATE.  
3. PARKING LOT CATCH BASINS PROPOSED ON THIS PLAN SET SHALL UTILIZE THE FOLLOWING CASTINGS:  
EJW 1020 M-2 (6\"/>

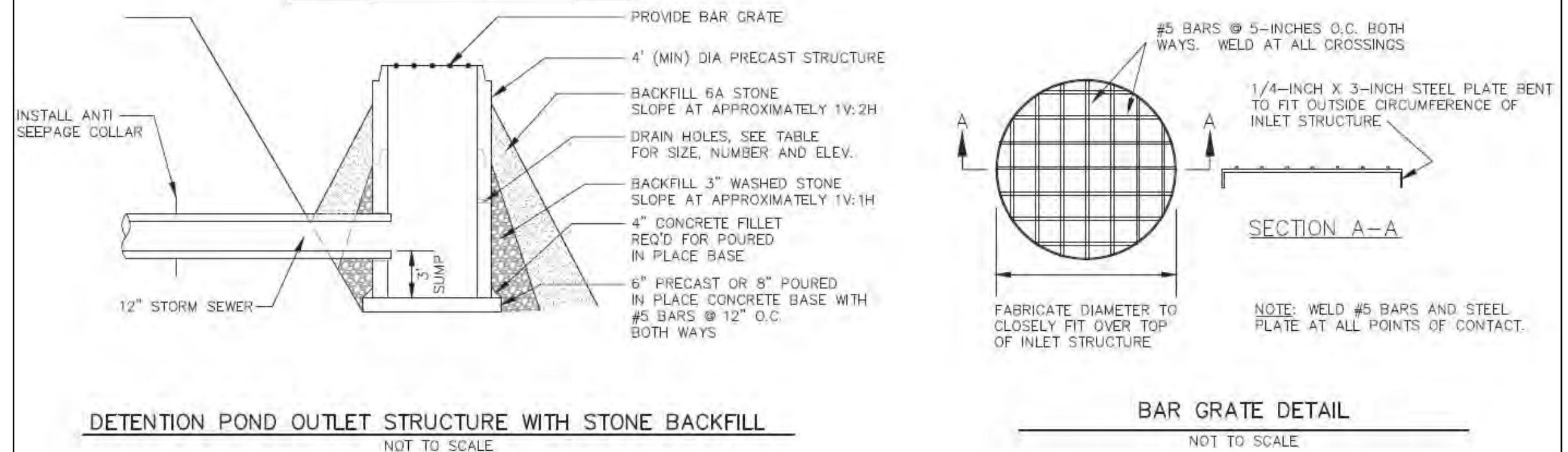
**STANDARD CATCH BASIN**  
(NOT TO SCALE)



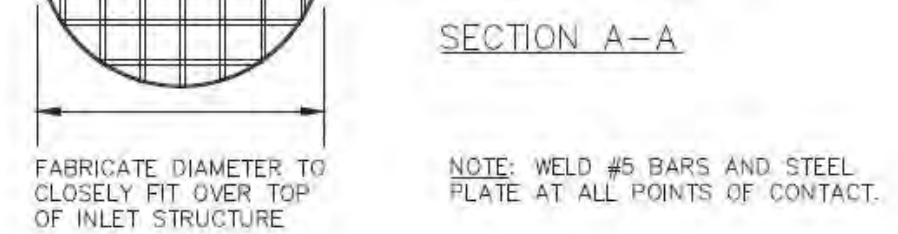
**TYPICAL UTILITIES TRENCH WITHIN 1:1 INFLUENCE OF PAVEMENT SURFACES AND/OR WITHIN GREEN SPACE AREA DETAIL**

**UTILITY TRENCH UNDER PAVED AREAS DETAIL**

OUTLET STRUCTURE SCHEDULE		
DETECTION RIM	ONE EACH 2.75\"/>	
OUTLET:	ONE EACH 1.50\"/>	
	ONE EACH 1.50\"/>	
	15\"/>	



**DETENTION POND OUTLET STRUCTURE WITH STONE BACKFILL**  
(NOT TO SCALE)



**BAR GRATE DETAIL**  
(NOT TO SCALE)

REVISIONS	DATE
INITIAL SITE PLAN	3/19/20
REV PER CLIENT	3/20/20
PHASE 1 GRADING	1/4/21
REV PER CLIENT	1/13/21
REV PER CLIENT	1/14/21

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**FREDERICK & ASSOCIATES**  
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419.340.2650 fax 419.726.1995  
DFREDERICK@FREDERICKASSOC.COM

**DEVELOPMENT DETAILS**  
LESLIE SELF STORAGE  
4660 SOUTH HULL ROAD  
CITY OF LESLIE, INGHAM COUNTY, MICHIGAN

DATE: MAR 2020  
DRAWN BY: DRF  
JOB No.: 20-2175  
SCALE: 1"=30'

SHEET  
**C-4**

**From:** [MELISSA HANSON CHESNEY](#)  
**To:** [Susan Montenegro](#); [Ron J. Bogart](#)  
**Subject:** Land Division/Sewer Taps  
**Date:** Tuesday, January 12, 2021 11:17:52 AM

---

Good morning!

First of all, I'd like to thank you both again for taking the time to sit down with me to discuss future developments on Morningside Drive. I was encouraged with the way things went yesterday and feel more confident than ever in being able to move forward with some real "work" on the property!

Second, I wanted to let you know that I am going to hold off on submitting the land division application to have it added to the Council agenda for next week's meeting. Given the insight that was brought to my attention yesterday in regards to the accessory building, I'd like to go back over to the property to reassess how I'd like to proceed with the split proposal to ensure I'm putting the lines exactly where I want them for the new survey and don't want to rush that to make it happen before the end of this week. I will plan to have that survey completed and the land division application turned in well before the meeting for February, though.

Finally, in regards to the tap-ins that we discussed yesterday, I was uncertain of where exactly the current taps were placed when we met yesterday (I'm still "in training" here, lol!). When I returned home last evening, I had Josh show me the locations of the taps on the drawing I shared with you in the meeting. Ultimately, there were 4 taps placed on the Morningside Drive property/parcel where the 209 apartment building is currently and three additional taps on the undeveloped 8 acres south of Washington. One of the four on Morningside Drive was used by that 209 building. That leaves 3 remaining that are ultimately in the spots needed for the additional house I'd be building at the back end of that drive as well as the two additional 4-unit buildings that I plan to build in the near future. What I'm proposing is one additional tap-in on Morningside Drive for the single family home I plan to build this spring at the East end of Morningside (off of Main St.) in exchange for forfeiting two of the three tap-ins already agreed to on the vacant 8 acres. Again, if an agreement can be made on what I'm proposing, the cost of the labor and materials for any/all of those potential tie-ins would be the responsibility of Morningside Drive, LLC. With this said, since the City has already agreed to honor the seven taps already there with no charge for the sewer hook-up fees for those seven, if my current proposal does not seem reasonable, I'd prefer to just stay with the original agreement we already have in place for the seven taps we've discussed previously as I certainly do not wish to create any additional hassle.

I appreciate the insight you both shared with me yesterday and I look forward to working with you both on my future projects! Take care!

Respectfully,  
Melissa

--

*Melissa M. Hanson*  
(517)256-4529 mobile

# CITY OF LESLIE

## ORDINANCE NO. 2019-01

*To amend certain provisions of Chapters 19 of the Code of Ordinances, City of Leslie, Ingham County, Michigan, to add a new section to prohibit Recreational Marihuana Establishments.*

### PREAMBLE

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF LESLIE BY ADDING A NEW ARTICLE AND SECTION THAT SHALL BE DESIGNATED AS ARTICLE IV, SECTION 19.41 OF CHAPTER 19 OF SAID CODE**

### THE CITY OF LESLIE ORDAINS:

**Section 1. Addition of Article IV and Section 19.41 to Chapter 19.** “Recreational Marihuana Establishments” and Section 19.41, “Prohibition of Recreational Marihuana Establishments,” is added to Chapter 74 “Streets, Sidewalks and Public Grounds” of the Code of Ordinances of the City of Leslie to read as follows:

#### ARTICLE IV. RECREATIONAL MARIHUANA ESTABLISHMENTS

##### SECTION 19.41 PROHIBITION OF MARIHUANA ESTABLISHMENTS

- (A) Pursuant to the provisions of Section 6.1 of the Michigan Regulation and Taxation of Marihuana Act (the “Act”), marihuana establishments, as defined by the Act, are completely prohibited within the boundaries of the City of Leslie.
- (B) Any applicant for a state or local license to establish a marihuana establishment, as defined by the Act, within the boundaries of the City shall be deemed to be not in compliance with this Ordinance or with the Code of Ordinances amended by this Ordinance.
- (C) This section does not supersede rights and obligations with respect to the transportation of marihuana through the City to the extent provided by the Act and does not supersede rights and obligations under the Michigan Medical Marihuana Act, the Medical Marihuana Licensing Act, 2016 PA 281, or any other law of the State of Michigan allowing for or regulating marihuana for medical use.

**Section 3. Severability.** The various sections and provisions of this Ordinance shall be deemed to be severable and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

**Section 4. Conflict and Repeal.** All ordinances or parts of ordinances in conflict with this ordinance are repealed.

**Section 5. Availability.** This ordinance may be purchased or inspected in the city clerk’s office, Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m.

Certified to be a true and accurate copy of an Ordinance duly adopted by the Leslie City Council at its regular meeting held on the 4<sup>th</sup> day of June 2019.

  
Clerk Chelsea Cox



# MUNICIPAL GUIDE

# MUNICIPAL GUIDE

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# Medical Facility Licensing Questions

## What provisions in the Medical Marijuana Facilities Licensing Act (MMFLA) are relevant to municipalities?

[Section 205](#) of the [MMFLA](#) is relevant for municipalities that are considering allowing or restricting medical marijuana facilities' operations within the municipality.

Below are the relevant provisions in the [MMFLA](#) related to municipalities. The Marijuana Regulatory Agency (MRA) is unable to provide legal interpretation of statutory provisions that fall under municipal authority. If clarification on any of the provisions below that fall under municipal authority is needed, the MRA recommends that you consider consulting an attorney:

- Sec. 102.(q): "Municipality' means a city, township, or village."
- Sec. 201.1: "Except as otherwise provided in this act, if a person has been granted a state operating license and is operating within the scope of the license, the licensee and its agents are not subject to any of the following for engaging in activities described in subsection (2):
  - (a) Search or inspection, except for an inspection authorized under this act by law enforcement officers, the municipality, or the department."
- Sec. 201.3: "Except as otherwise provided in this act, a person who owns or leases real property upon which a marijuana facility is located and who has no knowledge that the licensee violated this act is not subject to any of the following for owning, leasing, or permitting the operation of a marijuana facility on the real property:
  - d) Search or inspection, except for an inspection authorized under this act by law enforcement officers, the municipality, or the department."
- Sec. 205.1: "A municipality may adopt an ordinance to authorize 1 or more types of marijuana facilities within its boundaries and to limit the number of each type of marijuana facility. A municipality may adopt other ordinances relating to marijuana facilities within its jurisdiction, including zoning regulations, but shall not impose regulations regarding the purity or pricing of marijuana or interfering or conflicting with this act or rules for licensing marijuana facilities. A municipality that adopts an ordinance under this subsection that authorizes a marijuana facility shall provide the department with all of the following on a form prescribed and provided by the department:
  - (a) An attestation that the municipality has adopted an ordinance under this subsection that authorizes the marijuana facility.
  - (b) A description of any zoning regulations that apply to the proposed marijuana facility within the municipality
  - (c) The signature of the clerk of the municipality or his or her designee.
  - (d) Any other information required by the department."
- Sec. 205.2: "A municipal ordinance may establish an annual, nonrefundable fee of not more than \$5,000.00 to help defray administrative and enforcement costs associated with the operation of a marijuana facility in the municipality."

- Sec. 205.3: “The department may require a municipality to provide the following information to the department on a form prescribed and provided by the department regarding a licensee who submits an application for license renewal:
  - (a) Information that the board declares necessary to determine whether the licensee’s license should be renewed.
  - (b) A description of a violation of an ordinance or a zoning regulation adopted under the subsection (1) committed by the licensee, but only if the violation relates to activities licensed under this act and rules or the Michigan Medical Marihuana Act.
  - (c) Whether there has been a change to an ordinance or a zoning regulation adopted under subsection (1) since the license was issued to the licensee and a description of the change.”
  
- Sec. 205.4: “Information a municipality obtains from an applicant under this section is exempt from disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.246. Except as otherwise provided in this subsection, information a municipality provides to the department under this section is subject to disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.”
  
- Sec. 401.1: “Beginning December 15, 2017, a person may apply to the board for state operating licenses in the categories of class A, B, C grower; processor; provisioning center; secure transporter; and safety compliance facility as provided in this act. The application shall be made under oath on a form provided by the board and shall contain information as prescribed by the board, including, but not limited to, all of the following:
  - (j) A paper copy or electronic posting website reference for the ordinance or zoning restriction that the municipality adopted to authorize or restrict operating 1 or more marihuana facilities in the municipality.
  - (k) A copy of the notice informing the municipality by registered mail that the applicant has applied for a license under this act. The applicant shall also certify that it has delivered the notice to the municipality or will do so by 10 days after the date the applicant submits the application for a license to the board.”
  
- Sec. 401.6: “By 10 days after the date the applicant submits an application to the board, the applicant shall notify the municipality by registered mail that it has applied for a license under this act.”
  
- Sec. 503.1: “A secure transporter license authorizes the license to store and transport marihuana and money associated with the purchase or sale of marihuana between marihuana facilities for a fee upon request of a person with legal custody of that marihuana or money. It does not authorize transport to a registered qualifying patient or registered primary caregiver. If a secure transporter has its primary place of business in a municipality that has adopted an ordinance under section 205 authorizing that marihuana facility, the secure transporter may travel through any municipality.”

## **Does a municipal ordinance have to opt in or opt out for medical facilities?**

If a municipality intends to authorize the operation of medical marijuana facilities within the municipality, the municipality must adopt an ordinance that specifically authorizes the operation



of medical marijuana facilities within the municipality. If no ordinance is in place, the Marijuana Regulatory Agency will not issue a license to a facility in that municipality.

## **Can the Marijuana Regulatory Agency (MRA) tell a municipality what should be included in the municipality's ordinance and zoning regulations?**

The MRA does not provide legal advice or interpretation regarding issues that fall under municipal authority. Please review [Section 205](#) of the [Medical Marijuana Facilities Licensing Act](#) for information about municipal authority regarding ordinance and zoning regulations.

If you still have questions after your review, you may wish to consider consulting with an attorney.

## **Does the Marijuana Facilities Licensing Act prohibit facilities from being within a certain distance to a school?**

No, but the municipality may have ordinance or zoning requirements that require a facility be a certain distance from the school. For more information please review [Section 205](#) of the [Medical Marijuana Facilities Licensing Act](#) or contact the municipality where your facility will operate.

## **Can the municipality charge an application fee?**

Yes, pursuant to [Section 205.2](#) of the [Medical Marijuana Facilities Licensing Act \(MMFLA\)](#):

“A municipal ordinance may establish an annual, nonrefundable fee of not more than \$5,000.00 to help defray administrative and enforcement costs associated with the operation of a marijuana facility in the municipality.”

## **How does the medical marijuana facility licensing process work?**

The medical marijuana facility licensing process is a two process step:

### **Prequalification (Step 1) Application**

The first step in the process is prequalification. During prequalification, the Marijuana Regulatory Agency (MRA) vets the entities and individuals who are applicants for the proposed medical marijuana facility by conducting criminal and financial background checks to verify their eligibility for licensure.

If the applicant is denied for prequalification, the MRA sends the applicant a Notice of Denial letter advising the applicant the prequalification application is denied. Denied applicants have 21 days to request a public investigative hearing. At the hearing, the applicant has an opportunity to demonstrate they are eligible for licensure. After the public investigative hearing, the

Executive Director of the MRA either affirms or reverses the Licensing Division's decision to deny the application. If the Executive Director affirms the decision to deny the application, the applicant has the ability to pursue additional legal action in the courts to reverse the decision.

If the applicant is approved for prequalification, the MRA sends the applicant a Notice of Determination letter advising the applicant that prequalification status has been granted and is approved for two years.

### **Facility License (Step 2) Application**

The second step in the medical marijuana facilities licensing process is the facility license application. During the facility license application process, the MRA reviews the facility license application documents and requests that the MRA Enforcement Division (Field Operations) and the Bureau of Fire Services (BFS), if applicable, inspect the facility.

Facility inspections are conducted after all facility license application deficiencies have been resolved. The MRA will not perform building inspections if [Attestation I – Confirmation of Section 205 Compliance - Part 1: Municipality](#) has not been completed by the municipality.

Please note that a facility license application may be denied. Some reasons for denial include, but are not limited to, the applicant's failure to resolve application deficiencies or lack of municipal authorization to operate.

If a facility license application is denied, the MRA sends the applicant a Notice of Denial letter advising the applicant the facility license application is denied. Denied applicants have 21 days to request a public investigative hearing. At the hearing, the applicant has an opportunity to demonstrate they are eligible for licensure. After the public investigative hearing, the Executive Director of the MRA either affirms or reverses the Licensing Division's decision to deny the application. If the Executive Director affirms the decision to deny the application, the applicant has the ability to pursue additional legal action in the courts to reverse the decision.

If the MRA approves the facility license application, a state license will be issued to the applicant after the regulatory assessment fee is paid.

### **Renewal Application**

A medical marijuana facility license is issued for a one-year period from the date of the licensee's original licensure approval. If a licensee decides to renew their license, they will need to submit a renewal application.

During the renewal process, the licensee must submit the licensure fee payment and a renewal application prior to the licensee's expiration date. The MRA reviews the renewal application to ensure the facility is compliant with tax obligations, municipal ordinances, and the MRA's [rules and regulations](#).

If the MRA approves the renewal application, the expiration date of the state license is extended by one year.

## What type of licenses are available under the Medical Marijuana Facilities Licensing Act (MMFLA)?

The following license types are available under the [MMFLA](#) and associated [administrative rules](#):

- Class A Grower (may grow up to 500 marijuana plants)
- Class B Grower (may grow up to 1,000 marijuana plants)
- Class C Grower (may grow up to 1,500 marijuana plants)
- Processor
- Provisioning Center
- Safety Compliance Facility
- Secure Transporter

## What are the touchpoints between the Marijuana Regulatory Agency (MRA) and municipalities during the medical marijuana facility licensing process?

The following touchpoints exist between the MRA and municipalities during the medical marijuana facility licensing process:

### **Attestation I – Confirmation of Section 205 Compliance - Part 1: Municipality**

The medical marijuana facility license application (Step 2) requires that [Attestation I – Confirmation of Section 205 Compliance - Part 1: Municipality](#) be completed by the municipal clerk or designee of the municipality in which the proposed facility will be located.

After signing the attestation in the presence of a notary, the municipal clerk or designee should return the form to the applicant so the applicant can submit the attestation with their facility license application.

By signing this attestation, the municipality is attesting the municipality has adopted an ordinance authorizing the operation of medical marijuana facilities within the municipality and the proposed facility is in compliance with all municipal regulations and ordinances. The municipality is also confirming that they will report any changes to municipal ordinances adopted under [Section 205](#) of the [Medical Marijuana Facilities Act \(MMFLA\)](#) and will report any violations of municipal regulations or ordinances to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

If the municipality signs this attestation, the MRA will consider the applicant compliant with all municipal regulations and will approve the applicant for a medical marijuana facility license if all licensing requirements have been met.

If the municipality does not sign this attestation, the MRA will not request or perform the required inspections to determine if the applicant has met all licensing requirements.

### **Certified Mail Receipt with Letter Sent to Municipality**

[Section 401.1 \(k\)](#) of the [MMFLA](#) requires that an applicant send the MRA a copy of the notice informing the municipality by registered mail that the applicant has applied for a license under

the [MMFLA](#). The applicant shall also certify that it has delivered the notice to the municipality or will do so by 10 days after the date the applicant submits the application for a license...”

The [medical marijuana facility license application checklist](#) states that the MRA requires a copy of the certified mail receipt along with the letter that was sent to the municipality notifying the municipality that the applicant’s facility application was submitted to the MRA.

[Page 9 of the facility license application](#), under Part 2, requires the facility’s municipality information. This section also asks for information on the certified mail receipt – if the notice was sent and the date the notice was sent to the municipality.

### **Notification of State Operating License Determination – Granted:**

This determination letter is sent to the municipality after the facility license application has been approved, the regulatory assessment fee has been paid, and the license has been issued. This letter is sent by email to the email address provided in the “Clerk (or designee) Email Address” field of Attestation I: Part 1. The subject line of this email will be “Notification of State Operating License Determination – Entity Name” (e.g., Notification of State Operating License Determination – Michigan Marijuana LLC). The municipality determination letter of approval will be provided as an attachment.

### **Notification of State Operating License Determination – Denied:**

This determination letter is sent to the municipality after a facility license application has been denied. This letter is sent by email to the email address provided in the “Clerk (or designee) Email Address” field of Attestation I: Part 1. The subject line of this email will be “Notification of State Operating License Determination – Entity Name” (e.g., Notification of State Operating License Determination – Michigan Marijuana LLC). The municipality determination letter of denial will be provided as an attachment.

Please note that an application is not officially denied unless an applicant fails to request a public investigative hearing or the applicant has exhausted all administrative remedies and legal appeals for the denial. Therefore, a municipality will not receive this letter until an applicant is officially denied.

### **Attestation I – Renewal**

The medical marijuana facility license renewal application requires that [Attestation I – Renewal](#) be completed by the municipal clerk or designee of the municipality in which the licensee is operating. After signing the attestation in the presence of a notary, the municipal clerk or designee should return the form to the licensee so it may be submitted with their license renewal application.

Within the attestation, the municipal clerk or designee must indicate if the licensee has or has not violated a municipal ordinance or zoning regulation pursuant to [Section 205](#) of the [MMFLA](#). If a violation has occurred, the municipal clerk or designee should provide an attachment along with the attestation describing the violation.

The municipal clerk or designee must also indicate if there has been a change to a municipal ordinance or zoning regulation adopted under [Section 205](#) of the [MMFLA](#). If a change has occurred, the municipal clerk or designee should provide an attachment along with the attestation describing the change.

If the municipality signs the this attestation, the MRA will consider the licensee compliant with all municipal regulations and will renew the licensee’s medical marijuana facility license if all licensing requirements have been met.

### **Violations of Municipal Ordinances or Zoning Regulations**

The municipality should report any violations of municipal ordinances or zoning regulations by licensees located in the municipality to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

### **Changes to Municipal Ordinances or Zoning Regulations**

The municipality should report any changes to municipal ordinances or zoning regulations related to medical marijuana facilities to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

## **How do municipalities confirm to the Marijuana Regulatory Agency (MRA) that an applicant is authorized to operate a medical facility in the municipality?**

Municipalities confirm to the MRA that an applicant is authorized to operate a medical marijuana facility in the municipality by completing [Attestation I – Confirmation of Section 205 Compliance - Part 1: Municipality](#).

If confirmation of municipal compliance is received, the MRA will approve the applicant for a medical marijuana facility license if all licensing requirements have been met.

## **Does an applicant have to notify the municipality when the applicant submits a facility license (Step 2) application?**

Yes. [Section 401.1 \(k\)](#) of the [Medical Marijuana Facilities Act \(MMFLA\)](#) requires that an applicant send the Marijuana Regulatory Agency (MRA) a copy of the notice informing the municipality by registered mail that the applicant has applied for a license under the [MMFLA](#). The applicant shall also certify that it has delivered the notice to the municipality or will do so by 10 days after the date the applicants submits the application for a license...”

The [medical marijuana facility license application checklist](#) states that the MRA requires a copy of the certified mail receipt along with the letter that was sent to the municipality notifying the municipality that the applicant’s facility application was submitted to MRA.

[Page 9 of the facility license application](#), under Part 2, requires the facility’s municipality information. This section also asks for information on the certified mail receipt – if the notice was sent and the date the notice was sent to the municipality.

## **Is a municipality notified when a facility license (Step 2) application is approved or denied?**

Yes. The Marijuana Regulatory Agency will notify the municipality after a facility license application determination has been made. See below for a description of the two letters.

### **Notification of State Operating License Determination – Granted:**

This determination letter is sent to the municipality after the facility license application has been approved, the regulatory assessment fee has been paid, and the license has been issued. This letter is sent by email to the email address provided in the “Clerk (or designee) Email Address” field of [Attestation I – Confirmation of Section 205 Compliance - Part 1: Municipality](#). The subject line of this email will be “Notification of State Operating License Determination – Entity Name” (e.g., Notification of State Operating License Determination – Michigan Marijuana LLC). The municipality determination letter of approval will be provided as an attachment.

### **Notification of State Operating License Determination – Denied:**

This determination letter is sent to the municipality after the facility license application has been denied. This letter is sent by email to the email address provided in the “Clerk (or designee) Email Address” field of [Attestation I – Confirmation of Section 205 Compliance - Part 1: Municipality](#). The subject line of this email will be “Notification of State Operating License Determination – Entity Name” (e.g., Notification of State Operating License Determination – Michigan Marijuana LLC). The municipality determination letter of denial will be provided as an attachment.

Please note that an application is not officially denied unless an applicant fails to request a public investigative hearing or the applicant has exhausted all administrative remedies and legal appeals for the denial. Therefore, a municipality will not receive this letter until an applicant is officially denied.

## **When an applicant renews a license, does the applicant have to confirm to the Marijuana Regulatory Agency (MRA) that he or she still has municipal authorization to operate a facility within the municipality?**

Yes. The municipality is required to sign [Attestation I – Renewal](#) when an applicant renews their medical marijuana facility license. If the municipality signs this attestation, the MRA will consider the licensee compliant with all municipal regulations and will renew the licensee’s medical marijuana facility license.

By signing this attestation, the municipality is attesting that they are in compliance with the municipal ordinance requirement of [Section 205](#) of the [MMFLA](#). The municipality is also confirming that they are reporting changes to municipal ordinances adopted under [Section 205](#) of the [MMFLA](#) and have reported any violations of municipal regulations or ordinances to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

After signing the attestation in the presence of a notary, the municipal clerk or designee should return the form to the applicant so the applicant can submit the attestation with the renewal application.

# Adult-Use Establishment Licensing Questions

## What provisions in the Michigan Regulation and Taxation of Marihuana Act (MRTMA) are relevant to municipalities?

[Section 6](#) of the [MRTMA](#) is relevant for municipalities that are considering allowing or restricting adult-use marijuana establishments' operations within the municipality.

Below are the relevant provisions in the [MRTMA](#) related to municipalities. The Marijuana Regulatory Agency (MRA) is unable to provide legal interpretation of statutory provisions that fall under municipal authority. If clarification on any of the provisions below that fall under municipal authority is needed, the MRA recommends that you consider consulting an attorney:

- Sec. 3.(q): "Municipality' means a city, village, or township."
- Sec. 6.1.: "Except as provided in section 4, a municipality may completely prohibit or limit the number of marihuana establishments within its boundaries."
- Sec. 6.2.: "A municipality may adopt other ordinances that are not unreasonably impracticable and do not conflict with this act or any rule promulgated pursuant to this act and that:
  - (b) establish reasonable restrictions on public signs related to marihuana establishments;
  - (c) regulate the time, place, and manner of operation of marihuana establishments and of the production, manufacture, sale, or display of marihuana accessories;
  - (d) authorize the sale of marihuana for consumption in designated areas that are not accessible to persons under 21 years of age, or at special events in limited areas and for a limited time; and
  - (e) designate a violation of the ordinance and provide for a penalty for that violation by a marihuana establishment, provided that such violation is a civil infraction and such penalty is a civil fine of not more than \$500."
- Sec. 6.3.: "A municipality may adopt an ordinance requiring a marihuana establishment with a physical location within the municipality to obtain a municipal license, but may not impose qualifications for licensure that conflict with this act or rules promulgated by the department."
- Sec. 6.4.: "A municipality may charge an annual fee of not more than \$5,000 to defray application, administrative, and enforcement costs associated with the operation of the marihuana establishment in the municipality."
- Sec. 6.5.: "A municipality may not adopt an ordinance that restricts the transportation of marihuana through the municipality or prohibits a marihuana grower, a marihuana processor, and a marihuana retailer from operating within a single facility or from operation at a location shared with a marihuana facility operating pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801."
- Sec. 9.1.: "Each application for a state license must be submitted to the department. Upon receipt of a complete application and application fee, the department shall forward a copy of the application to the municipality in which the marihuana establishment is to be located, determine whether the applicant and the premises qualify for the state license and comply with this act, and issue the appropriate state license or send the applicant a notice of



rejection setting forth specific reasons why the department did not approve the state license application within 90 days.

- Sec. 9.3.: “Except as otherwise provided in this section, the department shall approve a state license application and issue a state license if:
  - (b) the municipality in which the proposed marihuana establishment will be located does not notify the department that the proposed marihuana establishment is not in compliance with an ordinance consistent with section 6 of this act and in effect at the time of application;
  - (c) the property where the proposed marihuana establishment is to be located is not within an area zoned exclusively for residential use and is not within 1,000 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12, unless a municipality adopts an ordinance that reduces this distance requirement;
- Sec. 9.4.: “If a municipality limits the number of marihuana establishments that may be licensed in the municipality pursuant to section 6 of this act and that limit prevents the department from issuing a state license to all applicants who meet the requirements of subsection 3 of this section, the municipality shall decide among competing applications by a competitive process intended to select applicants who are best suited to operate in compliance with this act within the municipality.”
- Sec. 14.3.: “The department shall expend money in the [marihuana regulation] fund first for the implementation, administration, and enforcement of this act, and second, until 2022 or for at least two years, to provide \$20 million annually to one or more clinical trials that are approved by the United States food and drug administration and sponsored by a non-profit organization or researcher within an academic institution researching the efficacy of marihuana in treating the medical conditions of United States armed services veterans and preventing veteran suicide. Upon appropriation, unexpended balances must be allocated as follows:
  - (a) 15% to municipalities in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marihuana retail stores and marihuana microbusinesses within the municipality;

## Does a municipal ordinance have to opt in or opt out for adult-use establishments?

To avoid an adult-use establishment license from being issued within the municipality, a municipality must opt out of the [Michigan Regulation and Taxation of Marihuana Act \(MRTMA\)](#) by passing a municipal ordinance that completely prohibits adult-use marijuana establishments.

The municipality is also able to opt in to the [MRTMA](#) by passing a municipal ordinance that authorizes the operation of marijuana establishments within the municipality. An authorizing ordinance may also limit the number of marijuana establishments that operate within the municipality.

For further information on municipal ordinances, refer to [Section 6](#) of the [MRTMA](#).

## **Can the Marijuana Regulatory Agency (MRA) tell a municipality what should be included in the municipality's ordinance and zoning regulations?**

The MRA does not provide legal advice or interpretation regarding issues that fall under municipal authority. Please review [Section 6](#) of the [Michigan Regulation and Taxation of Marijuana Act](#) for information about municipal authority over adult-use marijuana establishments.

If you still have questions after your review, you may wish to consider consulting with an attorney.

## **Does the Michigan Regulation and Taxation of Marijuana Act (MRTMA) prohibit adult-use establishments from being within a certain distance to a school?**

Yes. Pursuant to [Section 9.3.\(c\)](#) of the [MRTMA](#), the property where the proposed marijuana establishment will be located cannot be within 1,000 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12, unless a municipality adopts an ordinance that reduces this distance requirement.

Please note that a municipality may exercise its authority to reduce the distance via ordinance in two ways:

- 1) Define the way in which the distance is measured (e.g. door to door, along streets),  
OR
- 2) Reduce the distance the requirement outright (e.g. 500 feet instead of 1,000).

If a municipality has not adopted an ordinance reducing the distance requirement, the Marijuana Regulatory Agency (MRA) will not issue a license for an adult-use establishment that is within 1,000 feet of the school. The MRA will measure the 1,000 feet perimeter as the direct distance from property line to property line when making this determination.

## **Can the municipality charge an application fee?**

Yes. Pursuant to [Section 6.4.](#) of the [Michigan Regulation and Taxation of Marijuana Act](#):

“A municipality may charge an annual fee of not more than \$5,000 to defray application, administrative, and enforcement costs associated with the operation of the marijuana establishment in the municipality.”

## Does money collected from adult-use establishments taxes or fees go to municipalities?

Yes, a portion does but not immediately. Money in the fund is first used to repay the initial appropriation from the general fund used to implement the [Michigan Regulation and Taxation of Marihuana Act \(MRTMA\)](#). Next, \$20M per year for at least 2 years is used for Food and Drug Administration (FDA) approved clinical trials. After that money is distributed to municipalities, counties, the school aid fund, and the transportation fund. Please see the relevant [MRTMA](#) provision below.

Pursuant to [Section 14](#) of the [MRTMA](#):

1. The marihuana regulation fund is created in the state treasury. The department of treasury shall deposit all money collected under section 13 of this act and the department shall deposit all fees collected in the fund. The state treasurer shall direct the investment of the fund and shall credit the fund interest and earnings from fund investments. The department shall administer the fund for auditing purposes. Money in the fund shall not lapse to the general fund.

2. Funds for the initial activities of the department to implement this act shall be appropriated from the general fund. The department shall repay any amount appropriated under this subsection from proceeds in the fund.

3. The department shall expend money in the fund first for the implementation, administration, and enforcement of this act, and second, until 2022 or for at least two years, to provide \$20 million annually to one or more clinical trials that are approved by the United States food and drug administration and sponsored by a non-profit organization or researcher within an academic institution researching the efficacy of marihuana in treating the medical conditions of United States armed services veterans and preventing veteran suicide. Upon appropriation, unexpended balances must be allocated as follows:

**(a) 15% to municipalities in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marihuana retail stores and marihuana microbusinesses within the municipality;**

(b) 15% to counties in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marihuana retail stores and marihuana microbusinesses within the county;

(c) 35% to the school aid fund to be used for K-12 education; and

(d) 35% to the Michigan transportation fund to be used for the repair and maintenance of roads and bridges.

## How does the adult-use licensing process work?

The adult-use establishment licensing process is divided into two steps: the prequalification application and the establishment license application.

## **Prequalification (Step 1) Application**

The first step in the process is prequalification. During prequalification, the Marijuana Regulatory Agency (MRA) vets the entities and individuals who are applicants for the proposed adult-use marijuana establishment by conducting criminal and financial background checks to verify their eligibility for licensure.

If the applicant is denied prequalification, the MRA sends the applicant a Notice of Denial letter advising the applicant the prequalification application is denied. Denied applicants have 21 days to request a public investigative hearing. At the hearing, the applicant has an opportunity to demonstrate they are eligible for licensure. After the public investigative hearing, the Executive Director of the MRA either affirms or reverses the Licensing Division's decision to deny the application. If the Executive Director affirms the decision to deny the application, the applicant has the ability to pursue additional legal action in the courts to reverse the decision.

If the applicant is approved for prequalification, the MRA sends the applicant a Notice of Determination letter advising the applicant that prequalification status has been granted and is approved for two years.

## **Establishment License (Step 2) Application**

The second step in the adult-use establishment licensing process is the establishment license application. During the establishment license application process, the MRA reviews the establishment license application documents and requests that the MRA Enforcement Division (Field Operations) and the Bureau of Fire Services (BFS), if applicable, inspect the establishment.

Establishment inspections are conducted after all establishment license application deficiencies have been resolved. The MRA will not perform building inspections if [Attestation 2-C - Confirmation of Section 6 Compliance - Part 1: Municipality](#) has not been completed by the municipality.

Please note that an establishment license application may be denied. Some reasons for denial include, but are not limited to, the applicant's failure to resolve application deficiencies or lack of municipal authorization to operate.

If an establishment license application is denied, the MRA sends the applicant a Notice of Denial letter advising the applicant the establishment license application is denied. Denied applicants have 21 days to request a public investigative hearing. At the hearing, the applicant has an opportunity to demonstrate they are eligible for licensure. After the public investigative hearing, the Executive Director of the MRA either affirms or reverses the Licensing Division's decision to deny the application. If the Executive Director affirms the decision to deny the application, the applicant has the ability to pursue additional legal action in the courts to reverse the decision.

If the MRA approves the establishment license application, a state license will be issued to the applicant after the initial licensure fee is paid.

## **Renewal**

An adult-use license is issued for a one-year period from the date of the licensee's original licensure approval. If a licensee decides to renew their license, they must submit a renewal application.

During the renewal process, the licensee must submit the licensure fee payment and a renewal application prior to the licensee's expiration date. The MRA reviews the renewal application to ensure the establishment is compliant with tax obligations, municipal ordinances, and the MRA [rules and regulations](#).

If the MRA approves the renewal application, the expiration date of the state license is extended by one year.

## What types of licenses are available under the Michigan Regulation and Taxation of Marijuana Act (MRTMA)?

The following license types are available under the [MRTMA](#) and associated [administrative rules](#):

- Class A Marijuana Grower (may grow up to 100 plants)
- Class B Marijuana Grower (may grow up to 500 plants)
- Class C Marijuana Grower (may grow up to 2,000 plants)
- Excess Marijuana Grower (may grow up to 2,000 plants, depending on the adult-use licensee's medical marijuana plant allowance)
- Marijuana Microbusiness (may grow up to 150 plants, process, and retail)
- Marijuana Processor
- Marijuana Retailer
- Marijuana Safety Compliance Facility
- Marijuana Secure Transporter
- Designed Consumption Establishment
- Marijuana Event Organizer
- Temporary Marijuana Event

## What are the touchpoints between the Marijuana Regulatory Agency (MRA) and municipalities during the adult-use licensing process?

The following touchpoints exist between the MRA and municipalities during the adult-use licensing process:

### Attestation 2-C – Confirmation of Section 6 Compliance - Part 1: Municipality

The adult-use establishment license (Step 2) application requires that [Attestation 2-C - Confirmation of Section 6 Compliance - Part 1: Municipality](#) be completed by the municipal clerk or designee of the municipality in which the proposed establishment will be located.

After signing the attestation in the presence of a notary, the municipal clerk or designee should return the form to the applicant so the applicant can submit the attestation with their establishment license application.

By signing this attestation, the municipality is attesting the municipality has not adopted an ordinance prohibiting adult-use marijuana establishments within the municipality and the proposed establishment is in compliance with all municipal ordinances and zoning regulations.

The municipality is also confirming that they will report any changes to municipal ordinances adopted under [Section 6](#) of the [Michigan Regulation and Taxation of Marijuana Act \(MRTMA\)](#) and will report any violations of municipal regulations or ordinances to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

If the municipality signs this attestation, the MRA will consider the applicant compliant with all municipal regulations and will approve the applicant for an adult-use establishment license if all licensing requirements have been met.

If the municipality does not sign this attestation, the MRA will not request or perform the required inspections to determine if the applicant has met all licensing requirements.

### **Municipal Notification Letter**

After receiving an establishment license application with a completed [Attestation 2-C - Confirmation of Section 6 Compliance - Part 1: Municipality](#), the MRA sends a municipality notification letter by email to the email address provided in the “Clerk (or designee) Email Address” field of this attestation. This email will come from [MRA-AdultUseLicensing@michigan.gov](mailto:MRA-AdultUseLicensing@michigan.gov). The subject line of this email will be “Municipality Notification – Applicant Name - Application Number” (e.g., Municipality Notification – Michigan Marijuana LLC AU-RA-000099). The municipality notification letter will be provided as an attachment and includes the applicant name, supplemental applicant names, address of the proposed establishment, and the type of marijuana establishment license the applicant applied for. Due to the FOIA provision in [Section 9\(7\)](#) of the the [MRTMA](#) [“7. Information obtained from an applicant related to licensure under this act is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.”], application records are not disclosed.

After the municipality receives the municipality notification letter, no action is required by the municipality unless the applicant named in the letter is non-compliant with a municipal ordinance adopted under [Section 6](#) of the [MRTMA](#). If the applicant is in violation of a municipal ordinance adopted under [Section 6](#) of the [MRTMA](#), the municipality should notify the MRA pursuant to the instructions provided in the letter.

### **Confirmation of Municipal Compliance**

After an establishment license application has passed the required inspections, the adult-use licensing analyst will request confirmation of municipal compliance to ensure no changes have occurred within the municipality or with the applicant since the Municipal Notification Letter was sent. The email will come from [noreply@accela.com](mailto:noreply@accela.com) with the subject “Confirmation of Municipal Compliance.”

Pursuant to the instructions in the email, the municipality must send an email to [MRA-AdultUseLicensing@michigan.gov](mailto:MRA-AdultUseLicensing@michigan.gov) confirming that no ordinances have been adopted prohibiting adult-use marijuana establishments and that the proposed establishment is in compliance with all regulations and ordinances within the municipality. The MRA will not move forward with the application until confirmation of municipal compliance has been received.

Due to the statutory requirement in [MRTMA](#) that adult-use marijuana establishment applications must be approved or denied within 90 days of receipt, the adult-use analyst will follow up on the confirmation of municipal compliance email via phone or email as necessary until a response is received.

## **Municipality Determination Letter**

The municipality determination letter is sent to the municipality after the establishment license application determination has been made.

The municipality determination letter is sent by email to the email address provided in the “Clerk (or designee) Email Address” field of [Attestation 2-C -Confirmation of Section 6 Compliance - Part 1: Municipality](#). The subject line of this email will be “Municipality Determination Letter – Applicant Name – Application Number” (e.g., Municipality Determination Letter – Michigan Marijuana LLC – AU-RA-001234). The municipality determination letter will be provided as an attachment and will indicate the applicant name, application number, address of the establishment, and whether the license has been approved or the application has been denied.

If the license has been approved, this letter is sent after the initial licensure fee has been paid and the license has been issued. This email will come from [MRA-AdultUseLicensing@michigan.gov](mailto:MRA-AdultUseLicensing@michigan.gov).

If the license has been denied, this letter is sent if the applicant did not request a public investigative hearing within 21 days the denial determination or if the result of a public investigative hearing remains a denial determination. This email will come from [noreply@accela.com](mailto:noreply@accela.com).

Please note that an application is not officially denied unless an applicant fails to request a public investigative hearing or the applicant has exhausted all administrative remedies and legal appeals for the denial. Therefore, a municipality will not receive this letter until an applicant is officially denied.

## **Attestation R-B – Confirmation of Section 6 Compliance**

The adult-use establishment license renewal application requires that [Attestation R-B – Confirmation of Section 6 Compliance](#) be completed by the municipal clerk or designee of the municipality in which the licensee is operating. After signing the attestation in the presence of a notary, the municipal clerk or designee should return the form to the licensee so it may be submitted with their license renewal application.

Within the attestation, the municipal clerk or designee must indicate if the licensee has or has not violated a municipal ordinance or zoning regulation pursuant to [Section 6](#) of the [MRTMA](#). If a violation has occurred, the municipal clerk or designee should provide an attachment along with the attestation.

The municipal clerk or designee must also indicate if there has been a change to a municipal ordinance or zoning regulation adopted pursuant to [Section 6](#) of the [MRTMA](#). If a change has occurred, the municipal clerk or designee should provide an attachment describing the violation along with the attestation.

If the municipality signs this attestation, the MRA will consider the licensee compliant with all municipal regulations and will renew the licensee’s adult-use establishment license if all licensing requirements have been met.

## **Violations of Municipal Ordinances or Zoning Regulations**

The municipality should report any violations of municipal ordinances or zoning regulations by licensees located in the municipality to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

## **Changes to Municipal Ordinances or Zoning Regulations**

The municipality should report any changes to municipal ordinances or zoning regulations related to adult-use establishments to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

## **How do municipalities confirm to the Marijuana Regulatory Agency (MRA) that an adult-use applicant is compliant with municipal ordinances and zoning regulations?**

Municipalities confirm to the MRA that an adult-use applicant is in compliance with municipal ordinances and zoning regulations by completing [Attestation 2-C -Confirmation of Section 6 Compliance - Part 1: Municipality](#).

Before a license is issued, the MRA will also send a Confirmation of Municipal Compliance email to the email address provided for the municipal clerk or designee to confirm that the information on the attestation is accurate and that no changes have occurred within the municipality or with the applicant since the attestation was signed.

If confirmation of municipal compliance is received, the MRA will approve the applicant for an adult-use establishment license if all licensing requirements have been met.

## **What happens after the municipality signs Attestation 2-C – Confirmation of Section 6 Compliance – Part 1: Municipality?**

After signing [Attestation 2-C -Confirmation of Section 6 Compliance - Part 1: Municipality](#) in the presence of a notary, the municipal clerk or designee should return the form to the applicant so it may be submitted with their establishment license (Step 2) application.

If the municipality signs this attestation, the Marijuana Regulatory Agency (MRA) will consider the applicant compliant with all municipal regulations and will approve the applicant for an adult-use establishment license if all licensing requirements have been met.

If the municipality does not sign this attestation, the MRA will not request or perform the required inspections to determine if the applicant has met all licensing requirements.

## **Does an applicant have to notify the municipality when they submit an adult-use establishment license (Step 2) application?**

No, the applicant is not required to notify the municipality upon submitting an adult-use establishment license application. However, the Marijuana Regulatory Agency will send a



municipal notification letter by email to the email address provided in the “Clerk (or designee) Email Address” field of the completed [Attestation 2-C -Confirmation of Section 6 Compliance - Part 1: Municipality](#) notifying the municipality that an adult-use license has been applied for within the municipality.

## **Is a municipality notified when an adult-use establishment license (Step 2) application is approved or denied?**

Yes. The Marijuana Regulatory Agency will notify the municipality after an establishment license application determination has been made.

This letter will be sent by email to the email address provided in the “Clerk (or designee) Email Address” field of [Attestation 2-C -Confirmation of Section 6 Compliance - Part 1: Municipality](#). The subject line of this email will be “Municipality Determination Letter – Applicant Name – Application Number” (e.g., Municipality Determination Letter – Michigan Marijuana LLC – AU-RA-001234). The municipality determination letter will be provided as an attachment and will indicate the applicant name, application number, address of the establishment, and whether the license has been granted or the application has been denied.

## **When an adult-use licensee renews a license, do they have to confirm to the Marijuana Regulatory Agency that they are still compliant with municipal ordinances and zoning regulations?**

Yes. To confirm that an adult-use licensee is still compliant with municipal ordinances and zoning regulations when renewing an adult-use establishment license, the renewal application requires that [Attestation R-B – Confirmation of Section 6 Compliance](#) be completed by the municipal clerk or designee of the municipality in which the licensee is operating.

# Enforcement Questions

## When does the Marijuana Regulatory Agency (MRA) inspect a proposed marijuana business (medical facility or adult-use establishment) and what is included in the inspection?

The MRA conducts several types of inspections of marijuana businesses:

### Pre-Licensure

This inspection occurs after a marijuana business has applied to the MRA for a marijuana license and is in the Step 2 application phase. During this time, the MRA inspectors will communicate with the applicant and conduct an inspection of basic building requirements that need to be met in order to pass the required Pre-Licensure inspection. Some of these requirements include security cameras, partitioning from other businesses in certain cases, and a valid Certificate of Occupancy (or its equivalent) from the local municipality.

Should a business not pass the Pre-Licensure inspection, the MRA inspectors will work with the applicant to bring them into compliance and a passing inspection or advise the MRA Licensing Division that the applicant is unable to pass this requirement. An inspection report is always generated and provided to the applicant after each inspection.

### 30-Day Post-Licensure

This inspection occurs approximately 30-calendar days after a licensee receives their marijuana license from the MRA. The focus is to bring the licensee into compliance with several functions that can only occur when a business has the license. This includes, but is not limited to, tagging of marijuana products with the statewide monitoring system (Metrc), product labelling compliance, employee suitability for employment and employee training, product storage compliance, adherence to the Executive Orders related to COVID, plant count limits, and more.

The intent of this inspection is to highlight the multitude of rule requirements a new licensee must adhere to in order to remain in compliance with state statutes and rules. Any deficiencies are noted, and a re-inspection will be scheduled until the licensee passes. An inspection report is always generated and provided to the licensee after each inspection.

### Semi-Annual

This inspection occurs approximately every six months and is similar to the 30-Day Post-Licensure inspection in detail. This inspection is focused on ensuring the licensee maintains compliance with state statutes and rules. Any deficiencies are noted, and a re-inspection will be scheduled until the licensee passes. An inspection report is always generated and provided to the licensee after each inspection.

### Other

This inspection occurs whenever a business reports a need for any change or modification they want to make to the physical structure or equipment at the business. The MRA also uses this inspection type at our discretion to conduct an inspection at a time of our choosing. Any deficiencies are noted, and a re-inspection will be scheduled until the licensee passes. An inspection report is always generated and provided to the licensee after each inspection.

## **What role does the Bureau of Fire Services have in the Marijuana Regulatory Agency's (MRA) inspection process?**

The Bureau of Fire Services (BFS) conducts Pre-Licensure, Semi-Annual, and Other inspections just like the MRA. The BFS utilizes the NFPA 1 of 2018 fire code as a foundation of their inspections. Prior to some inspections, the BFS perform plan reviews of grow, microbusiness, and processor license types due to the fire risks associated with growing and processing marijuana, along with the possible presence of a multitude of chemicals.

Like the MRA, the BFS inspectors and plan reviewers communicate with marijuana business applicants and licensees and perform inspections of the marijuana businesses in an effort to bring them into compliance with the NFPA 1 of 2018. Any deficiencies are noted, and a re-inspection will be scheduled until the licensee passes, or the BFS will advise the MRA that the business is out of compliance.

## **What role does a municipality play in the inspection process?**

The local municipality's main role in state inspections is to issue a Certificate of Occupancy (or its equivalent) for the proposed marijuana business. Municipality personnel are always welcome to join the Marijuana Regulatory Agency and the Bureau of Fire Services inspections and they are always welcome to share any issues, concerns, or business deficiencies to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

## **Does a municipality need to provide an applicant for licensure with a certificate of occupancy?**

Yes, or its equivalent. This document is required for a proposed marijuana business to pass Pre-Licensure inspections and receive a state license.

## **After an applicant is granted a license, does the Marijuana Regulatory Agency conduct additional inspections?**

Yes. Please see the answer to the FAQ "When does the Marijuana Regulatory Agency (MRA) inspect a facility or establishment and what is included in the inspection?"

**If a municipality adopts an ordinance regarding medical facilities or adult-use establishments, should the municipality submit a copy of the ordinance to the Marijuana Regulatory Agency (MRA)?**

Yes. The MRA frequently updates documents located at [www.michigan.gov/MRA](http://www.michigan.gov/MRA) that inform the public what municipalities do, or do not, permit regarding marijuana businesses.

**Does the Marijuana Regulatory Agency (MRA) monitor licensees and enforce compliance with municipal and zoning ordinances?**

The MRA does not enforce local municipal zoning ordinances. The MRA will, however, receive any report of non-compliance or judgment from local municipalities/courts and that information may have state licensing implications. Feel free to send this information to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

**If a municipality determines that a licensee has violated a municipal ordinance, should the municipality report the violation to the Marijuana Regulatory Agency?**

Yes. Please report the violations to [MRA-Enforcement@michigan.gov](mailto:MRA-Enforcement@michigan.gov).

**Is a municipality responsible for enforcing licensee's compliance with the Medical Marijuana Facilities Licensing Act, Michigan Regulation and Taxation of Marijuana Act, and the administrative rules?**

Municipalities can enforce state statutes, the jurisdiction of creating and enforcing the [administrative rules](#) is incumbent on the Marijuana Regulatory Agency.

**If a municipality becomes aware of unlicensed or illegal marijuana operations, should the municipality report it to the Marijuana Regulatory Agency (MRA) or law enforcement?**

The municipality is always free to inform state and local law enforcement. If they inform the MRA, we will forward this information to the Michigan State Police.

**CITY OF LESLIE NOTICE OF ELECTRONIC MEETING  
REGULAR MEETING OF THE LESLIE CITY COUNCIL  
TUESDAY, JANUARY 19, 2021 AT 7:00 PM**

**Purpose of Meeting**

Regular meeting of the Leslie City Council.

**Reason for Electronic Meeting**

Public Act 228 of 2020 amends the Open Meetings Act granting authorization of remote participation in public meetings and hearings using electronic methods. The City of Leslie must allow for two-way communication during its meetings, so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. To protect the public health, safety, and welfare and comply with Center for Disease Control and Prevention recommendations, local governing bodies may meet remotely and electronically.

**Public Participation Instructions**

Members of the public may view the meeting live at:

<https://cityofleslie.webex.com/cityofleslie/onstage/g.php?MTID=e9aea2cff4ec1f530bceb35ec4056ef>

Or Dial In: 1-415-655-0001 and follow prompts.

Members of the public may submit comments to be read aloud by the City Manager during public comment by e-mailing comments (Include your full name and address) in advance of the meeting to [manager@cityofleslie.org](mailto:manager@cityofleslie.org) or during the public comment portion of the meeting by submitting your full name, address, and comment on the live stream of the meeting. Comments should be limited to no more than three minutes. A broadcast of the meeting will also be available within eight business days on the City of Leslie website at [www.cityofleslie.org](http://www.cityofleslie.org).

**Public Input and Questions on Business before the Leslie City Council Regular Meeting**

Members of the public may contact the City Manager to provide input or ask questions regarding the City Council meeting by e-mail at [manager@cityofleslie.org](mailto:manager@cityofleslie.org).

**Persons with Disabilities Participation Instructions**

The City of Leslie will provide reasonable accommodations to individuals with disabilities who want to electronically attend the meeting with twenty-four (24) hour notice to the City of Leslie.