

**ALPENA CITY COUNCIL MEETING**  
**City Hall**  
**September 21, 2020 – 6:00 p.m.**  
**AGENDA**

**This meeting will be held in person, however the login information for virtual access is:**

**<https://www.gotomeet.me/CityofAlpena> or the Dial-In Number is**

**1 (646)749-3112. Access Code: 667-050-061.**

1. Call to Order.
2. Pledge of Allegiance.
3. Approval and Modification of the Agenda.
4. Approve Minutes –Regular Session & Closed Session of September 8, 2020.
5. Citizens Appearing Before Council on Agenda and Non-Agenda Items (Citizens Shall be Allowed a Maximum of Five (5) Minutes Each to Address Their Concerns. This is the Only Time During a Council Meeting that Citizens are Allowed to Address the Council).
6. Public Hearing.  
Brownfield Plan – 600 Walnut Street.
  1. Open Public Hearing.
  2. Report by Mac McClelland, Manager of Brownfield Redevelopment for Otwell Mawby.
  3. Open Public Comment.
  4. Request Written Comments Received by the City Clerk.
  5. Close Public Hearing.
  6. Council Discussion.
  7. Adopt Resolution 2020-06 to Approve the Brownfield Plan for 600 Walnut Street Development.
7. Consent Agenda.  
  
Bills to be Allowed, in the Amount of \$435,694.30.
8. Presentations.
9. Announcements.
10. Mayoral Proclamation.  
  
Breast Cancer Awareness Month – October 2020.
11. Report of Officers.
12. Communications and Petitions.
13. Unfinished Business.
14. New Business.
  - A. Concrete Pavement Restoration Bid Recommendation.

B. Elevator Shaft Waterproofing.

C. Neighborhood Provision, Currier LLC, Medical Marihuana Application Appeal.

17. Adjourn.

Rachel R. Smolinski  
City Manager

## **COUNCIL PROCEEDINGS**

**September 8, 2020**

The Municipal Council of the City of Alpena met in regular session in person and via teleconference on the above date and was called to order at 6:00 p.m. by the Mayor.

Present: Mayor Waligora, Mayor Pro Tem Johnson, Councilmembers Nowak, Hess, and Mitchell.

Absent: None.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to approve the agenda.

Motion carried 5-0.

### **MINUTES**

The minutes of the regular and closed sessions of the August 17, 2020 meeting and special and closed sessions of the August 25, 2020 meeting were approved as printed.

### **CONSENT AGENDA**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, that the following Consent Agenda items be approved:

1. Bills Allowed – in the Amount of \$431,897.24 be Allowed and the Mayor and City Clerk Authorized to Sign Warrant in Payment of Same.
2. Budget Amendment Request to Decrease General Fund Balance for Capital Building Maintenance of \$17,000.
3. Council Reappointment of Karen Enterline and Boris Gerber to the Wildlife Sanctuary Board for a Three-Year Term Expiring on September 1, 2023.

Motion carried 5-0.

### **BROWNFIELD PLAN – 600 WALNUT STREET**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to postpone a decision on the Brownfield Plan for 600 Walnut Street to the September 21, 2020 meeting.

Motion carried 5-0.

### **MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **WATER ASSISTANCE PROGRAM**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to enter in a data sharing agreement and participate in the Michigan Department of Health and Human Services Water Assistance program.

Motion carried 5-0.

### **RECESS**

The Municipal Council recessed at 6:25 p.m.

### **RECONVENE - CLOSED SESSION**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to reconvene in closed session to discuss a collective bargaining agreement at 6:27 p.m.

Motion carried 5-0.

### **RECONVENE – OPEN SESSION**

On motion of Mayor Pro Tem Johnson, seconded by Councilmember Mitchell, the Municipal Council reconvened in open session at 6:35 p.m.

### **COLLECTIVE BARGAINING AGREEMENT**

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Hess, to ratify a collective bargaining agreement with Department of Public Works union employees for two years effective September 8, 2020.

Motion carried 5-0.

### **ADJOURN**

On motion of Councilmember Nowak, seconded by Mayor Pro Tem Johnson, the Municipal Council adjourned at 6:36 p.m.

Matthew Waligora  
Mayor

ATTEST:

Anna Soik  
City Clerk

## **NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF BROWNFIELD PLAN**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held at a meeting of the Alpena City Council regarding the adoption of a Brownfield Plan for the 600 Walnut Redevelopment in the City of Alpena pursuant to PA 381 of 1996, MCL 125.2651 *et seq.* on September 21, 2020 at 6:00 p.m., in the Council Chambers, Alpena City Hall, 208 N. First Avenue, Alpena, Michigan if permitted by Executive Order. Otherwise, the public may participate in the meeting and make public comment electronically by video or telephone conference using the following information:

**Online Meeting Link:** <https://www.gotomeet.me/CityofAlpena>

**OR, you can dial in using your phone.**

United States: 1 (646) 749-3112

**Access Code/Conference Room:** 667-050-061

The description of the Brownfield Eligible Property is:

Property located at 600 Walnut Street, Alpena, Michigan

Former Alpena Community College

Parcel Identification Numbers: 091-022-000-018-03

The property is located at the north corner of Walnut and W. Miller Streets

The proposed Brownfield Plan, maps and descriptions of the properties are available for public review on the City's website at [www.alpena.mi.us](http://www.alpena.mi.us). Copies may be made available via email by contacting the City Manager's office at [rachels@alpena.mi.us](mailto:rachels@alpena.mi.us). All aspects of the Brownfield Plan are open for discussion at the public hearing.

The City of Alpena complies with the "Americans with Disabilities Act." If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Anna Soik, City Clerk, at least three (3) business days prior to any such meeting.

CITY COUNCIL OF THE  
CITY OF ALPENA, MICHIGAN

By: Anna Soik, City Clerk  
City of Alpena  
208 N. First Street  
Alpena, Michigan 49707  
Telephone No: 989.354.1709

**RESOLUTION No. 2020-**  
**A RESOLUTION APPROVING THE BROWNFIELD PLAN**  
**FOR THE 600 WALNUT REDEVELOPMENT**

**Whereas**, the Michigan Brownfield Redevelopment Financing Act, Act 381, P.A. 1996 as amended, authorizes municipalities to create a brownfield redevelopment authority to promote the revitalization, redevelopment, and reuse of contaminated, blighted, functionally obsolete, or historically designated property through tax increment financing of eligible activities approved in a Brownfield Plan; and

**Whereas**, the Alpena City Council (the “Council”) established the Alpena Authority for Brownfield Redevelopment (the “Authority”) under the procedures under Act 381 and filed with the Secretary of State on March 21, 1997 to facilitate the redevelopment of Brownfields within the City of Alpena; and,

**Whereas**, a Brownfield Plan has been prepared and submitted for the redevelopment of 600 Walnut Street, a portion of the former Alpena Community College that outlines the qualifications, costs, impacts, and incentives for the project developed by Bruce and Julie Dietz for reimbursement from Brownfield Tax Increment Revenues with the adoption of the Brownfield Plan; and

**Whereas**, the Authority reviewed the Brownfield Plan at a meeting on August 25, 2020 and found that the Brownfield Plan meets the requirements of Act 381 and constitutes a public purpose removing a underutilized building and significantly increasing the value of downtown property, increased private investment and property tax value, and providing employment; and

**Whereas**, the Authority approved the Brownfield Plan and recommends approval by the Alpena City Council;

**Whereas**, a public hearing on the Brownfield Plan was held on September 21, 2020, and notice of the public hearing and notice to taxing jurisdictions has been provided in compliance with the requirements of Act 381; and

**Now, Therefore, be it Resolved, Whereas**, The Council has reviewed the Brownfield Plan and finds, in accordance with the requirements of Section 14 of Act 381 that:

- (a) The Brownfield Plan constitutes a public purpose of environmental protection, job creation, increased private investment and economic development, redevelopment of a functionally obsolete and blighted property and increased property tax value;
- (b) The Brownfield Plan meets the requirements of Sections 13 and 13b of Act 381, Brownfield Plan Provisions as described in the Brownfield Plan, consistent with format recommended by the State of Michigan, including a description of the costs intended to be paid with tax increment revenues, a brief summary of Eligible Activities, estimate of captured taxable value and tax increment revenues, method of financing, maximum amount of indebtedness, beginning date and duration of capture, estimate of impact on taxing jurisdictions, legal description of Eligible Property, estimates of persons residing on the Eligible Property if applicable, and a plan and provisions for relocation of residents, if applicable;
- (c) The proposed method of financing the costs of Eligible Activities, private financing arranged by the Developer is feasible and that the Authority will not arrange financing, as described in Section 3.2 of the Brownfield Plan;
- (d) The costs of Eligible Activities proposed are reasonable and necessary to carry out the purposes of Act 381, including meeting regulatory requirements for environmental due diligence and due care, lead and asbestos abatement prior to demolition, demolition is necessary to provide for

new construction, and the cost estimates are based on evaluation from certified professionals, experience in comparable projects, and preliminary discussions with reputable companies, as described in Section 4.1, 4.2, and 4.3 of the Brownfield Plan; and

- (e) The amount of captured taxable value estimated from the adoption of the Brownfield Plan is reasonable, as calculated in Table 2 of the Plan, based on calculations of the tax revenues derived from taxable value increases and millage rates approved and authorized by the taxing jurisdictions on an annualized basis and balances against the outstanding Eligible Activity obligation approved as part of the Brownfield Plan and expenses reviewed and approved by the Authority; and

**Be it Further Resolved** that pursuant to the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of 1996, as amended, being MCL 125.2651, *et seq*, the Alpena City Council hereby approves the Brownfield Plan for the 600 Walnut Redevelopment.

**Be it Further Resolved** that should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof, other than the part so declared to be invalid; and,

**Be it Further Resolved** that any prior resolutions, or any part thereof, in conflict with any of the provisions of this Resolution are hereby repealed.

Councilmember \_\_\_\_\_ moved to adopt the above resolution, seconded by Councilmember \_\_\_\_\_

Ayes:

Nays:

Absent:

Resolution declared \_\_\_\_\_.

I, Anna Soik, City Clerk of the City of Alpena, DO HEREBY CERTIFY that the above is a true cop of a resolution adopted by the Municipal Council at a regular meeting on September 21, 2020.

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Anna Soik  
City Clerk

# INVOICE REGISTER

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EXP CHECK RUN DATES 09/22/2020 - 09/22/2020

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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ADVANCED ENGINEERING AND	69379	WATER RATE NEGOTIATIONS	7,631.25
AIRGAS USA LLC	9972511703	SUPPLIES - EMS DISP	18.60
AIRGAS USA LLC	9103820157	SUPPLIES - EMS DISP	36.26
AIRGAS USA LLC	9104046763	SUPPLIES - AMB DISP	33.21
AIRGAS USA LLC	9104364845	SUPPLIES - EMS DISP	31.05
AIRGAS USA LLC	9104499461	SUPPLIES - EMS DISP	17.58
AIRGAS USA LLC	9973255425	VEH MAINT - DPW	68.20
ALPENA COUNTY TREASURER	091520	IT CONTRACTED SVCS 09/20	8,118.00
ALPENA DIESEL SERVICE	65898	VEH MAINT #38	36.21
ALPENA DIESEL SERVICE	65920	VEH MAINT #38	144.23
ALPENA GLASS CO INC	391966	VEH MAINT - EMS	60.00
ALPENA POWER COMPANY	092220	ELECTRIC	24,348.97
ALPENA SUPPLY CO	S100265738.001	VEH MAINT - DPW	43.12
ALPENA SUPPLY CO	S100265777.001	MAINT - LIGHTS	84.64
ALPENA SUPPLY CO	S100265857.001	VEH MAINT - DPW	144.58
ALPENA SUPPLY CO	S100268360.001	VEH MAINT - DPW	3.72
ALPENA SUPPLY CO	S100270057.001	VEH MAINT - DPW	12.92
AMAZON CAPITAL SERVICES INC	1G67-G3FH-TYHX	SUPPLIES - ELECTION	59.99
ANDREW WILLIAMS	090620	MEAL REIMB - EMS	39.63
AUTO OWNERS	AP20-1323C	AMBULANCE REFUND	459.25
AXON ENTERPRISE INC	SI-1681368	SUPPLIES - POLICE	75.00
BALL TIRE & GAS INC	183788	VEH MAINT - POLICE	15.00
BALL TIRE & GAS INC	184672	VEH MAINT - DPW	62.10
BALL TIRE & GAS INC	184673	VEH MAINT - DPW	27.00
BALL TIRE & GAS INC	184696	VEH MAINT - DPW	27.00
BALL TIRE & GAS INC	184878	VEH MAINT - DPW	63.00
BALL TIRE & GAS INC	185062	VEH MAINT - POLICE	49.00
BALL TIRE & GAS INC	185092	SUPPLIES - CEMETERY	35.00
BALL TIRE & GAS INC	185095	VEH MAINT - EMS	49.00
BANDIT INDUSTRIES INC	734177	VEH MAINT - DPW	826.72
BEDROCK CONTRACTING &	CONC 2020-03	2020 CITY CONCR PROG	8,192.37
BERG ASSESSING & CONSULTING INC	3245	BOUNDARY ASSESSMENT - DDA	7,000.00
BIT DIRECT INC	5028323	SUPPLIES - IT	1,138.12
BP	58801876	GAS/FUEL - FIRE/EMS/EQ	5,305.86
CARQUEST AUTO PARTS	413197	VEH MAINT - CAR 1	82.66
CARQUEST AUTO PARTS	413527	VEH MAINT - FIRE/EMS	16.37
CARQUEST AUTO PARTS	413668	VEH MAINT - FIRE/EMS	26.93
CARQUEST AUTO PARTS	413987	VEH MAINT - FIRE EQ	62.37
CARQUEST AUTO PARTS	414209	VEH MAINT #66	10.12
CARQUEST AUTO PARTS	414745	VEH MAINT - DPW	15.98
CARQUEST AUTO PARTS	415100	VEH MAINT - DPW	87.32
CARQUEST AUTO PARTS	415219	VEH MAINT - FIRE/EMS	45.40
CARQUEST AUTO PARTS	415445	VEH MAINT - FIRE EQ	51.08
CARQUEST AUTO PARTS	415460	VEH MAINT - FIRE EQ	32.66
CARQUEST AUTO PARTS	415463	VEH MAINT - FIRE EQ	71.46
CARQUEST AUTO PARTS	415566	VEH MAINT - FIRE EQ	122.88
CHARTER COMMUNICATIONS	2978 09/20	WATER TWR INTERNET SIGNALS	566.88
CHARTER COMMUNICATIONS	7316 09/20	FAX LINE - PUBLIC WORKS	89.98
CHEBOYGAN CEMENT PRODUCTS INC	77739	SUPPLIES - PUBLIC WORKS	173.04
CHEMTRADE CHEMICALS US LLC	92951301	ALUMINUM SULFATE - WATER	4,597.63
COCM	092220	CONFERENCE REG - BLDG	285.00
COMPASS MINERALS	671930	STORES - ROAD SALT	11,311.58
CONTROL SOLUTIONS INC	12827	MAINT - CITY HALL	230.00
DE LAGE LANDEN FINANCIAL SERVICES	69327042	COPIER LEASE 10/20 - DDA	56.55
DEAN RIVARD	091320	MEAL REIMB - EMS	185.95
DTE ENERGY	092220	GAS	2,185.16
DUFF & PHELPS LLC	MW00431472	PROF SERVICES - GEN/MAJ/LOC	1,530.00
DUFF & PHELPS LLC	MW00431473	PROF SERVICES - GEN	1,200.00
DUFF & PHELPS LLC	MW00431474	PROF SERVICES - SEW/WATER	1,430.00
EAGLE SUPPLY CO	116017	SUPPLIES - PARKS	24.96
EAGLE SUPPLY CO	116161	SUPPLIES - PARKS	165.00
ELECTION SOURCE	20-53432	SUPPLIES - ELECTION	333.71
ELMER'S CRANE AND DOZER INC	20 VALVES 2020-01	2020 VALVE REPLACEMENT PROJ	49,590.00
EVERETT GOODRICH TRUCKING	31208	STORES - COLD PATCH	1,805.95
FASTENAL COMPANY	MIALP177813	VEH MAINT - DPW	37.10
FASTENAL COMPANY	MIALP177814	SUPPLIES - PUBLIC WORKS	22.19
FASTENAL COMPANY	MIALP177935	SUPPLIES - PUBLIC WORKS	6.96
FREESE HYDRAULICS & EQUIP REPAIR	37782	VEH MAINT #39	106.44
FRONTIER	2793 09/20	TELEPHONE - POL/FIRE/EMS	108.65
FRONTIER	4175 09/20	TELEPHONE - FIRE/EMS	40.64
FRONTIER	5445 09/20	TELEPHONE - FIRE/EMS	75.46
FRONTIER	7204 09/20	ELEVATOR TELEPHONE - CITY HALL	57.60



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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
FRONTIER	7430 09/20	ELEVATOR TELEPHONE - PUBLIC SAFETY	57.60
GREAT LAKES FIRE & SAFETY EQUIPMENT	7066	UNIFORMS - FIRE/EMS	444.00
GREAT LAKES FIRE & SAFETY EQUIPMENT	083120	EXTINGUISHER MAINT 2020	2,233.55
GREENWAY	083120	DUMPSTER CHARGES 08/20	2,148.05
HALLS SERV-ALL	083120	RENTAL FEE - PARKS	1,487.50
HELPNET EAP	31887	EMP ASST PROGRAM 10-11/20	420.80
HURON ENGINEERING AND SURVEYING INC	3884	DENSITY TESTING - CHISHOLM	405.00
HURON ENGINEERING AND SURVEYING INC	3892	TOPO SURVEY - BARRY/CLINTON	5,604.00
INDUSTRIAL MARKETING & CONSULTING	043363	VEH MAINT - DPW	127.10
INK AND TONER ALTERNATIVE	20-2709	SUPPLIES - IT	534.86
INTERSTATE BATTERY SYSTEM INC	23421161	VEH MAINT - DPW	249.00
JAMES STACHLEWITZ	091320	MEAL REIMB - EMS	132.59
JOHN BRODZIAK	071420	WORK APPAREL ALLOW - PW	20.13
JOHN KELLY	AP20-1543C	AMBULANCE REFUND	255.82
JOHN NYE	081712	SAFETY SHOE ALLOW - PKS	44.52
L & S TRANSIT MIX CO	59883	MAINT - LOC ST	19.00
L & S TRANSIT MIX CO	59884	MAINT - MAJ ST	40.00
L & S TRANSIT MIX CO	60036	MAINT - MAJ/LOC ST	200.00
L & S TRANSIT MIX CO	257808	MAINT - MAJ ST	125.50
MACARTHUR CONSTRUCTION INC	MAPLE 2020-06	SEWER/WATER MAINS - MAPLE ST	103,050.00
MCDONALD AUTO SUPPLY INC	936688	VEH MAINT - FIRE	15.84
MCDONALD AUTO SUPPLY INC	937528	MAINT - CITY HALL	19.07
MICHIGAN DOWNTOWN ASSOCIATION	E2049	CONFERENCE REG/SPONSORSHIP - DDA	300.00
MICHIGAN MUNICIPAL LEAGUE	73509-920	MEMBERSHIP DUES - DDA	200.00
MICHIGAN PIPE & VALVE	T009443	MAINT - MAJ/LOC ST	1,288.00
MID MICHIGAN HEALTH	700000774 09/20	EMPLOYEE PHYS - DPW	75.00
MID MICHIGAN MEDICAL CENTER-ALPENA	475	SUPPLIES - EMS DISP	160.00
MILLER OFFICE MACHINES	AR11598	SUPPLIES - DDA	18.03
MILLER OFFICE MACHINES	AR12228	COPIER MAINT 08/20 - CH/PSF	581.69
MILLER OFFICE MACHINES	AR12357	SUPPLIES - DDA	27.47
NATIONAL FIRE PROTECTION ASSN	7755620X	20-21 MEMBERSHIP DUES - FIRE	175.00
NEMCOG	01-658-200303	MICH-E-KE-WIS PARK PLAN	1,761.94
NORTHERN CLEANING & MAINTENANCE	090120	MAINT - DDA	140.00
OFFICE DEPOT	15812222	SUPPLIES - CLERK/TREAS	121.30
PRATTScape LLC	082420	TREE PLANTING - LOC ST	400.00
PRATTScape LLC	091020	TREE PLANTING - DDA/MAJ ST	9,200.00
PRESQUE ISLE ELECTRIC & GAS CO	81166373 0720	ELECTRIC - AIR BASE	(1.01)
PRESQUE ISLE ELECTRIC & GAS CO	81166373 0820	ELECTRIC - AIR BASE	25.93
R W MERCER COMPANY INC	168149	MAINT - BOAT HARBOR	250.00
RAPID RESULTS	11030	DRUG SCREEN - PUBLIC WORKS	30.00
ROBERT EDMONDS	091420	TRAVEL EXPENSE - FIRE/EMS	259.00
RON MCDONALD	724017	CRANE SERVICE - BOAT HARBOR	250.00
SAW SUPPLY	733686	SUPPLIES - FIRE	260.00
SEVAN K INC	303 08/20	VEH MAINT - EQ	8.00
SEVAN K INC	313 08/20	VEH MAINT - POLICE	68.25
SHANNON SMOLINSKI	090520	SAFETY SHOE ALLOW - ENGR	114.95
SIRCHIE FINGERPRINT LABORATORIES	0459560-IN	SUPPLIES - POLICE	44.22
SOLUCIENT SECURITY SYSTEMS	467425	MAINT - PUBLIC WORKS	95.46
SPARTAN DISTRIBUTORS INC	11818462	VEH MAINT - DPW	235.26
SPARTAN DISTRIBUTORS INC	11818711	VEH MAINT - DPW	116.10
STANDARD ELECTRIC CO	4026609-00	MAINT - LIGHTS	148.63
STANDARD ELECTRIC CO	4026937-00	BLDG MAINT - FIRE/EMS	3.13
SUEZ WATER ENVIRONMENTAL SERVICES	202040688	CONT OPERATIONS 08/20	125,049.45
SUEZ WATER ENVIRONMENTAL SERVICES	202040763	CONT OPERATIONS 08/20	18,642.32
TELNET	203272	TELEPHONE	355.87
THE ALPENA NEWS	DC1107 08/20	PUBLISHING/ADVERTISING	458.40
THE UPS STORE 5054	081920	SHIPPING FEES	65.13
THOMPSONS LINEN SERVICE	70483 08/20	RUGS/UNIFORMS/SUPP-CH/CEM/PSF/PW/PK:	616.52
THUNDER BAY ELECTRIC INC	229069	BRIDGE MAINT - MAJ ST	394.52
THUNDER BAY ELECTRIC INC	229070	TRAFF SIGNAL MAINT - MAJ ST	71.55
THUNDER BAY ELECTRIC INC	229082	MAINT - BOAT HARBOR	82.76
THUNDER BAY ELECTRIC INC	229083	MAINT - LIGHTS	179.35
THUNDER BAY ELECTRIC INC	229111	MAINT - LIGHTS	957.96
THUNDER BAY ELECTRIC INC	229147	BRIDGE MAINT - MAJ ST	3,721.04
THUNDER BAY THEATRE	091620	MAINT - DDA	267.76
TIM HEPBURN	071720	SAFETY SHOE ALLOW - PW	169.59
TRACTOR SUPPLY CREDIT PLAN	30059103	VEH MAINT - DPW	5.37
TREETOPS SYLVAN RESORT	10N5K2	LODGING - BLDG	727.80
TRUE NORTH RADIO NETWORK	20080286	ADVERTISING - DDA	300.00
VALLEY TRUCK PARTS INC	3-1213405	VEH MAINT - DPW	366.34
VISA/ELAN FINANCIAL SERVICES	2432 09/20	SUPPLIES/FOOD/SERV - C/T	169.69
VISA/ELAN FINANCIAL SERVICES	3610 09/20	SUPP/TR/PROMO/UTIL - DDA	699.74

**INVOICE REGISTER**

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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
VISA/ELAN FINANCIAL SERVICES	4503 09/20	SUPP/LOG-IN-IT	1,097.98
VISA/ELAN FINANCIAL SERVICES	5087 09/20	FOOD/SERV/LOG-IN - MGR/IT	47.99
VISA/ELAN FINANCIAL SERVICES	6116 09/20	SUPPLIES/VEH MAINT - EMS	423.76
VISA/ELAN FINANCIAL SERVICES	6134 09/20	MAINT/VEH MAINT/FEE - BH/DPW/WATER	1,802.66
VISA/ELAN FINANCIAL SERVICES	7661 09/20	SUPPLIES - CLERK/TREAS	49.00
WEINKAUF PLUMBING & HEATING INC	9590	MAINT - PUBLIC SAFETY BLDG	150.00
WEINKAUF PLUMBING & HEATING INC	9591	MAINT - PUBLIC SAFETY BLDG	280.53
WEINKAUF PLUMBING & HEATING INC	9592	MAINT - CITY HALL	150.00
WEINKAUF PLUMBING & HEATING INC	9593	MAINT - CITY HALL	299.28
WEX BANK	67403448	GAS/FUEL-POL/FIRE/EMS/EQ/SUEZ	3,003.42
Total:			435,694.30



City Hall  
208 North First Avenue  
Alpena, Michigan 49707  
[www.alpena.mi.us](http://www.alpena.mi.us)

## PROCLAMATION

**WHEREAS**, October 2020 is National Breast Cancer Awareness Month; and

**WHEREAS**, National Breast Cancer Awareness Month is a platform for educating women about the importance of early detection of breast cancer through mammography and other methods; and

**WHEREAS**, an estimated 276,480 new cases of breast cancer will be diagnosed in American women during 2020, and about 42,170 women will die this year from the disease; and

**WHEREAS**, detection of breast cancer at an early stage greatly improves the chances for successful treatment and survival; and

**WHEREAS**, the Zonta Club of Alpena remains dedicated to educating and empowering women to take charge of their own breast health and have organized the 14<sup>th</sup> Annual Zonta Walks for Women Virtual Walk/5K Run completed no later than October 3, 2020.

**NOW, THEREFORE**, I, Matthew Waligora, by virtue of the authority vested in me as Mayor of the City of Alpena, **DO HEREBY PROCLAIM**, October 2020 as:

## BREAST CANCER AWARENESS MONTH

in Alpena and encourage all area citizens to take part and be aware of this occasion in our community.

Signed at Alpena, Michigan this 21<sup>st</sup> day of September 2020.

Matthew J. Waligora  
Mayor


# Memorandum



Date: September 15, 2020

To: Mayor and City Council Members

Copy: Rachel Smolinski, City Manager  
Anna Soik, City Clerk/Treasurer/Finance Director

From: Rich Sullenger, City Engineer 

Subject: Concrete Pavement Restoration Bid Recommendation

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On February 4, 2020, the City received and opened bids for the Concrete Pavement Restoration Project. When this project was originally bid, the City intended to perform preventative maintenance on concrete sections of Woodward and Ford Avenues.

Bid documents were sent to 5 (five) firms, specializing in concrete work, plan rooms and also posted on the City's Website with one proposal received as listed below:

	<u>Woodward</u>	<u>Ford</u>
Hunt Bros. Concrete Contractors, Inc.	\$64,957	\$54,128.50
Whittemore, MI		

Due to budget constraints at the end of the 2019-20 fiscal year, the project was put on hold with the contractor agreeing to honor their proposal until fiscal year 2020-21.

During this time, the City was approached by the Alpena County Road Commission requesting the ability to utilize Eleventh Avenue as a portion of a detour route for the Bagley Street Bridge Reconstruction. After consideration, the City agreed it was in the best interest of the community to expedite the construction of the bridge from a two-year construction window to a one-year construction window and agreed to allow the road commission to use Eleventh Avenue as a detour route.

After review of the street, staff decided we should reconsider our plans for maintenance repairs on Woodward and Ford Avenues and reallocate our preventative maintenance money into Eleventh Avenue to improve the ride quality and prevent any critical failures on the street due to the anticipated increased traffic.

Staff met on site with Craig Hunt, of Hunt Brothers, and developed an alternate proposal for the repair of Eleventh Avenue. Due to the limited funds available, this plan focuses on making repairs to the most deficient sections of Eleventh Avenue to improve the ride

quality of the street. These repairs will only focus on the actual drive lanes of the street, leaving the sections adjacent to the curb where traffic will travel the least. Hunt Bros. proposes to repair individual joints for \$750 and full sections for \$2354. There are over 350 joints in the travel lanes in this section of Eleventh Avenue and would require over \$500,000 to repair all of the joints in the drive lanes.

Funding has been established with \$55,000 in the Major Street Fund for Capital Preventative Maintenance. We propose repairing 65 of the worse transverse joints and two failing full sections thus maximizing the allowed budget. This will hopefully prevent a critical failure during the high traffic period of the detour.

It is my recommendation, as City Engineer, that the concrete restoration of Eleventh Avenue be awarded in accordance with the attached proposal to Hunt Bros. Concrete Contractors, Inc., for cost not to exceed the budgeted amount of \$55,000.

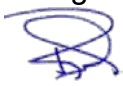
# Memorandum



Date: September 15, 2020

To: Mayor and City Council Members

Copy: Rachel Smolinski, City Manager  
Anna Soik, City Clerk/Treasurer/Finance Director  
Mike Kieliszewski, Assistant Building Official

From: Rich Sullenger, City Engineer 

Subject: Elevator Shaft Waterproofing

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Mike Kieliszewski has been working with the State of Michigan Elevator Division and Schindler Elevator to waterproof the elevator shaft and prevent water from pooling in the elevator pit. As the work to be performed falls within the purview of maintenance work, a certified elevator inspector must be on site when the work is performed.

Mike reached out to the two companies recommended by Schindler Elevator who perform the waterproofing work. The price quotes for these two companies are as follows:

Basement Tech - \$7,860

Ram Construction - \$11,882

In addition, the cost for Schindler Elevator to be on site and inspect the work performed is \$8,795.

Thus, the total cost of the project is estimated to be \$16,655.

Mike's comments regarding this project as emailed to me are as follows:

*Due to the increased water table levels, the elevator shaft at City Hall maintains approximately 8 inches of water, no water is allowed per State Elevator Division and requires mitigation. No one is allowed to enter the elevator shaft\pit unless properly trained or under the direct supervision of an elevator journeyman per Public Act 333 of 1976. Attached is the estimate from Schindler Elevator who is under contract with the City to provide routine inspections and maintenance, also attached are 2 (two) price estimates from companies experienced and recommended by Schindler Elevator. Basement Tech did waterproof the elevator shaft for Alpena Housing a few years back with good results. I would request we put this on the next council agenda for approval*

*(Schindler & Basement tech estimate), not sure if you want me to present or you with me available for questions? I have tentative date of September 28-30 for completion, we are due for state recertification\inspection on the elevator this fall.*

It is the recommendation, of Mike Kieliszewski, that the City award the elevator shaft waterproofing to Basement Tech in the amount of \$7,860 and authorize the expenditure of \$8,795 with our current elevator maintenance contractor Schindler Elevator for this project.

Attachments



**Schindler Elevator Corporation**  
Livonia Corporate Center, Building 5  
28451 Schoolcraft Road  
Livonia, MI 48150-2238  
Phone: 734-367-9438  
Fax: 734-367-9440

## UPGRADE ORDER AGREEMENT

**Date:** 12/12/2019 (Updated 9/9/2020)

**Estimate Number:** MBEA-BJSK6A (2019.6.1)

**To:**  
City Of Alpena  
208 N. First Avenue  
Alpena, MI 49707

**Building:**  
Alpena City Hall  
208 N First Ave  
Alpena, MI 49707

**Attn:** Michael Kieliszewski

**RE: Secure Elevator & Standby for waterproofing by others:**

Schindler hereby proposes to provide the following with respect to the equipment located at the above building:

Provide labor necessary to secure the elevator and standby for work to be performed by others in the pit area. This work includes up to 24 mechanic hours total (The plan is to have a tech on site for up to 24 technician hours during regular working hours (set up and standby). This also includes for basic hotel expenses for two nights for our technician. *\*\*Any additional time necessary will be billed at additional costs on a time and material basis at discounted hourly rates as follows, including for travel times:*

Regular Time: \$325.00 per hour (note: regular billing rate is \$438.18 per hour)

Overtime: \$650.00 per hour (note: regular overtime billing rate is \$876.36 per hour).

This also includes for cost of **emergency alteration permit** and inspection with the State of Michigan.

**Price:** **\*\*\$8,795.00** plus applicable taxes. (Quotations valid for 60 days; price based upon work during regular working hours of regular working days.

**Payment:** 50% of the price is due upon acceptance of this proposal;  
40% of the price is due as work progresses within 30 days of invoice;  
Balance due upon completion, within 30 days of invoice.  
Schindler retains title to any equipment furnished hereunder until final payment is made. Late or non-payment will result in assessment of interest charged at a rate of 1 1/2% per month or the highest legal rate available, and any attorneys' fees, expenses and costs of collection.



**The attached terms and conditions are incorporated herein by reference.**

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

\_\_\_\_\_

By: Mick Benka

For: Schindler Elevator Corporation

Title: Sales Representative

Date: 12/12/2019

Accepted:

\_\_\_\_\_

By: \_\_\_\_\_

For: City Of Alpena

Title: \_\_\_\_\_

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

Approved:

\_\_\_\_\_

By: Louis Haefner

Title: General Manager

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

## TERMS AND CONDITIONS

1. Any changes to the building to meet local or state codes are to be made by Purchaser. Any changes in the Work required due to building conditions discovered in the performance of the Work will be paid by Purchaser.
2. No work, service materials or equipment other than as specified hereunder is included or intended.
3. Purchaser retains its normal responsibilities as Owner of the equipment which is subject of this Agreement.
4. Schindler will not be liable for damages of any kind, in excess of the Price of this Agreement, nor in any event for special, indirect, consequential or liquidated damages.
5. Any cutting and patching is by others and not included in this work.
6. Neither party shall be responsible for any loss, damage, detention or delay for causes beyond its reasonable control, including strikes, lockouts, or labor disputes, or acts of God. Dates for the performance or completion of the work shall be extended as is reasonably necessary to compensate for the delay.
7. We warrant that the work will comply with the specifications and that there will be no defects in materials or workmanship for one year after completion of the work or acceptance thereof by beneficial use, whichever is earlier. Our duty under this warranty is to correct nonconformance or defect at our expense within a reasonable time after the receipt of notice. THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Purchaser's remedies hereunder are exclusive.
8. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the sole and direct fault of Schindler.
9. For non-maintenance contract customers, Customer hereby agrees, without limitation, to defend, indemnify, release and hold harmless Schindler and its employees, affiliates, divisions, parent entities, predecessors and successors, representatives and agents from and against all claims, liabilities, losses, injuries, death, damages, fines, penalties, payments, costs, and expenses (including reasonable attorneys' fees and expenses) arising out of or relating to the Work performed by Schindler under this Agreement.  
**INSURANCE:** At a minimum, Customer shall provide to Schindler, insurance coverages as set forth within, and a certificate of insurance evidencing such coverage: Comprehensive General Liability (including Products Liability, Completed Operations, Broad Form Property damage, and Blanket Contractual Liability) in the amounts of \$2M per occurrence, \$5M aggregate. Schindler Holding, Ltd., Schindler Elevator Corporation, and Schindler Enterprises, Inc. shall be named as additional insureds on the above referenced policies, pursuant to ISO Form CG 2010 11/85, and shall appear as such on the Certificate of Insurance. Insurance shall provide a waiver of subrogation in favor of the entities named as additional insureds. Insurance shall be primary over any other valid and collectible insurance. Any deductible / retention is the responsibility of the Named Insured.
10. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.
11. In the event of governmental changes to applicable tariffs, tax rates, including but not limited to sales tax, use tax, excise tax, privilege tax, transaction tax and similar changes, or loss of tax exempt status, Schindler reserves the rights to adjust the contract price accordingly to account for all additional cost impacts.

Basement Tech Construction

Basement.Tech@yahoo.com



**ADDRESS**

Mike Kieliszewski  
208 N. First Ave  
Alpena, MI 49707

**Estimate 1061**

**DATE 08/06/2020**

ACTIVITY	QTY	RATE	AMOUNT
208 N. First Ave Allen's MI, 49707			
<b>Negative side waterproofing</b>	1	7,860.00	7,860.00
Elevator Pit Waterproofing: Clean and degrease pit. Acid wash pit. V-chipp floor and wall joints around pit. Drill holes every 8-12" around pit into joints. Set ports/ inject Chemical grout. Remove ports, install cove with sand, cement and xypex. Hammer out concrete at block out cylinder. Remove debris. Install clay blanket at block out cylinder. Pour back with sand cement and xypex. Check sump pit for water coming through it. Apply heavy coats xypex mix to walls. Clean jobsite.			

Elevator pit waterproofing come with a five year warranty.  
Payment to at time fo service

**TOTAL \$7,860.00**

Accepted By

Accepted Date



September 2, 2020

Alpena City Hall  
208 N 1<sup>st</sup> Ave. #1  
Alpena, Michigan 49707

Attention: Mike Kieliszewski

RE: 208 N 1<sup>st</sup> Ave. #1  
Alpena, Michigan 49707

Elevator Pit Waterproofing

Dear Mike,

In answer to your request, we will provide all labor, materials, equipment, supervision and insurance to complete the following work on the above captioned project.

Below is our proposed scope of work:

- We will dewater the elevator pit.
- The elevator pit walls and floor slab will be degreased twice through the use of degreasers and a light acid wash. All fluids will again be pumped into 55-gallon drums and properly disposed off-site.
- We will remove pack around jack/hole casing and repack with water plug.

- We will v-chip the floor/wall intersection at all four (4) walls and all debris will be hauled from the pit and properly disposed off-site.
- Holes will be drilled every twelve (12) inches on center and ports will be installed. The newly created cavity will be sealed using waterplug.
- We will inject a chemical grout into each port. When the grout comes in contact with water or even moisture it will swell, creating a mass which will not allow the passage of water. Once the grout has cured, the ports will be cut flush and a cove consisting of sand, cement and xypex will be installed. This is considered a blindside injection and it is unknown how much grout will be required. We have figured a 5-gallons for this application. In the event more is needed you will be notified and provided additional costs.
- We shall furnish and install a waterproof mat system. The concrete will be placed in lifts consisting of a sand, cement and xypex mixture.
- We will apply a cement based crystalline waterproofing system to all four (4) walls and floor surfaces.
- Clean up of work area and all debris will be properly disposed off-site.

All of the above discussed work will be completed for the sum of .....\$11,882.00

**Clarifications:**

1. Bid includes 1 elevator pit.
2. Work to take place during normal business hours. Bid does not include any premium time hours.
3. Elevator to be shut down, lock out / tag out, de-energizing, and abrading and painting of elevator equipment by others.
4. Crystalline systems take an average of 5-10 days to grow crystals and create a blocking membrane. Crystals will continue to grow and provide protection as the become activated by the presence of water.
5. Because the water proofing is being installed inside the elevator pit or the negative water side it may require touch-up effort to seal of minor leaking after the initial waterproofing system is installed. Additional touch ups will be an additional charge and will be priced as necessary.
6. We have included one mobilization. Additional mobilizations if required will be priced accordingly.
7. Applying waterproofing to the negative side of the elevator pit may re-direct to other parts of the building due to the concept of "path of least resistance". There is no way to control or predict the flow without installing a permanent sump system.

Exclusions: Bonds, permits, temporary electric and water to be provided by others, asbestos testing or abatement, concrete or masonry repairs, permanent sump system, floor leveling or sloping, waterproofing of post installed penetrations, mechanical or electrical work, lockout/tagout, moving of mounted mechanical, electrical, equipment or brackets, elevator equipment resurfacing or replacement, retaining of 3<sup>rd</sup> party consultant, full-time inspector, special testing, or any other work not listed above.

If you have any questions, please feel free to contact me.

Very Truly Yours,

RAM Construction Services of Michigan, Inc.



Chris Huff

Proposal Accepted by (Organization): \_\_\_\_\_ Date: \_\_\_\_\_

Proposal Accepted by (Print Name): \_\_\_\_\_ Title: \_\_\_\_\_

Proposal Accepted by (Signature): \_\_\_\_\_



# City of Alpena Application Appeal

Alpena application response

**STATEMENT OF ISSUES PRESENTED**

1. WAS THE REVIEWER'S DECISION SUPPORTED BY COMPETENT MATERIAL, AND SUBSTANTIAL EVIDENCE?

Appellant Answers: No

2. WERE THE APPLICANTS SCORES BASED ON ARBITRARY & CAPRICIOUS FINDINGS?

Appellant Answers: Yes

3. WERE THE APPLICANTS SCORES BASED ON IMPROPER OR INCONSISTENT SCORING?

Appellant Answers: Yes

4. DID THE SCORING METHOD COMPLY WITH ALPENA'S ORDINANCE?

Appellant Answers: No

5. SHOULD THIS CITY COUNCIL REVERSE THE DECISION TO DENY APPELLANTS APPLICATION?

Appellant Answers: Yes



## I. Introduction

The applicant, Neighborhood Provisions has applied for a Provisioning Center license in the City of Alpena, pursuant to Alpena Medical Marihuana Facilities Ordinance, 20-454 and in accordance with the Michigan Medical Marihuana Facilities Licensing Act. Neighborhood Provisions, also known as the Appellant, received notification on 9/4/2020 that it's application for licensure was denied due to achieving an insufficient scoring threshold as applied under the City Staffed-Selection Committee's Weighted Scoring Rubric process. Rightly so, as an Appellant, Neighborhood Provisions is filing an instant appeal pursuant to Alpena City Ordinance No. 20-454, section 3(D) - Denial of Application and Due Process, as its only avenue to seek review of its score and status and asks the City Council to reverse the city's decision due to lack of material competent and substantial evidence, erroneous and improper scoring and failure to score the application in accordance with its own ordinance.

## II. Statement of Facts

Appellant, Neighborhood Provisions is owned by a local Alpena native family, which has received State of Michigan Pre-Qualification for a Provisioning Center License on March 21, 2019. The Appellant currently operates Northern Eye and Northern Eye Optical and owns an Aviation Taxi and Charter Business operating out of Alpena County Regional Airport. The Appellant filed a timely application for a Provisioning Center license with Alpena for the location of 120 South Ripley Blvd.

### Statement of Review

The basis for this appeal is (1) the scoring is not based on material and substantial evidence; (2) Scoring is arbitrary; (3) Applicants scoring was based on improper scoring; (4) Applicants scoring was based on incomplete review of application materials and supporting submitted documentation; and (5) Applicant was not provided an opportunity to provide clarity to any scoring criteria sections that were deemed insufficient or incomplete. Out of the 44 maximum allowable points, the Appellant only received 35 points. We believe that a minimum of 9 additional points must be allocated pursuant to material that reasonably addressed the scoring criteria rubric as identified in the Ordinance No. 20-454, Merit Review Process, Section 3(C)2 & 3(a).

Although Appellant recognizes the City Council is not a court of law, the applicable standard of review is whether the decision is supported by competent, material, and substantial evidence on the record, and represents the reasonable exercise of the City Staffed-Selection Committee's discretion. "Substantial evidence' is evidence that a reasonable person would accept as sufficient to support a conclusion." *Edw. C Levy Co v Marine City Zoning Bd. of Appeals*, 293 Mich. App 333, 341-42; 810 NW2d 621 (2011) (quoting *Dowerk v Charter Twp. of Oxford*, 233 Mich. App 62, 72; 592 NW2d 724 (1998)). Furthermore, scoring must be proper, consistent, comply with the applicable ordinance and not an abuse of discretion.

## III. Argument

### SECTION 2. ABILITY TO OPERATE

Capital investment of at least \$500,000.

Capital investment of at least \$900,000.

Yes-1 No-0  
Yes-2 No-0

Neighborhood Provisions was only awarded 14 of the 17 eligible points in this category. As we interpreted the scoring language and why we provided our answer as demonstrated in the application, we believe this scoring was erroneous due to the following items:

- combined value of the purchase of the 120 S. Ripley Blvd. location (Proof of Property Ownership – Attachment B),
- the renovation of both the existing facility and planned development of a newly constructed facility on site (Description of Proposed Renovations & Construction – Attachment H-2),
- the projected number of employees hired by our business (Business & Standard Operations Plan – Attachment E-1, E-2)
- the wage scale and benefits compensation for each position created by Neighborhood Provisions (Job Duties, Wages, Benefits and Hiring Criteria – Attachment E-3 & G),
- the economic impact multiplier effect of Neighborhood Provisions operating a business and the procurement activity for our business (Building Design, Neighborhood & Community Impact, Attachment H-1 & H-3)

The previous and following scoring points ask for presentation of specific details and documenting, while the specific capital investment scoring point does not specify a breakdown. We interpreted the question to simply circle “yes” to indicate our investment threshold and supplement with supporting descriptions, of which are present in the text of the application. We apologize for the confusion of not placing a detailed description of the exact monetary value to prove our intended capital investment. As our standard operating procedures, description of buildout, daily business functions, and employee wages are described in detail throughout the application, we felt it sufficient evidence that our capital investment intention was well over \$900,000.

We acknowledge this could have been summarized better for your review. To that end, we’re including a summarized **capital investment outline** to better define and quantify our capital investment in our application. The scoring is incomplete based upon an incomplete review of our application and must be adjusted upwards by 3 points.

### **SECTION 3. ECONOMIC IMPACT**

Applicant proposes a living wage (at least 200% of the Federal Poverty Level for a family of two, At its hourly basis) to all employees **Yes-2** No-0

Neighborhood Provisions was only awarded 8 of the 10 eligible points in this category. We believe this was erroneous due to the reviewers’ incomplete review of our application. In section Neighborhood Provisions: Job Duties, Wages & Hiring Criteria; Attachment E-3 & G, on pages 25 and 26, we provided the following information regarding our wage scale for both hourly and salary positions. We included additional information on comparable wage/salary scales for individual and household incomes in Alpena and the United States, to further highlight the difference between our wage scale and local and national wages. The scoring for this section is incomplete based upon an incomplete review of our application and must be adjusted upwards by 2 points.

We apologize for any confusion that may have occurred from the information. Below, we boiled down our response to indicate our compliance with the 2 points with reference from the application and further explanation.

Referenced material from pages 25 and 26

For all hourly employees, the following pay per hour shall be applied across the board, and adjusted to **meet or exceed 200% of the prevailing minimum wage:**

First 90 Days: \$15.00

Remainder of Year 1: \$16.50

Year 2: \$17.50 + bonus based on performance

Year 3: \$19.00 + bonus based on performance

Year 4: \$20.00 + bonus based on performance

As the application states, we will “meet or exceed 200% of prevailing minimum wage:”

- The prevailing minimum wage in Michigan is \$9.65 per hour. 200% above that is \$19.30 per hour.
- In order to meet the application scoring requirements, the applicant must propose a living wage (at least 200% of the Federal Poverty Level for a family of two, at its hourly basis) to all employees.
- 200% above the Federal Poverty Level is \$34,480. Its hourly basis being \$17.24.
- **As Neighborhood Provisions will “adjust” to \$19.30 per hour, we are \$2.06 above the required basis set forth in the scoring rubric.**
  - All specific monetary proposals of employee wages are “adjusted” accordingly to meet or exceed 200% of the prevailing minimum wage

#### **SECTION 4. BUILDING DESIGN AND NEIGHBORHOOD IMPACT**

Applicant proposes to construct a new facility.

Yes-2 No-0

Applicant makes commitment to specific neighborhood improvements through elimination of blight on sight or adjacent property.

Yes-2 No-0

Neighborhood Provisions was only awarded 4 of the 8 eligible points in this category. As we interpreted the scoring language and why we provided our answer as demonstrated in the application, we believe this scoring was erroneous due to the following items:

In section titled **Description of Proposed Renovations & Construction - Attachment H-2 pages 93 through 98**, we specify the proposed plan to both renovate the existing on-site facility **and** develop a replacement newly constructed facility at our 120 S. Ripley Blvd. location. We provided architectural renderings of both the renovation of our current facility and the future newly constructed facility. In our section titled **Building Design, Neighborhood & Community Impact, Attachment H-1 & H-3**, we addressed commitment to specific neighborhood improvements via a multi-pronged approach. In our **Community priorities and specific projects - Neighborhood Provisions Initial Focus** section on pages 79 and 80, **Neighborhood Provisions outlined a minimum 9-point action plan of commitments to neighborhood and community projects** that would positively impact blight and sight at both our current facility and within our surrounding neighborhood and across the City of Alpena.

In our **detailed description of economic benefits to the city by way of improvements to real property starting on page 87**, we discussed how the resulting economic activity generated by turning a current vacant property into an active business will not only eliminate blight and sight, but that we will have resulting property value and sustained economic growth on the Ripley Blvd. neighborhood, based on comparable economic analysis on similar municipalities and Commercial licensed businesses coupled with our stated procurement with local business objectives. The scoring for this section is incomplete based upon an incomplete review of our application and must be adjusted upwards by 4 points. (See supporting referenced highlighted items below).

Referenced material starting on page 93

**Neighborhood Provisions: Description of Proposed Renovations & Construction - Attachment H-2 pages 93 through 98**

*As the building at 120 S. Ripley St. is of good standing and structure, and at the same time may not be best equipped to handle the capacities of a retail dispensary, Neighborhood Provisions is **proposing to both use and renovate the existing building and construct a new facility.***

We then proceed to provide a layout as a visual descriptor of both our proposed renovations and new construction:

**Propose to use existing building or structure** (pages 94 through 96)

**Propose to construct a new facility** (See Attachment 2)

**Neighborhood Provisions: Building Design, Neighborhood & Community Impact, Attachment H-1 & H-3**

In our Community priorities and specific projects - Neighborhood Provisions Initial Focus section on pages 79 and 80, Neighborhood Provisions outlined a minimum 9-point action plan of commitments to neighborhood and community projects that would **positively impact blight** at both our current facility and within our surrounding neighborhood and across the City of Alpena.

**Section D. Litter Control** – We identified specific activities to address, reduce and eliminate exterior litter and sanitation issues (blight and sight) around our facility (pages 82 through 84)

**Section G. Landscape Maintenance** – We identified exterior landscaping and beautification activities to eliminate blight from our formerly vacant property (page 86).

*NP will have a buffer (weighted and raised flower beds) between the sidewalk and the store for added security, beatification of the area, and to mitigate foot traffic in the parking area.*

*NP will place planters to delineate the separation of the public sidewalk and the parking area while also beautifying the current area. This will ensure there is no confusion of property lines and will aid in the flowability of pedestrian traffic by designating walkable paths. NP will also create a light plan that will illuminate the parking lot and surrounding sidewalks to enhance the pedestrian experience. A bike rack will be placed on the side of the building to direct bike traffic and ensure it doesn't obtrude with foot traffic.*

*NP will establish a boarder flower bed that will delineate the pedestrian sidewalk and the business property, giving the intended feel of a safeguarded (or security hug) effect by costumers on the property. The boarder will also direct traffic in a safe manner if snow builds up and makes the area difficult to navigate.*

In section Detailed description of economic benefits to the city by way of improvements to real property starting on page 87, the economic activity generated by turning a current vacant property into an active business is the first step of eliminating blight. The construction activity to renovate the facility, staffing, business spending patterns and economic activity Commercial Marijuana businesses functioning in comparable communities **(page 91, communities in Washington and Colorado that allowed Medical and/or Recreational Marijuana businesses operate in their cities)** can increase neighboring property values by 18.93%.

### **Question Regarding Scoring**

An August 18<sup>th</sup> an article in the Alpena newspaper titled “6 apply for Alpena pot business” by Steve Schulwitz, stated, “Some of the applicants didn’t include the required \$1,500 non-refundable deposits with their packages, a city official said.” As the ordinance states in Sec. 18.1 3.D.1. (page 6):

*The city shall reject any application that does not meet the requirements of the acts [of] this Ordinance, or any pertinent provision of any State of Michigan or City of Alpena laws, rules or regulations.*

We were hoping you can disclose the consequence of those applications who did not meet the requirements of the ordinance by not tendering the appropriate fee. Why they were accepted and scored? And, if they were accepted, when was the application paid? The ordinance 20-454 Section 18.1 3.A.3 states:

*The annual, nonrefundable application/reapplication fee, as determined by the Alpena City Council Resolution from time to time, per license required under this Section shall be **due and payable with the application** for a license and upon the application for renewal of any such license under this Ordinance.*

In addition to this appeal, we have sent out a FOIA Request pursuant to 15.231 of the Michigan Freedom of Information Act. We reserve the right to further challenge the scoring based on information that will be received from the FOIA request.

Thank you for your time in reviewing our appeal. As there still may be confusion, please feel free to contact us for any clarity regarding this or any other portion of our application.

Dr. Robert M. Currier  
989.464.8815

# Neighborhood Provisions

## Summarized Capital Investment Charts

### Startup Financial Projections

Based off the anticipated startup costs and first year operating costs, Neighborhood Provisions is planning for approximately \$2,427,477.73 for the project in order to accommodate the anticipated startup costs and operating costs until the company reaches the point where the provisioning center begins to generate positive cash flow.

The table below gives an estimate of our anticipated startup costs for Neighborhood Provisions.

As both proposals of renovating an existing structure and constructing a new facility are listed on the application, both options are proposed within the capital investment charts.

To create timelier revenue, we will renovate the existing structure. Renovation costs are based on tenant improvements estimated at \$60 per sq. ft. Once capital can be reinvested, a proposed new facility will be constructed that will better serve the patient's needs.

Description	Cost
<b>Building Acquisition</b>	\$119,985
<b>Renovate Existing Structure</b>	\$150,000
<b>Security Plan</b>	\$4,000
<b>Security Equipment</b>	\$20,000
<b>Furniture and Fixtures</b>	\$30,000
<b>Computer Hardware and Software</b>	\$10,000
<b>IT Services</b>	\$3,000
<b>Equipment</b>	\$2,000
<b>Weighing and Measuring Equip</b>	\$2,500
<b>Contingencies</b>	\$7,000
<b>Consulting</b>	\$15,000
<b>Attorney</b>	\$15,000
<b>Accounting</b>	\$5,000
<b>Packaging and Labeling</b>	\$5,000
<b>Employee Supplies</b>	\$2,000
<b>Waste Management</b>	\$1,000
<b>Office Supplies</b>	\$3,000
<b>Cleaning Supplies</b>	\$3,000
<b>Employee Training</b>	\$25,000
<b>Initial Inventory</b>	\$100,000
<b>Website</b>	\$4,000
<b>Total Pre-Revenue Expenses</b>	\$526,485

## Operating Financial Projections

The table below gives an estimate of our anticipated Year 1 operating expenses. Taking into consideration all of the items listed throughout Neighborhood Provisions' application, the table converts the narrated daily operating procedures into monetary descriptors. It also takes into consideration the proposed new construction of a facility. Demolition, construction, and buildout costs are estimated at \$480 per sq. ft.

Description	Cost
Accounting fees	\$9,600.00
Compliance/Testing METRC - COGS	\$3,700.00
Community Outreach Initiatives	\$20,000
Management Services (.05% of Gross) - COGS possible	\$34,209.16
Insurance (PC and Liability)	\$3,600.00
Legal fees	\$9,000.00
Local permitting & fees - Average fees of \$3,500 per development project & Regulation assessment fee revenue (Annual \$5,000 fee to Host Municipality)	\$8,500.00
State Licensing fees - \$44,000 for Medical Marijuana Provisioning Center License & \$25,000 for Recreational Retailer License	\$62,750.00
Comcast (DVR for Cameras etc.)	\$2,400.00
Property Tax (SEV of \$60,800 @ 52.76 mills = \$3,208) * 2.5% tax increase year over year	\$3,208.00
Proposed Construction of New Facility	\$1,200,000
Repairs and maintenance	\$3,600.00
Electricity and gas	\$9,000.00
Security	\$3,500.00
Water	\$600.00
Wages and benefits - 20% of expense	\$343,991.00
Workers compensation	\$3,600.00
Social Media Salary shared with 2 PC)	\$9,600.00
State effective income tax of 3.76% per employee	\$12,934.06
Advertising (including Weedmaps/Leafly)	\$24,000.00
Direct and Text Marketing	\$24,000.00
Stationery (cards to patients)	\$6,000.00
HRIS	\$3,280.00
POS SYSTEMS/Loyalty	\$6,000.00
Promotional Bags/Special Packaging	\$19,000.00
Amortization - Startup costs amortized over 5 years on straight line - \$130,500	\$26,100.00
Depreciation - Net Depreciation of \$244,102.56)	\$48,820.51
<b>Total Operating Expenses</b>	<b>\$1,900,992.73</b>

## Anticipated Capital Investment

Description	Cost
Total Pre-Revenue Expenses	\$526,485
Projected Year 1 Operating Expenses	\$1,900,992.73
<b>Total Anticipated Projected Investment</b>	<b>\$2,427,477.73</b>





## City of Alpena Application for Medical Marihuana Facilities License

(CITY OF ALPENA ORDINANCE 20-454)

- ☒ New  
☐ Renewal (shall be filed at least 90 days prior to the date of license expiration)  
☐ Amendment  
☐ Transfer of Fully Licensed Existing Establishment

### CONTACT INFORMATION

ROBERT MARK CURRIER, D.O.

Owner  
Partner  
Medical Director

(First, Middle, Last Name of Contact for this Application)

(Title)

bcurrier@northerneye.com

(989)354.3171

(Email address)

(Phone)

127 PARK PLACE, ALPENA, MI 49707

(Mailing address)

(City)

(State/Zip)

Description of the individual's role in this application:

My role in this application is to obtain and supervise, as medical director, a medical marihuana facilities license in the city of Alpena.

As an Alpena physician and surgeon (38+yr.), along with my family of Alpena natives, manage a 9

### TYPE OF PERMIT REQUESTED

(see next page)

Check only one – a separate permit application must be completed for each permit type.

- ☒ Provisioning Center  
☐ Grower    ☐ Class A    ☐ Class B    ☐ Class C  
☐ Processor  
☐ Secure Transporter  
☐ Safety Compliance Facility



person (minimum, FTE, benefits) medical marihuana facility for the clients/patrons of the city of Alpena - in Alpena.

**FACILITY LOCATION**

Neighborhood Provisions

(Business Name)

120 S. Ripley Blvd., Alpena, MI 49707

(Physical Address)

(City)

(State/Zip)

(989) 464-8819 / (989) 354-8154 / kevin@nprovisions.com

(Phone)

(Fax)

(Email)

**FACILITY/LICENSE OWNER**

CURRIER, LLC

(Facility/License Owner)

83-1077332

(Federal Tax Identification Number)

240 STATE AVE., ALPENA, MI 49707

(Physical Address)

(City)

(State/Zip)

(989) 464-8819 / (989) 354-8154 / kevin@nprovisions.com

(Phone)

(Fax)

(Email)

☐ Self – Individual Owner

☐ Corporation\*

☒ LLC\*

☐ Partnership\*

\*For anything other than "Self," attached a separate sheet listing all information for directors, officers, members, partners, and individuals.

**FACILITY OR BUSINESS MANAGER**

KEVIN THOMAS CURRIER

(Name)

240 STATE AVE., ALPENA, MI 49707

(Mailing Address)

(City)

(State/Zip)

(989) 464-8819 / (989) 354-8154 / kevin@nprovisions.com

(Phone)

(Fax)

(Email)

Are there other facility or business managers? ☐ Yes

☒ No

If Yes, how many? \_\_\_\_\_

Attached a separate sheet listing contact information for all other facility or business managers.

PROPERTY OWNER

CURRIER, LLC

(Name)

240 STATE AVE., ALPENA, MI 49707

(Mailing Address)

(City)

(State/Zip)

(989) 464-8819 / (989) 354-8154 / kevin@nprovisions.com

(Phone)

(Fax)

(Email)

EACH PERSON NAMED ON THE APPLICATION, INCLUDING ANY TRUE PARTY OF INTEREST AS DEFINED BY MICHIGAN LAW, MUST FILL OUT THE FOLLOWING QUESTIONS. PLEASE DUPLICATE THIS AS NEEDED (PAGES 3-4).

ROBERT MARK CURRIER, D.O.

(Name)

240 STATE AVE., ALPENA, MI 49707

(Mailing Address)

(City)

(State/Zip)

(989) 464-8815 / (989) 354-8154 / bcurrier@northerneye.com

(Phone)

(Fax)

(Email)

Please list all residential addresses over the past three years (indicate timeframe you resided at each address).

240 STATE AVE., ALPENA, MI 49707

-resided location/home 1985-current

Description of individual's role in this application:

My role to obtain and supervise, as medical director, a medical marijuana facilities license in the city of Alpena. As an Alpena physician/surgeon (38+yrs) manage /operate with family members from Alpena for Alpena clients.

Have you had building/code violations or delinquent taxes/utility bills? ☐ Yes ☒ No



Have you ever violated, been accused by a municipality of violating, or been convicted of violating an ordinance similar to the city's ordinances regulating medical marihuana facilities?

If yes, provide detailed information here:

☐ Yes

☒ No

Have you ever applied for or been granted any commercial license or certificate issued by any governmental agency concerning medical marihuana or marihuana that has been denied, restricted, suspended, revoked or not renewed?

☐ Yes

☒ No

If yes, please attach a statement describing the facts and circumstances describing the application, denial, restriction, revocation, or nonrenewal, including the licensing authority, the date each action was taken and the reason for each action.

Do you have any interest in any other application for a permit or approved permit under City's ordinances?

If yes, provide relevant information here:

☐ Yes

☒ No

Do you have any interest in any other marihuana facility in Michigan?

If yes, provide relevant information here:

☐ Yes

☒ No

Indicate any businesses you have owned, your occupation, and employer for the 5 years including and immediately preceding this application: (attach additional pages if necessary)

Ophthalmologist/Owner	Northern Eye	1982 to present
Owner	Great Lakes Air	2018 to present
Owner	Huron Aviation	2018 to present

PROPERTY OWNER

CURRIER, LLC

(Name)

240 STATE AVE., ALPENA, MI 49707

(Mailing Address)

(City)

(State/Zip)

(989) 464-8819 / (989) 354-8154 / kevin@nprovisions.com

(Phone)

(Fax)

(Email)

EACH PERSON NAMED ON THE APPLICATION, INCLUDING ANY TRUE PARTY OF INTEREST AS DEFINED BY MICHIGAN LAW, MUST FILL OUT THE FOLLOWING QUESTIONS. PLEASE DUPLICATE THIS AS NEEDED (PAGES 3-4).

KEVIN THOMAS CURRIER

(Name)

240 STATE AVE., ALPENA, MI 49707

(Mailing Address)

(City)

(State/Zip)

(989) 464-8819 / (989) 354-8154 / kevin@nprovisions.com

(Phone)

(Fax)

(Email)

Please list all residential addresses over the past three years (indicate timeframe you resided at each address).

- ① 240 STATE AVE., ALPENA, MI 49707 (born, raised, current)
- ② 12302 BONETA COVE, AUSTIN, TX 78729 (2013-present)
- ③ 12 JOHN BALL PARK DRIVE, GRAND RAPIDS, MI 49504 (2018-2020)

Description of individual's role in this application:

My role is to obtain and manage, along with my medical director father (Dr. Robert Currier), an approved medical marijuana facilities license in the city of Alpena, along with minimum 9 persons (FTE, benefits) of Alpena for Alpena clients

Have you had building/code violations or delinquent taxes/utility bills? ☐ Yes ☒ No



Have you ever violated, been accused by a municipality of violating, or been convicted of violating an ordinance similar to the city's ordinances regulating medical marihuana facilities? If yes, provide detailed information here: ☐ Yes ☒ No

Have you ever applied for or been granted any commercial license or certificate issued by any governmental agency concerning medical marihuana or marihuana that has been denied, restricted, suspended, revoked or not renewed? ☐ Yes ☒ No

If yes, please attach a statement describing the facts and circumstances describing the application, denial, restriction, revocation, or nonrenewal, including the licensing authority, the date each action was taken and the reason for each action.

Do you have any interest in any other application for a permit or approved permit under City's ordinances?

If yes, provide relevant information here: ☐ Yes ☒ No

Do you have any interest in any other marihuana facility in Michigan?

If yes, provide relevant information here: ☐ Yes ☒ No

Indicate any businesses you have owned, your occupation, and employer for the 5 years including and immediately preceding this application: (attach additional pages if necessary)

<i>Bartender</i>	<i>Grandura Hotel</i>	<i>Dec 2015 - May 2016</i>
<i>Gabriel's manager</i>	<i>AT&amp;T Conference Ctr.</i>	<i>May 2016 - Nov 2017</i>
<i>Freelance writer</i>	<i>WoodCurrier</i>	<i>Nov. 2017 - Present</i>

Managing Partner  
Bartender

Neighborhood Provisions  
Ruby Hotel

Nov 2018 - Present  
April 2019 - Present

Currice, Kevin cont.

PROPERTY OWNER

CURRIER, LLC

(Name)

240 STATE AVE., ALPENA, MI 49707

(Mailing Address)

(City)

(State/Zip)

(989) 464-8819 / (989) 354-8154 / kevin@nprovisions.com

(Phone)

(Fax)

(Email)

EACH PERSON NAMED ON THE APPLICATION, INCLUDING ANY TRUE PARTY OF INTEREST AS DEFINED BY MICHIGAN LAW, MUST FILL OUT THE FOLLOWING QUESTIONS. PLEASE DUPLICATE THIS AS NEEDED (PAGES 3-4).

LAURA ANN CURRIER

(Name)

2803 KANSAS DRIVE, UNIT 304; FORT COLLINS, CO

(Mailing Address)

(City)

(State/Zip)

80525

(989) 255-6666 / (989) 354-8154 / lauracurrier2439@gmail.com

(Phone)

(Fax)

(Email)

Please list all residential addresses over the past three years (indicate timeframe you resided at each address).

① 2803 KANSAS DRIVE, UNIT 304; FORT COLLINS, CO 80525 (2018-present)

② 101 OLD FERRY, APT 9D; SHALIMAR, FL 32579 (2016-2018)

Description of individual's role in this application:

My role in this application is partner/owner and hopefully co-manage a medical marijuana facilities license in the city of Alpena, along with my medical director father (Dr. Robert Currier), manager/brother Kevin Currier, for Alpena clients.

Have you had building/code violations or delinquent taxes/utility bills? ☐ Yes ☒ No



Have you ever violated, been accused by a municipality of violating, or been convicted of violating an ordinance similar to the city's ordinances regulating medical marihuana facilities?  
If yes, provide detailed information here: ☐ Yes ☒ No

Have you ever applied for or been granted any commercial license or certificate issued by any governmental agency concerning medical marihuana or marihuana that has been denied, restricted, suspended, revoked or not renewed? ☐ Yes ☒ No

If yes, please attach a statement describing the facts and circumstances describing the application, denial, restriction, revocation, or nonrenewal, including the licensing authority, the date each action was taken and the reason for each action.

Do you have any interest in any other application for a permit or approved permit under City's ordinances?

If yes, provide relevant information here: ☐ Yes ☒ No

Do you have any interest in any other marihuana facility in Michigan?

If yes, provide relevant information here: ☐ Yes ☒ No

Indicate any businesses you have owned, your occupation, and employer for the 5 years including and immediately preceding this application: (attach additional pages if necessary)

Sales	Big Yellowbox Fireworks	2016
Student	University of W. Florida	2016-2018
Research Assistant	" "	2018

Home Health Aide	Synergy	2018-2019
Damage Recovery Unit	Enterprise	2019-2020
Optician	Fort Collins Family Eyecare	2020-present

Laura Currier - cont.

## ATTACHMENTS

Please attach the following and clearly label each required attachment.

- ☐ **ATTACHMENT A: Application fee and ID.** Submit \$1,500 for all new and renewal applications. Please make check payable to "City of Alpena." Present a suitable form of identification along with the fee.
- ☐ **ATTACHMENT B: Ownership or Authorization to use Property.** Proof of ownership or authorization to use the property for a medical marihuana facility. If the applicant is not the owner of the proposed licensed premises:
  - ☐ 1. A notarized statement from the owner of such property authorizing the use of the property for a medical marihuana facility, if the applicant is not the owner of the proposed licensed premises
  - ☐ 2. A copy of any deed reflecting the applicant's ownership of, or lease reflecting the right of the applicant to possess, or an option reflecting the applicant's right to purchase or lease, the proposed licensed premises.
  - ☐ 3. A copy of any deed reflecting the applicant's ownership of, or lease reflecting the right of the applicant to possess, or an option reflecting the applicant's right to purchase or lease, the proposed licensed premises.
- ☐ **ATTACHMENT C: Prequalification.** Proof of prequalification by the State of Michigan for a marihuana facility state license including a copy of the application form submitted to LARA for prequalification (attachments are not required).
- ☐ **ATTACHMENT D: Qualifications of Applicant.** Please include the following:

**PROVISIONING  
CENTERS ONLY**

  - ☐ 1. Detailed description of the applicant's history of operating a business (include number of years of experience).
  - ☐ 2. Detailed description of the applicant's experience with owning (51% or more), operating, and/or managing a business with inventory tracking and control (include number of years of experience).
  - ☐ 3. Detailed description of the applicant's experience with owning (51% or more), operating, and/or managing a business in a highly regulated industry (minimum of 1 year). Highly regulated means subject to regulations by LARA or a similarly regulated agency (state or federal).



☐ **ATTACHMENT E: Business Plan.** Please include the following:

PROVISIONING  
CENTERS ONLY

- ☐ 1. Detailed description of estimated capital investment of real or personal property.
- ☐ 2. Daily operations schedule.
- ☐ 3. Proposed staffing plan, complete with descriptions of job duties, proposed wages, and employee qualifications/hiring criteria
- ☐ 4. Documented employee policy book and code of ethics to ensure honesty and integrity of employees.
- ☐ 5. Sworn attestation that the Applicant and/or parties with 25% or more interest in the company have not been subject to any civil monetary judgements entered against it in the last 7 years, excluding family law matters or estate disputes.
- ☐ 6. Sworn attestation that the Applicant and/or parties with 25% or more interest in the company have not filed bankruptcy within the last 7 years.

☐ **ATTACHMENT F: Security Plan.** Please include the following:

- ☐ 1. Detailed description of plan to deter and prevent unauthorized entrance into the facility.
- ☐ 2. Detailed description of plan to deter and prevent theft and diversion.
- ☐ 3. Detailed description of plan for 24/7 video surveillance inside and outside of facility. Plan shall include a security systems that alerts owner of possible tampering with facility/contents.
- ☐ 4. Detailed description of plan for secure storage of medical marihuana and proceeds.
- ☐ 5. Detailed description of plan for record keeping and inventory management.
- ☐ 6. Provide copies of material safety data sheets for hazardous materials and the plan for storage and disposal (or a sworn attestation that no hazardous materials will be on the premises at any time).

☐ **ATTACHMENT G: Economic Impact.** Please include the following:

PROVISIONING  
CENTERS ONLY

- ☐ 1. The number of Full Time Equivalent (FTE) positions.
- ☐ 2. Description of employee hourly wages.
- ☐ 3. Description of employee benefit package.

- ☐ **ATTACHMENT H: Building Design and Neighborhood Impact.** Please include the following:

PROVISIONING  
CENTERS ONLY

- ☐ 1. Detailed description of economic benefits to the City by way of improvements to real property.
- ☐ 2. Description of building or structure (year building constructed). If an existing building will be used, provide a description of the planned physical improvements to exterior.
- ☐ 3. Description of commitment to neighborhood improvement through elimination of blight on site or adjacent property.
- ☐ 4. Description of maintenance plan for upkeep of the property (include exterior and right-of-way).

- ☐ **ATTACHMENT I: Plans.** Please include the following:

**Growers, Processors, Secure Transporters and Safety Compliance Facilities:** At the time of submittal of this application, the City of Alpena will already have a site plan on file that has been approved by the Planning Commission as part of the Special Use Permit.

**Provisioning Centers:** Do not submit a Site Plan/Special Use Application until after the final two applicants are chosen and invited to apply for a Special Use Permit.)

- ☐ 1. Site Plan (for Special Land Use approval by the Planning Commission). Site plan shall contain the following from City of Alpena Zoning Ordinance:

Section 6.4 (Site Plan Data Required)

- Site Plan should show public, private, and secured areas.
- For growers, the site plan must also show areas of outdoor grow locations, secured areas, and any type of outdoor storage.

Section 6.11.B (Special Use Applications)

- ☐ 2. Other Plans:
- a. **Growers** shall provide the following (if applicable):
    - (1) Cultivation Plan
    - (2) Wastewater Plan & Disposal Plan
    - (3) Mold/Mildew/Pest Control Plan
    - (4) Air Quality Plan
    - (5) Mechanical Plan



(6) Electrical Plan (as prepared by a licensed electrician and a certification that the premises are equipped to safely accept and utilize the required or anticipated electric load for the facility)

- b. **Processors** shall provide the following (if applicable):
- (1) A detailed description of products to be produced including
  - (2) Plant Waste Disposal Plan
  - (3) Wastewater Plan
  - (4) Mechanical Plan
- c. **Provisioning Centers** shall provide the following (if applicable):
- (1) Description of products and services to be provided
  - (2) Plant Waste Disposal Plan.

I, the undersigned, have the authority to sign this application on behalf of CURRIER, LLC ("the Facility or Company"). I have read all of the above answers, including all sheets and information provided in connection with this application and they are true and correct. The Facility agrees to comply with all terms and conditions of a permit as it may be issued. Finally, I understand that the Facility has a continuing duty to provide the City of Alpena with current information and will notify the City Clerk in writing of any changes to the Facility's mailing address, phone numbers, electronic mail address or other contact information as well as changes to any other information the applicant has provided to the City as part of the permit application within ten (10) days of any such change occurring. I acknowledge that the City of Alpena may be required from time to time to release records in its possession. The applicant hereby gives permission to the City of Alpena to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature: 

Date: 8.16.2020

Printed Name: ROBERT M. CURRIER, D.O.

Title: OWNER  
PARTNER  
MEDICAL DIRECTOR

Business: NEIGHBORHOOD PROVISIONS

Submit application to:

**Alpena City Clerk**  
208 North First Avenue  
Alpena, MI 49707  
Phone: 989.354.1720  
Fax: 989.354.1709  
[annas@alpena.mi.us](mailto:annas@alpena.mi.us)

*False information included on this application shall be a basis for the City of Alpena to deny the application.*

## CHECKLIST FOR APPLICATION

- ☐ 1. **Signed application form**
- ☐ 2. **Attachment A** (Application Fee and Identification)
- ☐ 3. **Attachment B** (Ownership or Authorization to use Property)
- ☐ 4. **Attachment C** (Prequalification)
- ☐ 5. **Attachment D** (Qualifications of Applicant) – PROVISIONING CENTERS ONLY
- ☐ 6. **Attachment E** (Business Plan) – PROVISIONING CENTERS ONLY
- ☐ 7. **Attachment F** (Security Plan)
- ☐ 8. **Attachment G** (Economic Impact) – PROVISIONING CENTERS ONLY
- ☐ 9. **Attachment H** (Building Design/Neighborhood Impact) – PROVISIONING CENTERS ONLY
- ☐ 10. **Attachment I** (Plans)

## CHECKLIST FOR LICENSE

After application has been approved, the following shall be submitted to the City Clerk prior to the issuance of a Medical Marihuana Facilities License:

- ☐ 1. **Licensing Fee.** A licensing fee of \$5,000 shall be paid. Applicant will be credited \$1,500 which was paid at the time of application, so final payment is equal to \$3,500.
- ☐ 2. **Proof of Insurance.** A licensee shall at all times maintain full force and effect for duration of the license, workers compensation as required by State law, and general liability insurance with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit issued from a company licensed to do business in Michigan having an AM Best rating of at least A-. The policy shall name the City of Alpena and its officials and employees as additional insureds to the limits required by this Section. A licensee or its insurance broker shall notify the city of any cancellation or reduction in coverage within seven (7) days of receipt of insurer's notification to that effect. The licensee, permittee, or lessee shall forthwith obtain and submit proof of substitute insurance to the City Clerk within five (5) business days in the event of expiration or cancellation of coverage.
- ☐ 3. **Certificate of Occupancy.** A Certificate of Occupancy issued by the City of Alpena Building Official.
- ☐ 4. **State License.** A copy of Medical Marihuana licensed issue issued by the State of Michigan Department of Licensing and Regulatory Affairs.
- ☐ 5. **Other.** Any other information that the City Clerk, law enforcement, Fire Chief, Public Works Supervisor, Zoning Administrator, City Manager, and/or City Attorney or their designees reasonably determines to be necessary in connection with the investigation and review of the application.



**PURSUANT TO 20-454, ANY MMFLA USE THAT CONTAINS A MAXIMUM NUMBER OF LICENSES ISSUED WILL BE PROCESSED THROUGH A MERIT BASED REVIEW SCORING SYSTEM. A CITY STAFFED-SELECTION COMMITTEE WILL RELY ON A WEIGHTED SCORING RUBRIC TO EVALUATE EACH APPLICATION.**

**THE TOTAL POSSIBLE POINTS FOR AN INDIVIDUAL APPLICATION IS 44. ONCE SCORED, THE APPLICATIONS WILL BE RANKED FROM HIGHEST, TO LOWEST.**

Note to Applicants: All licensees will be required to be in full compliance with the requirements for license set forth in the Medical Marihuana Facilities Ordinance, 20-454, prior to issuance of license.

Instructions: Each of the below-listed criteria will be reviewed separately, independent of any other, related criteria.

Applicant Name: Currier, LLC  
DBA Neighborhood Provisions

Scorer Name: \_\_\_\_\_

#### SECTION 1. QUALIFICATION OF APPLICANT

Applicant demonstrates a history of operating a business- More than 2 years of experience.	<input checked="" type="radio"/> Yes-1	<input type="radio"/> No-0
Applicant demonstrates a history of operating a business- More than 6 years of experience.	<input checked="" type="radio"/> Yes-2	<input type="radio"/> No-0
Applicant demonstrates experience with owning (51% or more), operating, and/or managing a business with inventory tracking and control (min. of 1 year)	<input checked="" type="radio"/> Yes-1	<input type="radio"/> No-0
Applicant demonstrates experience with owning (51% or more), operating, and/or managing a business in a highly regulated industry (min. of 1 year) Highly regulated means subject to regulation by LARA or a similarly regulated agency (state or federal)	<input checked="" type="radio"/> Yes-2	<input type="radio"/> No-0
Applicant resides within Alpena County for a minimum of 2 years prior to application.	<input checked="" type="radio"/> Yes-1	<input type="radio"/> No-0
Applicant resides within the City of Alpena for a minimum of 2 years prior to application.	<input checked="" type="radio"/> Yes-2	<input type="radio"/> No-0

**Total possible points for SECTION 1= 9**



## SECTION 2. ABILITY TO OPERATE

---

### 2a. Business Plan

Applicant presents a detailed description of estimated capital investment of real or personal property.	Yes-1	No-0
Capital investment of at least \$500,000.	Yes-1	No-0
Capital investment of at least \$900,000.	Yes-2	No-0
Applicant's business plan includes a daily operations schedule.	Yes-1	No-0
Applicant presents a proposed staffing plan, complete with descriptions of job duties, proposed Wages, and employee qualifications/hiring criteria.	Yes-3	No-0
Applicant presents a documented employee policy book and code of ethics to ensure honesty and integrity of employees.	Yes-1	No-0
Applicant presents a sworn attestation that the Applicant and/or parties with 25% or more interest in the company have not been subject to any civil monetary judgements entered against it in the last 7 years, excluding family law matters or estate disputes.	Yes-0	No- -3
Applicant presents a sworn attestation that the Applicant and/or parties with 25% or more interest in the company have not filed bankruptcy within the last 7 years.	Yes-0	No- -1

### 2b. Security Plan

Applicant presents a plan to deter and prevent unauthorized entrance into the facility.	Yes-1	No-0
Applicant presents a plan to prevent theft and diversion.	Yes-1	No-0
Applicant presents a plan for 24/7 video surveillance inside and outside of facility.	Yes-1	No-0
Applicant presents a plan for secure storage of medical marihuana and proceeds.	Yes-1	No-0
Applicant presents a detailed plan for record keeping and inventory management.	Yes-1	No-0
Applicant has provided copies of material safety data sheets for hazardous materials and their plan for storage and disposal (or a sworn attestation that no hazardous materials will be on the premises at any time).	Yes-1	No-0
Applicant presents a plan that included a security system in place to alert owner of possible tampering with the facility or its contents.	Yes-2	No-0

**Total possible points for SECTION 2= 17**

### SECTION 3. ECONOMIC IMPACT

---

Applicant proposes to create at least 3.0FTE.	Yes-1	No-0
Applicant proposes to create at least 6.0FTE.	Yes-2	No-0
Applicant proposes to create at least 9.0FTE.	Yes-3	No-0
Applicant proposes a living wage (at least 200% of the Federal Poverty Level for a family of two, At its hourly basis) to all employees.	Yes-2	No-0
Applicant offers a benefits package in addition to wages or salary.	Yes-2	No-0

**Total possible points for SECTION 3= 10**

### SECTION 4. BUILDING DESIGN AND NEIGHBORHOOD IMPACT

---

Applicant's plan details economic benefits to the City by way of improvements to real property.	Yes-1	No-0
Applicant proposes to use existing building or structure.	Yes-1	No-0
Applicant proposes to construct a new facility.	Yes-2	No-0
Applicant makes commitment to specific neighborhood improvements through elimination of blight on sight or adjacent property.	Yes-2	No-0
Applicant commits to physical improvements to exterior of existing building or structure.	Yes-1	No-0
Applicant submits maintenance plan that provides for upkeep of property, including exterior or Right-of-way.	Yes-1	No-0

**Total possible points for SECTION 4= 8**

### SECTION 5. APPLICANT IN GOOD STANDING

---

Applicant has no open zoning violations, or open or prior building violations in the City of Alpena.	Yes-0	No- -2
Applicant has no past due bill or tax liens with the City of Alpena or Alpena County.	Yes-0	No- -1

**Total possible points for SECTION 5= 0**

City of Alpena  
Application Scoring Rubric  
Medical Marihuana Facilities



<u>SUMMARY</u>	<u>POSSIBLE POINTS</u>	<u>POINTS SCORED</u>
Section 1: Qualification of Applicant	9	
Section 2: Ability to Operate	17	
Section 3: Economic Impact	10	
Section 4: Building Design and Neighborhood Impact	8	
Section 5: Applicant in Good Standing	0	
<b>TOTAL POINTS</b>	<b><u>44</u></b>	<u>                    </u>

Michigan Department of Treasury  
2766 (Rev. 05-16)

L-4260

**Property Transfer Affidavit**

This form is issued under authority of P.A. 415 of 1994. Filing is mandatory.

This form must be filed whenever real estate or some types of personal property are transferred (even if you are not recording a deed). The completed Affidavit must be filed by the new owner with the assessor for the city or township where the property is located within 45 days of the transfer. The information on this form is NOT CONFIDENTIAL.

1. Street Address of Property <b>120 South Ripley Street, Alpena, MI 49707</b>	2. County <b>Alpena</b>	3. Date of Transfer (or land contract signed) <b>August 14, 2020</b>
4. Location of Real Estate (Check appropriate field and enter name in the space below.) <input checked="" type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <b>Alpena</b>	5. Purchase Price of Real Estate <b>\$119,900.00</b>	
		6. Seller's (Transferor) Name <b>Michigan Court Reports, LLC, a Michigan Limited Liability Company</b>
7. Property Identification Number (PIN). If you don't have a PIN, attach legal description. <b>PIN.</b> This number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice. <b>04-093-417-000-789-00</b>		8. Buyer's (Transferee) Name & Mailing Address <b>Currier, LLC, a Michigan Limited Liability Company</b> <b>420 State Avenue</b> <b>Alpena, MI 49707</b>
		9. Buyer's (Transferee) Telephone Number <b>(989) 464-8815</b>

**Items 10 - 15 are optional. However, by completing them you may avoid further correspondence.**

10. Type of Transfer. <u>Transfers</u> include, but are not limited to, deeds, land contracts, transfers involving trusts or wills, certain long-term leases and business interest. See page 2 for list. <input type="checkbox"/> Land Contract <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Deed <input type="checkbox"/> Other (specify) _____		
11. Was property purchased from a financial institution? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	12. Is the transfer between related persons? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Amount of Down Payment
14. If you financed the purchase, did you pay market rate of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No                      N/A		15. Amount Financed (Borrowed)


**EXEMPTIONS**

Certain types of transfers are exempt from uncapping. If you believe this transfer is exempt, indicate below the type of exemption you are claiming. If you claim an exemption, your assessor may request more information to support your claim.

- ☐ Transfer from one spouse to the other spouse
- ☐ Change in ownership solely to exclude or include a spouse
- ☐ Transfer between certain family members \*(see page 2)
- ☐ Transfer of that portion of a property subject to a life lease or life estate (until the life lease or life estate expires)
- ☐ Transfer between certain family members of that portion of a property after the expiration or termination of a life estate or life lease retained by transferor \*\* (see page 2)
- ☐ Transfer to effect the foreclosure or forfeiture of real property
- ☐ Transfer by redemption from a tax sale
- ☐ Transfer into a trust where the settlor or the settlor's spouse conveys property to the trust and is also the sole beneficiary of the trust
- ☐ Transfer resulting from a court order unless the order specifies a monetary payment
- ☐ Transfer creating or ending a joint tenancy if at least one person is an original owner of the property (or his/her spouse)
- ☐ Transfer to establish or release a security interest (collateral)
- ☐ Transfer of real estate through normal public trading of stocks
- ☐ Transfer between entities under common control or among members of an affiliated group
- ☐ Transfer resulting from transactions that qualify as a tax-free reorganization under Section 368 of the Internal Revenue Code.
- ☐ Transfer of qualified agricultural property when the property remains qualified agricultural property and affidavit has been filed.
- ☐ Transfer of qualified forest property when the property remains qualified forest property and affidavit has been filed.
- ☐ Transfer of land with qualified conservation easement (land only - not improvements)
- ☐ Other, specify: \_\_\_\_\_

**CERTIFICATION**

I certify that the information above is true and complete to the best of my knowledge.

Signature 	Date <b>August 14, 2020</b>
Name and title, if signer is other than owner	E-mail Address
Daytime Phone Number	



# City of Alpena Application for Medical Marihuana Provisioning Center

08.17.2020





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# Proof of Property Ownership

## Attachment B



American Land Title Association

ALTA Settlement Statement - Borrower/Buyer  
Adopted 05-01-2015

File Number: 479652  
Print Date & Time: 8/12/2020 7:32 AM  
Escrow Officer: Alysa K. Orlandi  
Settlement Location: 621 W. Chisholm  
Alpena, MI 49707

**Thunder Bay Title**  
**621 W. Chisholm**  
**Alpena, MI 49707**

Property Address: Property Address  
120 South Ripley Street, Alpena, Michigan 49707

PIN  
04-093-417-000-789-00

Buyer: Currier, LLC, a Michigan Limited Liability Company - 240 State Avenue, Alpena, MI 49707

Seller: Michigan Court Reports, LLC, a Michigan Limited Liability Company - 120 South Ripley, P.O. Box 1013, Alpena, MI 49707

Lender:

Settlement Date: 8/14/2020

Disbursement Date: 8/14/2020

Additional dates per state requirements: 8/14/2020

Description	Borrower/Buyer	
	Debit	Credit
<b>Financial</b>		
BMT 1 SDF PG1 SP FSJ		
F PTU		
<b>Title Charges &amp; Escrow/Settlement Charges</b>		
5 UN FLUWAN FOU FF UP 5I OEFS B 5 UN		
<b>Government Recording and Transfer Charges</b>		
3 FDPSE OH FFT FFE . PSJHBH UP MFOB \$P OU 3FHTU FSPG FFET		
	Debit	Credit
<b>Subtotals</b>	<b>\$119,985.00</b>	<b>\$5,000.00</b>
F SPN PSSP FS FS		\$114,985.00
<b>Totals</b>	<b>\$119,985.00</b>	<b>\$119,985.00</b>





# Prequalification

## Attachment C



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

VIA US MAIL

Date: March 21, 2019

Addressee: Currier, LLC

Address: 240 State Avenue  
Alpena, MI 49707

RE: Prequalification status for your pending application

Dear Applicant:

The Medical Marijuana Licensing Board considered your partial application for prequalification status on March 21, 2019 and determined that you have prequalification status pursuant to the licensing provisions of the Medical Marijuana Facilities Licensing Act (MMFLA) and Administrative Rule 5 (R 333.205). This letter may be provided to a municipality as documentation of your prequalification status. Please note that this is a pending status until all application requirements in Administrative Rule 7 (R 333.207) are completed. A state operating license for a marijuana facility cannot be issued at this stage of the application. During final application review, the board will consider all information relevant to eligibility including information that has been newly acquired or information that is newly apparent since determination of prequalification status.

If you have not already done so, please submit a facility license application (Step 2) for each state operating license for which you wish to apply. You may submit a paper application online through the Accela Citizen Access Portal on the bureau website at [www.michigan.gov/bmr](http://www.michigan.gov/bmr) or your application may be submitted by mail or in person.

**Mailing Address:**  
Department of Licensing & Regulatory Affairs  
Bureau of Marijuana Regulation  
Marijuana Facility Licensing  
P.O. Box. 30205  
Lansing, MI 48909

**In Person:**  
Department of Licensing & Regulatory Affairs  
Bureau of Marijuana Regulation  
Marijuana Facility Licensing  
2407 North Grand River  
Lansing, MI 48906

Sincerely,

Andrew Brisbo, Director  
Bureau of Marijuana Regulation  
Michigan Department of Licensing and Regulatory Affairs

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# Qualifications of Applicant

## Attachment D



## **Neighborhood Provisions: Qualifications of Applicant Attachment D**

### **Owning a Business**

Born and raised a Michigander and Alpena native for 38+ years, Dr. Currier has grown his family and private practice in the town. Owning his private practice for nearly 40 years and an accompanying optical for over 25 years, Dr. Currier has employed many locals and watched Alpena grow into today's city. He is a firm believer in the necessity of empowering the local community and creating a functioning-family within his workforce. During both the years of the Great Recession and COVID-19, Dr. Currier continued to pay a living wage without losing a single employee. He has given countless seminars and talks to various groups in the area in the belief of the importance of education and placing the individual's medical needs in their own hands. To that end, Dr. Currier has always made his patients his priority, feeling medical assistance doesn't end in the office. His practitioner added experience will help bridge the gap between cannabis misperceptions and legitimacy.

### **Inventory Tracking Experience**

In owning and operating Northern Eye & Northern Eye Optical, Dr. Currier has a deep understanding of managing and maintaining a strict inventory tracking and control system regulated by state and federal laws. Strict practices are ensured for patient's medications, accompanying medical devices, and any eyewear that may be needed. As insurance and medical supply companies demand the utmost clarity on tracking, Dr. Currier and his staff must follow a rigorous set of rules to ensure the highest patient care.

Kevin Currier has managed a bar & grill inside the University of Texas's AT&T hotel and conference center. There he dealt with hiring and maintaining employees and the inventory tracking of the regulated food and beverage of TABC (Texas Alcohol and Beverage Commission). He later managed a startup distillery, Desert Door, where he created the employee handbook, staffing plan, and inventory tracking system they still use today.

### **Operating in a highly regulated industry**

As the cannabis industry is fast-paced with everchanging rules and regulations, Dr. Currier and his son, Kevin Currier, are practiced at being agile in coping with rapid regulatory changes and remaining compliant.

As an owner, operator, and practicing physician of his private medical practice, Northern Eye, Dr. Robert M. Currier has decades of personal experience in highly regulated fields. Within his medical practice are dozens of accredited and highly trained staff and professionals monitored closely by state and federal laws (i.e., LARA,



Medicare, Drug Enforcement Agency). Working locally with MidMichigan Medical Center – Alpena, he must maintain regulations and standards of practice for its medical staff membership. Alongside serving Alpena, and its surrounding communities, he and his staff travel to Newberry & St. Ignace following and complying with their local hospital's regulations and codes.

In addition to medical regulations, Dr. Currier is CEO of another highly federally regulated (i.e., FAA, Alpena County) Aviation taxi & charter business. All airplanes, pilots, and mechanics are continuously monitored and recorded for safety. Along with a strict tracking system and maintained a schedule to ensure the passengers and the crew's safety.

Dr. Currier is also a member of the United States Coast Auxiliary, which is part of USCG and highly regulated by the federal government. There he maintains his accreditation to fly missions for the local USCG unit.

As Kevin Currier has helped open and expand the Desert Door distillery, he had to help the company navigate the state and local regulated Alcohol & Beverage field in Texas.



# Business & Standard Operation Plan

Attachment E-1 & E-2



# **NEIGHBORHOOD PROVISIONS: BUSINESS & STANDARD OPERATION PLAN**

## **Attachment E-1, E-2**

### **Purpose Statement**

Welcome to the Neighborhood. Neighborhoods are places where life occurs. They shape us and connect us. Neighborhoods create the background for our life stories and leave lasting impressions for generations to come. We are proud to be part of the neighborhood.

At Neighborhood Provisions, we are passionate about providing an exceptional medical Marihuana experience for all those seeking assistance. Our dedicated team of caregivers are committed to educating our clients to achieve a healthier and happier life. Neighborhood Provisions plans to locate a single Provisioning Center in Alpena, Michigan. The location provides convenient access to the patient population receiving care.

As a family-oriented medical provisioning center, we focus on the education and understanding of the Marihuana possibilities through treatment. We strive to create a welcoming environment geared towards giving back to our community. We are dedicated to providing new therapeutic resources that will help improve the quality of life for all members of our neighborhood.

### **Our Back Story**

Neighborhood Provisions was born out of a love of family, pride of local community, and an admiration for a curious plant.

As a family, we grew up watching my father start and cultivate his business, and we saw first-hand how integral the community was to his business and our livelihoods. Growing up with that sense of community collaboration, we always knew working closely with the surrounding neighborhood would be the primary mission for our business.

We never set out to be entrepreneurs, especially in the Marihuana field - we all grew up with the notion of marihuana being a life-damaging drug. In fact, growing up in a small business-minded family, we all wanted to be as removed from that business lifestyle as possible. But, as time can do many unforeseen things, it brought our family together. Not simply in the yearly holiday sense, but in a lifestyle and business sense. We started sharing much more than our last name. Something we feel very passionately about. And, coming from a medical background it all seemed like the perfect fit.

This business venture arose out of love, for not marihuana itself, but it's ancillary effects. How it brings people together, how it bridges cultural and economic chasms. Even in our own family where we were all secretly, and shamefully, self-medicating. Taking turns going to my grandma's detached garage for an aptly named "safety meeting." After years of hiding, the gig was finally up, and it, in turn, became a bonding experience for our family. Treating nerve disorders, chronic muscle pain, debilitating migraines, opioid addiction, anxiety, depression, insomnia, all while aiding in eating Thanksgiving feast.

After countless "safety meetings," and discussions with other family and friends who had drastically different views of the efficacy and cultural placement of marihuana, we knew there was a need for education and reform. We had overcome a great divide in our family, something that now bonds us, and we wanted others to have that open discussion in an equally safe and supportive environment. Pain is ubiquitous, but the process of healing is unique and personal to each person.





We want to show what is medically possible with marihuana and socially possible with its proceeds. Michigan is our community. It is our family. Our culture. Our roots and place in life.

We are all legacy here. We are all natives. We are all apart of a greater neighborhood and its traditions. We want to share our family's traditions with you, just as I want this community, this multicultural slice of Alpena, to share theirs with us.

Businesses only grow and prosper in so far as the neighborhood which surrounds it grows and prospers in tandem. I want our growth to be shown in the community that harbors and surrounds us. Neighborhoods are interwoven by the tapestry of generations that have come before us. We want to help make that tapestry strong and vibrant for future generations as possible.

*"The greatness of a community is most accurately measured by the compassionate actions of its members."*  
– Coretta Scott King

### **Mission**

Neighborhood Provisions, a family owned medical Marihuana business, is dedicated to producing and providing economical, lab tested, choice quality medicinal Marihuana to its members. Our intentions are to instruct our members on the various different ways of Marihuana treatments and to provide innovative medicinal Marihuana options to complement their current medical treatment algorithm.

Neighborhood Provisions is to serve all residents of Michigan and Medical Marihuana qualifying patient visitors to the state of Michigan who are using marihuana who suffer from various illness's such as: Veterans Post Traumatic Stress Syndrome (PTSD), Cancer, Aids/HIV, Seizure Disorder, Crohn's Disease to name a few. Neighborhood Provisions' location will focus on serving the immediate patients living in the Alpena, Alpena County and Northern Michigan. Currently these neighborhoods are underserved.

### **Goals**

Being a Non-Profit Medical Marihuana Collective, Neighborhood Provisions fosters a non-judgmental, caring, compassionate environment where its members can share in a safe environment. All of Neighborhood Provisions' medicinal Marihuana will be provided in a professional, safe, and scientific manner.

We, here at Neighborhood Provisions, are going to implement a soft heartedness arrangement that accommodates chronically ill with discounted medical marihuana of their choosing in Hospitals, hospices, nursing homes, patients with limited mobility, bed-ridden or house-bound patients.

### **Situation Analysis**

The term medical Marihuana refers to the use, possession, and/or cultivation of marihuana for medical purposes. Medical Marihuana uses the Marihuana plant or chemicals in it to treat diseases or conditions. People who are terminally ill, or suffer from painful or long-term symptoms associated with certain diseases, such as epilepsy, AIDS, glaucoma, and cancer, often request medical marihuana as a form of treatment and/or pain relief.

Neighborhood Provisions will provide the facility, education, and resources to serve medical Marihuana patients in the Greater Alpena area.





### **Key Messages**

- Family oriented medical provisioning center focused on education and understanding through interaction
- We are focused on new resources and innovative personal healthcare
- We are creating community wealth through education
- Giving back is the only way to truly live
- There is no community if you don't give back to it

### **What Do Our Current Consumers Believe?**

- Marijuana has medical benefits
- Six-in-ten Michiganders (62%) favor medical Marijuana
  - Millennials (74%)
  - Gen Xers (63%)
  - Baby Boomers (54%)
  - Silent Generation (39%)

### **What Do We Want Our Future Consumers To Know?**

- We are partners in your care
- We understand the industry and will customize a plan for your individual needs
- We are committed to being a good steward to the neighborhood in which we reside

### **Key Stakeholders**

- Business owners
- Church leaders
- Community groups
- City leaders
- Doctors
- Patients

### **Strategy**

Develop a comprehensive plan to help Neighborhood Provisions become the premier Provisioning Center in the Greater Alpena area. Through innovative products, exceptional customer service and a commitment to community outreach, Neighborhood Provisions will work to elevate the medical Marijuana experience.

Potential clients will engage with Neighborhood Provisions through its provisioning center as well as its interactive website. This plan allows for two-way communications with consumers and the Neighborhood brand.

### **Provisioning Center**

- Design state of the art provisioning center
- Develop community partnerships and collaborative initiatives

### **Compliance Statement**

Neighborhood Provision's priority is to serve its patients. Our marketing efforts will focus on education and will position us as an ethical provider of medical Marijuana in Michigan. This message will be managed with the assistance of professionals and supported by the value we place on the quality of the products and our core mission of providing palliative care to patients.



To meet our mission, we will work with multiple stakeholders including current and prospective patients, healthcare providers, legislators, and regulators. Each stakeholder will require a unique outreach plan. As regulations permit, we will implement a combination of personal outreach, social media, traditional advertising, public relations, and strategic partnerships to reach each of these unique groups. Our efforts will highlight our products and education, our medical focus and experience, our dedication to minimizing risk, our planned growth, and our commitment to being compliant with all Michigan laws and regulations.

### PRODUCTS OR SERVICES TO BE PROVIDED

As a Provisioning Center, we will focus on selling:

- Marihuana and marihuana infused products,
- **Hybrid inteca and sativa – 100%**
- **Edibles**
- **Medical Marihuana Oils**
- **Strains that have demonstrated positive health impact for treating Cancer and other illnesses**
- Smoke accessories and dispensary supplies, and
- Company branded apparel.

We will provide the following services:

- Cost discounts for low income patients, veterans, and seniors with proof of income,
- Free shuttle service from retirement communities to our dispensary, and
- Free educational seminars for the community-at-large (persons under 21, or possess and medical marihuana card, are not allowed to participate).

### ACTIVITIES TO BE CONDUCTED INSIDE AND OUTSIDE THE BUILDING

The Center will be divided into six (6) separate and securely-monitored areas:

- Security checkpoint and area
- Public reception & intake area
- Employee break & training room
- Secure Sales Showroom with budtending stations
- A secure and separately located storage room
- Management office and secure video surveillance room
- Deliveries will be made through our garage

#### INSIDE

On a continual basis, the facility will host educational seminars, classes, and discussions included but not limited to:

- Medical Marihuana types,
- Medical conditions/treatment recommendations,
- Patient/customer education such as safety precautions, product care and storage, methods of medicating and tolerance,
- Private consultations by request.



Our target markets are prescribed medical marihuana patients, the elderly and community-at-large in Alpena, and the surrounding Northeast Michigan area. Seminar and class topics will be based on participation, suggestions from the community, trending topics in the industry and other topics we think to be beneficial. We will bring in doctor(s) and pharmacists when necessary to participate and/or conduct class(es).

In the lobby area, participants will be able to take educational paper handouts, view posters with topics such as:

- Michigan Marihuana Laws
- Legal requirements and rules when visiting the dispensary
- Contacts to other ancillary businesses which may include, but not limited to:
  - Lawyers
  - Doctors
  - Wholistic Medicine Experts
  - Support Groups
  - Chefs
- Alpena Good Neighbor Policy:
  - Compliance with State and Local Laws
  - Not providing medical marihuana to non-prescribed persons
  - Not smoking or loitering in the vicinity of the dispensary or surrounding neighborhood
  - Never driving while impaired
  - Securing medicine at home
  - Obeying parking requirements when visiting the dispensary

## HOURS OF OPERATION

Hours of operation for retail are:

<b>SUNDAY</b>	11am – 8pm
<b>MONDAY</b>	11am – 8pm
<b>TUESDAY</b>	11am – 8pm
<b>WEDNESDAY</b>	11am – 8pm
<b>THURSDAY</b>	11am – 8pm
<b>FRIDAY</b>	11am – 8pm
<b>SATURDAY</b>	11am – 8pm

Employees shall arrive no earlier than 30 minutes prior to opening and their shift starting. Employees will leave the premises no later than 30 minutes after their shift end or the facility operational close. Neighborhood Provisions planned days and hours of operation are within the times permitted by state and local rules.



## NUMBER OF EMPLOYEES

We estimate the following staff and independent contractor support in the first 12 months of operation:

QTY	POSITION	CLASSIFICATION
8	Budtenders	FTE
3	Secretary / Greeter / Intake/ Receptionist	PTE
2	Patient Services and Education Specialist	PTE
1	Inventory Control Specialist	FTE
2	Quality Assurance Specialist	PTE
1	Community Outreach Coordinator	FTE
1	Business Manager/ Bookkeeper	FTE
1	Compliance Manager	FTE
1	Chief Executive Officer	PTE
1	Chief Financial Officer	FTE
1	Director of Operations	FTE
1	Operations Manager	FTE

## DAILY DISTRIBUTION PROCESSES

At the start of each business day, employees will arrive at the facility and check-in with the supervisor on duty. Each employee will clock in for his/her scheduled shift and proceed with normal business operations. Employees will be assigned open and closing responsibilities, as well as specific tasks and other business-critical processes, to be completed during each shift.

## OPENING RESPONSIBILITIES

The daily responsibilities for preparing the facility to open each day will consist of the following:

- Balancing and assigning cash drawer to each point of sale system terminal.
- Inventory management.
  - Recording beginning daily inventory on log sheets and in Metric.
  - Manager verification that inventory is correct.
  - Assessment of inventory levels relative to forecasted sales.
- Ensuring there are sufficient amounts of product available for sale during the shift and the next day.

## CLOSING RESPONSIBILITIES

The daily responsibilities for closing the facility and securing product for safe storage through the night will consist of the following:

- Closing and balancing the point of sale system.
- Balancing and reconciling cash.
- Managing inventory:
  - Recording ending daily inventory on log sheets and in Metric.
  - Manager verification that inventory quantities are correct
- Reconciling inventory—if there is a discrepancy, management will determine how to proceed and report.
- Securing the facility for nightly closure.
- Preparation for next business day, including product availability relative to patient demand and cleaning duties.



## SALES AND PATIENT MANAGEMENT

Neighborhood Provisions Manager is responsible for all sale transactions in the dispensing facility. The Provisioning Center Manager must ensure all employees working in the facility are properly trained on all operating procedures. OCU-specific procedures must be developed, written in detail, and maintained by the manager. The dispensing facilities will not be open or in operation unless either the Facility Director or Manager are on the premises and directly supervising the activity within the facility. At all other times, the dispensing facility will be closed and properly secured.

## PATIENT INTAKE

All new patients will complete a new patient intake process and be offered an orientation to the facility. All forms will be completed and signed. A printed copy of signed forms will be provided to the patient. All qualified patients and designated legal representatives will be documented in our POS to ensure compliance with patient management, inventory, and tracking policies.

### New Patient Registration

New patients will be greeted at the front desk and asked to present a valid, government-issued form of photo identification, as well as their registration card issued by the department. This information will be logged and time-stamped. The new patient will be advised of the rules while in the Provisioning Center. The new patient will be asked to take a seat in the waiting area and advised that an employee will soon escort them through the process of purchasing marihuana products. This process will include individual counseling and education required by the department.

### Qualifying, Registered Patient Verification

Registered employees will verify every qualifying patient's and primary caregiver's state-issued medical marihuana license prior to entry into the retail dispensing area. The electronic verification process will need to be completed for every single patient and/or caregiver *EVERY* time they wish to purchase products at the facility. No exceptions will be made.

- **Medical Marihuana Identification Card**—Accept patient and caregiver's state-issued medical marihuana card
  - Ensure the state-issued medical marihuana license is current (check the expiration date on License)
- **Government-Issued ID**—Patients and caregivers must also have a current and valid Michigan government-issue ID, passport or Driver's License.
  - Ensure that the state-issued ID is current (check the expiration date on ID)
- **Verification**—Verify the validity of the state-issued medical marihuana license
  - Verify the validity of the medical marihuana license through the METRC state electronic verification system
- **Access**—Allow or deny access to the qualified patient and primary caregiver
  - Allow entry to the retail location if the patient and caregiver have a valid state-issued medical marihuana license.
  - Deny entry to the retail location if the patient and caregiver do not have a valid state-issued medical marihuana license.
    - If you feel the patient and caregiver is trying to use a fake or fraudulent medical marihuana license; confiscate said medical marihuana license and contact required authorities.



## **PATIENT IDENTIFICATION CARDS**

No employee will complete a sales transaction for a patient or the patient's designated legal caregiver if his/her information is not current and verified in the registry.

## **IDENTIFICATION REQUIRED**

Immediately upon entry to the premise, all patients and legal representatives must present to the front desk employee valid proof of identification. Acceptable IDs are limited to:

- A driver's license;
- A government-issued identification card;
- A military identification card; or
- A passport.

## **PATIENTS UNDER 18 YEARS OLD**

A person under the age of eighteen (18) must be precluded from purchasing Marihuana Products unless he or she is a qualified patient AND is accompanied by their designated legal representative.

## **PROHIBITED TRANSACTIONS**

The company employees may not:

- Open or operate the dispensing facility without the presence and approval of the manager. The Facility Director or Provisioning Center Manager will be on the premises and directly supervising activity within the facility. At all other times, the dispensing facility will be closed and properly secured.
- Permit any other third party to sell any items on site.
- Allow approved Marihuana Products to be vaporized or consumed on the premises of a provisioning facility.
- Dispense approved Marihuana Products to anyone other than a certified patient or designated legal caregiver.
- Dispense an amount greater than a 30-day supply to a certified patient or designated legal caregiver, and not until the patient has exhausted all but a seven-day supply provided pursuant to any previously dispensed marihuana product by any registered organization. The company will verify this information by consulting the registry.
- Open marihuana product packaging
- Allow anyone in the secured dispensing area who is not expressly authorized to be in the dispensing area.

## **Sale and Distribution of Manufactured Marihuana:**

All marihuana and manufactured marihuana products offered for sale at registered provisioning organizations shall be labeled in accordance with the rules of the MMFLA. In accordance with the MMFLA, a Provisioning Center will not transfer any marihuana products to any other Provisioning Center nor accept any marihuana products from any other Provisioning Center.

## **PRODUCT INFORMATION**

For each batch of marihuana sold and transported, the following information shall be made available to the purchasing Provisioning Center upon or prior to delivery:





- Batch number.
- A list of all chemical additives used in the Cultivation Facility, including, without limitation, nonorganic pesticides, herbicides, and fertilizers.
- Harvest information: Including dry and cure times.
- The date of harvest.
- MMFLA 3<sup>rd</sup> party lab test results

## **NO UNLAWFUL TRANSACTIONS**

In accordance with state laws and regulations, the facility will ensure that no unlawful sales transactions are permitted or tolerated. No sales or distribution of Marihuana Products to non-registered patients or legal representatives may ever occur.

## **NO SUSPECTED DIVERSION ALLOWED**

Employees must refuse to sell Marihuana Products to a patient, or legal representative they suspect may be diverting such products and notify the Security Director immediately.

## **REFUSAL OF SALE**

Any employee may refuse to dispense products to a patient or his/her authorized legal representative if, in the opinion of the employee, the patient or the public would be placed at risk. In any instance of denial, the Provisioning Center Manager will notify the patient's physician if that step seems necessary.

## **COMPLETING THE SALE**

After verifying the certified patient's information and their physician certification, the employee will check the POS to determine the quantity of Marihuana Products the patient is allowed to purchase.

## **PRICING**

Neighborhood Provisions will provide its marihuana products at the lowest possible cost to patients while observing their fiduciary responsibilities. Prices will be easily available and transparent to patients and will not change without reasonable notice. The company will maintain a detailed accounting of all costs that were included to arrive at its proposed price, including but not limited to its fixed and variable costs such as materials and services; direct labor; and indirect costs.



# Job Duties, Wages, Benefits & Hiring Criteria

Attachment E-3 & G



## Neighborhood Provisions: Job Duties, Wages & Hiring Criteria Attachment E-3 & G

### Personnel Plan

Please note, all plans and job descriptions are subject to change based on operational needs and resources.

#### Job Types and Descriptions:

Neighborhood Provisions is committed to providing a positive work environment for the employees working within our job creation plan to build strong, positive relationships and assist in making our immediate community a promising, flourishing place to live and work. It is our expectation that our plan clearly presents our provisioning center as a job creator, community oriented organization, committed to improving the lives of those around us. The following information details our job creation plan as a company and as an active partner in the Alpena community.

In support of our job creation plan, the provisioning centers will maintain a high staff-to-patient ratio in order to provide a consistent level of quality service. As patient numbers increase, the provisioning centers will adjust staffing to maintain this capability. Neighborhood Provisions has adopted a comprehensive worker training program to guide recruitment, hiring, training and managing of our employees. We will promote from within the company to increase value for both the employee and the local economic community. Highlights of the plan feature precise definition of responsibilities and clearly understood chains of authority. Well paid, well qualified, and well trained employees is a priority for the provisioning center.

#### Projected Positions at Neighborhood Provisions – All positions may not be filled in year 1 of operations:

1. **Chief Executive Officer:** As first in command, the CEO gives the provisioning center the proper strategic direction as well as creating a vision for success. He/she oversees all operations and business activities as well as develops strategies and plans that align with short-term and long-term objectives. The CEO sits on the Board of Directors and accepts all final fiscal responsibility and bottom line accountability. He/she oversees all hiring and provides feedback to the Board of Directors on performance. He/she is responsible for developing a high performing managerial team and for leading and motivating staff to promote and sustain employee engagement. For this specific position, the CEO must have in-depth knowledge of all aspects of the medical marijuana industry.
2. **Chief Financial Officer:** The Chief Financial Officer sits on the Board of Directors and is responsible for planning, developing, organizing, implementing, directing and evaluating the organization's fiscal function and performance. He/she must be well-versed in all aspects of financial management, including accounting, tax filings, banking operations, and payroll. The provisioning center's CFO is in charge of integrating the State's approved seed-to-sale software into the provisioning center's accounting practices and will work with the security director to monitor inventory control systems.
3. **Director of Operations:** The operations director oversees and directs the physical operations of the entire facility from start to finish: construction of the facility, build-out of the interior, the selection and installation of all utilities and equipment, on-going maintenance, and obtaining proper permits. He/she will report to and work with the CEO and CFO to ensure accurate projected costs, adherence to timelines, inspection preparedness, and strict compliance with local and state regulations. He/she is tasked with acquiring and assigning contracting bids



according to the State's and the provisioning center's job creation goals. The director of operations provides leadership to all departments throughout the facility by planning, identifying, communicating and delegating responsibilities to the store management team to ensure a smooth flow of operations within the company. The director of operations guides the store manager and develops their talent in ensuring customer satisfaction and measuring financial performance. He/she will oversee the day-to-day operation of the dispensary, managing core department managers (security, communications, patient services, and inventory) while managing all strategies and tasks related to the facility, accounting, sales, marketing, and public relations. He/she has financial responsibility for the provisioning center and is responsible for successful strategy execution. He or she keeps tight control of the senior management-approved budget and oversees operations according to established policies and procedures. He/she is responsible for overall building appearance, cleanliness, comfort, functionality, safety, security, and overall customer experience. The director of operations is ultimately responsible for employees' strict adherence to laws and regulations concerning medical marihuana. The director of operations reports to and is accountable to the CEO and the CFO.

4. **Chief Security Officer:** The CSO is responsible for understanding, implementing and ensuring compliance with all elements of safety and security mandated by the City of Alpena, State of Michigan and the provisioning center's security plan. They will maintain strict vigilance regarding physical security of all patients, employees and the public and oversees the safety of staff and the security of the facility. They will also be responsible for operational awareness for the diversion and/or deviation of medicine. They are responsible for implementing the provisioning center's design plans for the security procedures and protocols and security surveillance system, video surveillance system, and video storage. Ensuring all employees' adherence and that all systems are checked and maintained on a regular basis is a priority for the CSO.

Additionally, they will be responsible for all security of the facility and its perimeters and train all staff to standard security protocols. They are responsible for ensuring that all security equipment, alarms, locks, cameras and surveillance data are properly functioning, maintained and operational. They will hire and manage security guards, including conducting background checks for new employees. The CSO will also work closely with the CFO to manage inventory to prevent theft and diversion. They will also oversee transportation and delivery assignments, making sure delivery manifest are properly completed and logged. They are also responsible for the security and safety of the immediate environment outside of the facility perimeter to the extent that the provisioning center's operations are safe to the neighbors' welfare, arising from the facility's presence in the neighborhood.

5. **Operations Manager:** Operations Managers are responsible individuals for the operational oversight and management of the provisioning center. They are also responsible for the implementation and organization of day to day facility operations and for the general welfare of all employees and patients. They have the overall purview of finished product, from logging in inventory as it arrives in the provisioning center, to accounting for cash receipts at the end of the day. They manage the inventory of the provisioning center and orders specific sorts of medical marihuana from the cultivation facility to insure adequate inventory. The Operations Manager will work with the director of communications and community outreach coordinator to help understand what product segments are wanted by patients and to gather feedback as to the effectiveness of medical marihuana on treated conditions. This will lead to better patient outcomes and will result in overall growth to company. The Operations Manager will be responsible for safe handling of medication, currency, procurement of medication, inventory control and tracking, delivery manifests, oversight of the packaging room, loss prevention management, and product recall and while also trained to handle specific emergency situations. He/she is responsible for overall customer/patient experience implementing daily operational policy and procedures while being a liaison between the patient and company. The Operations Manager and the director of operations are responsible for assuring that



the facility is in compliance with all City and State regulations. The Operations Manager will report to the CEO and CFO.

6. **Budtender:** The Budtender is the company's interface with the public. He/she is responsible for ensuring that all medical marijuana product dispensed inside the entity is done in a friendly, safe, and compliant manner. They are responsible for offering patients advice on which products would best help treat their symptoms while directing the patient to the medical marijuana strain and corresponding potency. He/she can discuss the physical properties, effects, and treatments of medical marijuana that best fits the patient's needs. He/she is responsible for confirming identity and qualification for receipt of medication. He/she is responsible for proper cash and product transactions, and insuring each sale goes through the state certified point of sale system. After a patient has selected their medicine, the patient is brought to the check-out area where the provisioning center's Budtender will review the order for accuracy. The Budtender will print the labels for each product and affix them in the proper compliant manner while processing the patient's transaction. When educational material is requested, they will provide the necessary paperwork for the patient. He/she opens the store, checks inventory against the previous night's closing inventory, reconciles cash at the end of the day, and insures that the sales have been properly entered into the point of sale system and that no patient information has been retained beyond what is allowed by law. They will dispense pre-packaged medical marijuana and will not have access to any inventory other than the inventory, which is on-site in security sealed childproof packaging. He/she works alongside security guard to facilitate patient transactions and to avoid theft. The provisioning center Budtender reports to the Operations Manager and works together with the director of communications and community outreach coordinator on patient education and product knowledge.
7. **Security:** Security guards work with the security director and the Budtenders. They are responsible for ensuring company facility, employees, patients and products are well secured in accordance with established procedures and policies. They will monitor and authorize entrance and departure of employees, visitors, vendors and other persons, asking for appropriate documentation in order to stop suspicious people and guard against theft. They are responsible for maintaining security of premises, conducting security checks, viewing security monitors, and reporting significant problems to authorities. They will complete scheduled security reports. They will maintain the provisioning center's stability and reputation by complying with local, state laws and regulations. The security guard will have access to different types of methods needed to contact police, medical services, fire etc. when necessary. Security may be coupled with other positions within the company.
8. **Patient Services and Education Specialist:** The Patient Services and Education Specialist will meet with patients, assess their needs and actively engage them in developing a treatment and medication plan. Will compile and distribute all applicable informational and educational materials and disclosures, and will monitor the patient's usage for signs of adverse effects or misuse. Receives comments and input from patients on a case by case basis, and conduct informal surveys of the patients for ratings as to service and satisfaction.
9. **Quality Assurance Specialist:** The Quality Assurance Specialist is responsible for scales calibration and, to ensure all medicine is free from toxins, molds, pesticides and other impurities and acts as liaison with the testing laboratories. Responsible for product handling, including weighing and repackaging products for sale. Labeling and sealing all packaging. Maintaining cleanliness standards in the handling of product. They are responsible for ordering packaging and labelling materials. Ensuring that such materials aren't defective and that proper labelling and packaging of products is compliant with applicable state and city laws and ordinances.
10. **Inventory Control Specialist:** The Inventory Control Specialist will assist the Operations Manager in implementing and overseeing the inventory control system in coordination with METRC approved inventory control vendor. Will monitor inventory counts. Assist in the review and revision of theft/diversion prevention





procedures utilizing both the computerized inventory system and developing procedures in the handling of inventory and currency.)

11. **Community Outreach Coordinator:** The Community Outreach Coordinator will assist with the administrative duties associated with patient sign-ups and community events. This role is primarily responsible for supporting the provisioning center in establishing community relationships, helping patients through the application process and prospecting new opportunities that will assist residents and improve the community. They will serve as a resource for patient calls and inquiries that come into the provisioning center. They will also provide support and organize seminars and workshops, sign-ups and community events. They will organize all necessary details for on-site events including allocating space, room setup, a/v requirements and materials. They will stay up to date with medical marihuana rules and regulations. They will serve as support for social media and electronic inquiries. The Community Outreach Coordinator will develop and implement community outreach projects every month and coordinate different ways that employees, patients, and caregivers, can volunteer and/or contribute to the community. The Community Outreach Coordinator will act as an intermediate between the facility and the community. Their primary responsibility will be to increase the public image of the facility and the proper use of medical marihuana, as well as assess and respond to any questions, issues and complaints from the community. Additionally, the Community Liaison will be responsible for coordinating community beautification projects to help improve the surrounding area and neighborhood.
12. **Bookkeeper:** Bookkeeper will be responsible for all accounts payable and accounts receivable, inventory management, tracking of purchasing and selling of medical marihuana by the business, taxes and any other financial matters such as employee payroll.
13. **Receptionist:** Receptionist will handle all patient check-ins, visitor logs and field inbound phone calls. Additionally, the receptionist will organize all documentation in regard to patient, visitor and third-party information. Receptionist will maintain clear lines of communication with the manager on duty to advise them of any issues.
14. **CPA:** CPA will have complete oversight into all financial transactions for the business and be responsible for documenting and submitting any and all federal and state taxes on a yearly basis. The CPA will also assist in financial planning, Investments, mergers, acquisitions, consulting, objective advice and assistance in both financial and strategic areas.



### Employees' Annual Compensation:

Compensation refers to all forms of pay and rewards received by employees for performance in their jobs, including all forms of cash, benefits, services and perks. Neighborhood Provisions will strive to hire 100% of local residents. Neighborhood Provisions commits to pay our employees at a base of above 150% of Michigan minimum state wage. The current minimum wage in Michigan is \$9.65/hour.

The average income of an Alpena resident is \$19,297 a year. The US average is \$28,555 a year. The Median household income of an Alpena resident is \$32,377 a year. The US average is \$53,482 a year. Both income levels are below the median annual individual and household income in the United States.

We project that at least 80% of our employees will be paid at \$15 an hour or above. The importance of compensation will promote the attraction, retention and development of quality people. Compensation is given in financial rewards that are either direct or indirect:

(1) Direct compensation:

- a) Wages and salaries.
- b) Starting pay rate far above minimum wage.
- c) Raises each a year based on work performance.
- d) Incentives.
- e) Bonuses and commissions.
- f) Tuition reimbursement.

(2) Indirect compensation:

- (a) Workers Compensation.
- (b) Health benefits.
- (c) Vacation pay.
- (d) Sick pay.
- (e) Holiday pay.
- (f) Promotion from within based on work performance.

### Wage Scale

For all hourly employees, the following pay per hour shall be applied across the board, and adjusted to meet or exceed 200% of the prevailing minimum wage:

First 90 Days: \$15.00

Remainder of Year 1: \$16.50

Year 2: \$17.50 + bonus based on performance

Year 3: \$19.00 + bonus based on performance

Year 4: \$20.00 + bonus based on performance

### Base Salary pay scale table:

Chief Executive Officer	\$65,000
Chief Financial Officer	\$65,000
Director of Operations	\$54,163
Director of Security	\$54,163
Operations Manager	\$43,326
Director of Communications	\$32,490



Budtender	\$31,200
Security	\$37,440
Patient Services and Education Specialist	\$31,200
Quality Assurance Specialist	\$31,200
Inventory Control Specialist	\$31,200
Community Outreach Coordinator	\$31,200
Bookkeeper	\$52,000
Receptionist	\$28,200
Secure Transportation	Based on 3rd party rate
Sanitation	Based on 3rd party rate
Laboratory Testing	Based on 3rd party rate
Legal Counsel	Based on 3rd party rate
Consultants	Based on 3rd party rate
CPA	Based on 3rd party rate

### **FAIR EMPLOYMENT PRACTICES POLICY**

Neighborhood Provisions is committed to providing all agents with a safe, healthy and beneficial working environment. Workplace safety and environmental standards are of utmost concern to Neighborhood Provisions, as the welfare of our agents greatly impacts our ability to operate successfully. Fair employment practice including the prohibition against all forms of illegal discrimination, will be prioritized and enforced at all Times through Neighborhood Provisions codes of conduct. All Neighborhood Provisions agents will receive access to generous benefits packages and rates of compensation that exceed state minimum standards. By providing equal access and fair treatment to all agents we will improve Neighborhood Provisions' success while enhancing the progress of individuals and the community in which our business operates.

### **COMPENSATION STANDARDS AND TIME OFF**

The standard Neighborhood Provisions work week consists of 40 hours. Overtime compensation is paid to non-exempt agents in accordance with federal and state wage laws. Overtime is payable for all hours worked over 40 per week.

Each agent's hourly wage or annual salary will be reviewed at least once each year. When the company has the financial ability to provide them, increases will be determined by performance, adherence to laws, policies and procedures, and agents' ability to meet or exceed duties per job description and achieve performance goals. Neighborhood Provisions will provide all agents with competitive wages based on position and tenure. Our standard wages range from \$12 per hour to \$75k annually. Bonuses are variable, generally never exceeding 5% of an individual's total yearly salary. Additionally, all bonuses are at the digression on the Chief Operating Officer and not guaranteed. By providing our agents with adequate compensation, we reinforce our commitment to investing in the progress of individuals and the establishment of a highly capable and experienced team. It is a goal of Neighborhood Provisions to establish long-term employment opportunities for all agents.

Neighborhood Provisions will offer its regular full-time agents paid vacation after one year of employment, two weeks after three years and four weeks after five years of service. Additionally, Neighborhood Provisions will provide unpaid leave opportunities for all agents to care for the agent's child after birth or placement for adoption or foster care, to care for the agent's spouse, son, daughter or parent, who has a serious health condition, for a serious health condition that makes the agent unable to perform the agent's job and for a qualifying urgency or military caregiver leave.



## **Benefits**

Neighborhood Provisions is committed to providing a generous benefits program for all agents as allowed by the company's financial performance. When fiscally feasible, all Neighborhood Provisions agents will have the opportunity to participate in a 401(k) plans and other types of retirement programs with a matching company contribution. Agents will also be presented with access to competitive health insurance programs or a health savings account (HSA) program covering individuals and families. 125 Flexible Spending Accounts will be established for participating agents, allowing participants to set aside pre-tax dollars to pay for certain types of health expenses. Neighborhood Provisions will establish access to three plans: (1) for medical expenses, (2) for dependent care expenses and (3) or certain transportation expenses. Neighborhood Provisions will additionally provide agents with options for participating in long-term and short-term dental and vision coverage, disability insurance and life insurance programs or provide equivalent salary allowances.

Neighborhood Provisions will offer its employees after passage of a 30-day probationary period, the following employee benefits as part of their compensation package:

- Participation in company sponsored medical & dental health plans with eligibility for dependents.
- Eligibility for 2 weeks of paid vacation accruing at 1.25 days per month commencing immediately.

Our community involvement directives allow agents to earn wages while participating in community-based initiatives such as volunteer work, and other community-based service programs. Additionally, Neighborhood Provisions may establish tuition reimbursement programs for agents to reimburse for programs that benefit agent advancement.

## **Affirmative Recruitment**

Neighborhood Provisions recognizes that preferential hiring based on minority status, sex or handicap would be unlawful even as a means of addressing under-utilization of such groups, except as a numerical remedy ordered by a court.

Accordingly, Neighborhood Provisions will undertake a vigorous program of affirmative recruitment for socio-economic challenged and under employed communities, women, veterans, and handicapped persons in all job categories in which they are found to have been underutilized. Regardless of whether or not such under-utilization currently exists, Neighborhood Provisions will conduct an expanded program of open recruitment in all positions to avoid the possible discriminatory effects of informal job networks and similar systems.

The Neighborhood Provisions' affirmative recruitment program will include, but not be limited to, the following specific actions:

1. Development of search strategies for qualified minorities, women, veteran, and handicapped persons for executive level appointments: This will be a continuing function of the COO.
2. Written affirmative recruitment Plans: The Human Resources Manager shall prepare a statement setting forth the specific steps it will take to assure appropriate representation of minorities, women, veteran and handicapped persons in its applicant pools.
3. Open posting of vacancy announcements: All vacancies for ALL positions will be openly posted at places that are prominently visible to all employees in all offices, projects, etc. The posting period shall be of sufficient duration, but no fewer than ten working days, to allow time for interested personnel to consider applying.
4. Broad public announcement of vacancies: The Human Resources Manager will include public announcements in such media as help wanted columns of newspapers, professional journals and publications which service minorities, women, veteran, and handicapped persons, and on-line job boards that are free to all interested persons.
5. Sources of minority, women, veteran and handicapped applicants: Media and organizational sources specializing in recruitment and referral of minority, women, veteran, and handicapped applicants will be compiled in an email



list so that electronic copies of vacancy announcements can be easily distributed. This will be the responsibility of the COO.

6. The COO will also maintain working relationships with these non-profit and outreach organizations referenced throughout this plan.
7. Information and assistance in working with the organizations will be made available to personnel responsible for hiring and they will be trained to utilize the services of the COO prior to posting any job announcements or recruitment strategies.
8. Recruitment at minority and women's colleges and universities: In all positions in which college or university recruitment is a normal procedure, and in which minorities and women have been underutilized, colleges and universities whose enrollments are predominantly minorities or women will be included in the recruitment process.
9. High-Level monitoring of each recruitment: Offers of employment for any position will not be made until the job postings and recruitment activities has been submitted to the COO for review to ensure all affirmative recruitment measures set forth in this plan have been met.

Additions to, or modifications of, these recruitment procedures may be recommended from time to time for better achieving the Affirmative hiring goals of this plan.

### **Veterans Hiring Program:**

Neighborhood Provisions' veteran's hiring program will recruit, retain, and employ veterans. Veterans and returning service members bring a unique skills set and experiences to the civilian workforce. Because of the training, work ethic and goal-oriented culture of the military, veterans not only make excellent employees, but also tend to have a higher rate of retention. Veterans bring with them the skills to do the Job, in a timely and efficient manner. These skills such as leadership, management, teamwork, accountability and responsibility are qualities that can benefit our productivity.

- **Recruit:** Neighborhood Provisions will establish our job application process as veteran-friendly. We will consider military service as a part of an applicant's work history during the hiring process. Military service is an important part of an applicant's background and can be a strong predictor of his or her ability to receive and respond to supervision and training. Leadership skills and leadership potential are also indicative of an applicant who has successfully completed his or her Wit obligation. We will request and utilize the DD214 as proof of service completion and hire without judgement. We will utilize the Military Occupational Classification code by entering at this code into the U.S. Department of Labor's Occupational Information Network (O\*NET) to locate a civilian equivalent Job title.
- **Employ:** We will hire qualified, local Veterans and will accommodate Wounded Warriors. We understand our responsibilities under the Americans with Disabilities Act (ADA). We will network with these three organizations to create our Veteran employee recruitment pool.
  - National Network Organization for Veterans, Community Service/Non-Profit, 1832 Briarwood Drive, Lansing, MI 48917, Phone number (517) 749-8735.
  - Michigan Workforce Development Agency, Victor Office Center, 201 N. Washington Square, Lansing, MI 48913, Phone: 517-335-5858.
  - Workforce Development Agency, State of Michigan, Attn: Pure Michigan Talent Connect, 201 N. Washington Square, 3rd Floor, Lansing, MI 48913.
  - Veterans will be referred to post their resume at the MiTalent website.





**Ancillary Economic Anchor:** Neighborhood Provisions will hire local contractors, cleaning companies, waste disposal companies and will acquire medical marihuana from cultivators located in Alpena, when applicable, to help stimulate the local economy. The marihuana Industry is growing at such a fast pace and there are untold job opportunities related to medical marihuana. Some of these positions include promotion, photography, creative design, brand ambassador, reviewers, media and more. There are plenty of great opportunities. Marihuana business is just like a regular business. Specialty companies will be needed to ship, test, market, enforce, track, insure, construct, lobby, inspect in the medical marihuana industry. The need for marketing, accounting, sales, logistics and management positions are necessary.

**Worker Training Program and Promoting from Within the Company:** Neighborhood Provisions team will be trained to represent the quality medicine and the outstanding service we provide. Worker training is essential for specific purposes related to the marihuana industry. There will be a worker training program that develops employees toward advancement in long-term career goals within our provisioning center. Learning and upgrading employee skills becomes successive as our employees grow, and the long-term gains associated with employee training make a huge retention difference. A worker training program's short-term expense ensures keeping qualified and productive workers who will share their knowledge with new hires. Here are some of the development initiatives:

**Offer Continuous Learning & Development:** The marihuana industry is becoming increasingly sophisticated both technical and medical. Budtenders will need to ensure they are educated with the latest strains available and research on marihuana. We aim not only to invest in our knowledge capital for our company, but to increase loyalty through this investment in education too. The tasks that are assigned to each employee is intentional. We aim to monitor the frequency of tasks, hours involved, and productivity.

**Recognize Retention & Promote:** Remember, if you help them grow their careers, they'll help you grow your business. Everyone likes to have a sense of ownership of their work and to have that feeling that they are contributing to the company. Budtenders who aspire to dedicate their careers to the legal marihuana industry will likely be looking to progress in their jobs and learn over time. We will give them opportunities to step up to take leadership or ownership over certain tasks. Where we can, give as much autonomy to our Budtenders on their projects to work towards a results-driven culture. As we seek to engage our employees through the training offered, education available, and a variety of tasks at hand we take some time to understand our employees' career goals. While many love their work as Budtenders, some may aspire to move up in the field or expand their involvement in the business. Nurture those dreams, and recognize talent early. Act as a mentor and show them some of the real challenges involved in ownership. We will promote from within when possible. We care about our employees' careers as much as they do. Job performance, reliability, dependability, punctuality, frequency of missed days, performance under stress, ability to lead and an ability to follow company guidelines are all factored when developing and considering an employee promotion. We offer an extensive training program, where new hires are not put onto the floor to help customers until they have completed a 2-week to 4-week training program. This ensures that they are educated on industry regulations, general marihuana information and have learned what types of products our store has available, along with the process of making each product.



# Human Resources Plan

## Attachment E-4



## **Neighborhood Provisions: Human Resources Plan Attachment E-4**

### **Personnel Management Plan**

Neighborhood Provisions will properly train all of its employees before they are permitted to work in any provisioning facility operations.

Prior to being offered an employment position with Neighborhood Provisions, all potential applicants will be required to pass a background check to ensure the potential applicant does not have any criminal felony convictions, align with our company's core values, and otherwise is of good moral character.

Neighborhood Provisions intends to offer competitive, living wages and salaries, as well as benefit packages that include paid time-off and health insurance to all employees. Exact compensation and benefit plans and packages are in the process of being developed. It is Neighborhood Provisions' goal to pay salaries that are, at a minimum, equitable and commensurate with salaries paid for similar work within the labor market. Accordingly, positions will generally be classified and then assigned a salary range that defines a minimum and maximum pay rate. An employee's salary may advance within the salary range as the result of performance reviews, promotions, market conditions and other business considerations. Such increases in pay are considered merit adjustments which are not guaranteed and may vary in timing and degree from employee to employee.

In accordance with state legal requirements, employees will be compensated for hours worked in excess of forty (40) hours per week. Overtime pay is based on actual hours worked. Paid time off for holidays and vacations does not count as "hours worked" for overtime purposes. Any overtime hours worked by a non-exempt employee will be required to be approved in advance by the employee's supervisor. Non-exempt employees are not to work before, beyond or outside their normal working hours without such prior approval. Employees who fail to work scheduled overtime or who work overtime without prior authorization from a supervisor may be subject to disciplinary action, up to and including termination of employment.

### **Number of Employees**

Neighborhood Provisions is determined to hire 30 employees from the local area, the exact number of employees employed by Neighborhood Provisions is to be determined upon deployment of operations and the establishment of personnel requirements; the breakdown of these requirements can be seen below within the job description section of Attachment G, Job Descriptions & Economic Impact.

### **Type of Labor**

The team at Neighborhood Provisions will be comprised of skilled, unskilled, and professional workers. The various positions within the organization will call for different laborers with different skill sets.

### **Pay Structure**

Neighborhood Provisions will determine this upon deployment of operations and the establishment of personnel requirements. Employee compensation will be competitive with industry standards

### **Employee Screening and Monitoring**

It is critical for the security of the company that only the most qualified, credible, and talented people are hired to help avoid workplace theft, fraud, or violence. It's equally important for the company to conduct background screening on the



contingent workers, including cleaning crews, facilities maintenance workers, auditors, and other contractors who have access to the company's property or represent the company. Knowing the background of these workers is required to protect the integrity of the company, as well as the safety of patients. Therefore, this workforce needs to be screened with the same due diligence as any other employee.

To help attract, hire, and retain the best employees the company has developed employment screening and monitoring processes to create a candidate experience that benefits potential employees and reduce company risk by utilizing a fast, scalable and compliant background screening solution.

### **Pre-screening Potential Candidates**

The Hiring Manager will pre-screen candidates by stating clearly to potential applicants what items and prerequisites will be needed to qualify the employment application properly. This will streamline the company's application process by having applicants review the information and then determine whether or not they meet the qualifications. This is part of the proactive pre-screening process that ensures applicants who submit their information will pre-qualify based on the specific information needed later in the process.

Neighborhood Provisions will integrate instant and automated employment screening products into the hiring process.

- Instant searches will be used to efficiently move forward in the hiring process by quickly confirming or validating basic information such as a Social Security number or name and address history.
- Automated searches will provide electronic delivery of process updates and results, eliminating time delays often associated with manual follow-ups on important screening components such as employment or education verifications.

### **Applicant Tracking System (ATS)**

Recruiting and applicant tracking will be streamlined through the use of an online applicant tracking system to assist in creating a positive candidate & new hire experience by providing paperless software to express interest in open positions, storing job descriptions, and employee onboarding.

### **Compliance**

The Human Resources Manager will ensure compliance with local, state and federal laws regarding the hiring and employment screening processes. The company will consult legal counsel regarding local state and federal laws, and related employment law matters.

### **Reducing Risk**

An efficient, thorough employment screening process can, above all else, help reduce the company's overall workplace risk. Identifying risk early, prior to hiring an employee, protects the organization from risk related to:

- Physical Safety
- Financial Security
- Organizational Image or Reputation
- Legal Compliance

### **Employment Screening Process**

Neighborhood Provisions will conduct background checks supplemental to those conducted by the State on all candidates pursuant to our Chief Security Officer's methods and procedures. Employees will participate in a rigorous training process and will be evaluated for long-term suitability in the restricted access medical environment.



### **Criminal History**

The company will screen candidates for criminal records to promote a safe, secure workplace by reducing employment-related risks linked to a criminal history. The following searches may be performed depending upon the type of position the candidate is seeking.

- **Member-Contributory Theft Information Database** – the company will use a member-based program where companies share employee theft and shoplifting information to identify applicants with a history of internal theft. The database is built from member contributions and be available exclusively to member organizations. Member contributions are typically proprietary records and not found through traditional public record sources.
- **National Criminal File Search** – Some vendors can offer access to a nationwide database of criminal records gathered from across all 50 states. A variety of sources are utilized, including Sex Offender Registries, state and county criminal courts and state-level departments of corrections. This search can provide instant results depending on the provider.
- **Felony and Misdemeanor Search** – This county courthouse search includes a search of all felonies and misdemeanors on all indexes available at the main county seat court location.
- **Motor Vehicle Report** – A Motor Vehicle Report (“MVR”) reveals the status of an applicant’s driver’s license and any violation history. This search should be conducted on all candidates who will have driving responsibility for a company, including those who will not only drive a company vehicle but will also drive a personal vehicle on company time or for company purposes.

### **Verification and Qualification**

The Human Resources Manager will utilize the following solutions depending on the level of security required for the position.

- **Social Security Number Verification (“SSNV”)** – This search matches the input information against millions of consumer header credit files contained in the databases of nationwide credit reporting agencies. The SSNV returns other names and addresses associated with the identifying information used to request the report.
- **Credit Check** – This search matches the candidate’s information to information held by the Credit Bureaus, and returns the candidate’s credit report.
- **Employment Verification and/or Education Verification** – These two products are used to verify the information provided by the candidate.
- **Employment Eligibility** – An employment eligibility verification service will be used to streamline the Form I-9 process. The company will participate in the E-Verify program to confirm every new hire’s employment eligibility by sending the information used to complete the I-9 through the Social Security Administration (“SSA”) and Department of Homeland Security (“DHS”) databases.

### **Occupational and Biometric Services**

Neighborhood Provisions will likely utilize a drug testing service provider who will track results, provide reports, and ensure the company stays in compliance with the law. The service provider will:

- Assist the company in developing or updating drug testing policies
- Coordinate and store your Driver Qualification Verification files
- Meet your immunization and medical exam requirements including receiving the exam results

A basic DOT Five Panel Drug Test (urine conventional) will be used. The following drugs will be tested from the applicant’s urine sample:





- Amphetamines (Amphetamine, and Methamphetamine)
- Benzoylecgonine (Cocaine Metabolite)
- Opiates (Codeine, and Morphine)
- Phencyclidine (“PCP”)

### **Adjudication and Alerts**

Neighborhood Provisions will provide a criminal records adjudication policy as part of the screening process. FCRA-mandated Adverse Action letters for candidates that fail to meet specific screening criteria set forth by the organization will be delivered to candidates.

### **Job Termination**

All termination actions will follow standard procedures. Basic steps include:

- Notify key personnel of job termination
- Obtain all facility keys, ID badges or other company property
- Disable/change all terminated key personnel facility security access codes or passwords
- Notify required authorities of the job termination of the key personnel
- Notify all remaining staff of the job termination of the key personnel and inform them of the conditions of termination (i.e. employee is no longer allowed on the premise and to notify police or other authorities if said employee returns, etc.)
- Contact security vendor and monitoring company to notify them of the job termination of key personnel.
- Remove terminated key personnel from any notification, contact or call lists.

### **Job Separation**

At times, key personnel may decide to part ways on their own accord. In such circumstances, there will be some basic steps and procedures to follow for job separations.

- Obtain all facility keys, ID badges, or other company property
- Disable/change all key personnel facility security access codes or passwords
- Notify required authorities of the job separation of the key personnel
- Notify all remaining staff of the job separation of the key personnel and inform them of the conditions of separation (i.e. mutual separation and key personnel is always welcome back at SFN facilities under visitor status, employee is no longer allowed on the premise, and to notify police or other authorities if said employee returns, etc.)
- Contact security vendor and monitoring company to notify them of the job separation of key personnel.
- Remove key personnel from any notification, contact or call lists.

### **Replacement of Key Personnel Position**

The company’s Hiring Manager will find and interview a suitable replacement for the position that was vacated. Key personnel positions will need to be filled as soon as possible by management without compromising the quality of potential candidates.

### **Monitoring Employees**

A monthly compliance exception report is completed for the employment screening process. The report informs the Human Resources Manager which candidates have completed various parts of the screening process and which have not. The report also updates the company to which components are missing from a candidate’s employment screening process.



The Human Resources Manager will cause all required criminal and drug screens to be updated every two years. Employees are required to notify the company whenever they have any type of encounter with law enforcement. The Human Resources Manager will determine if a Level 2 background screening should be performed upon the employee's notice. A post-accident drug screening may be performed at the Human Resources Manager's discretion or if required for worker's compensation purposes.

Video monitoring of employees occurs in the normal course of operations. Additional footage may be reviewed if any employee is suspected of theft or diversion. The company will notify law enforcement of any employee determined to have stolen any medical marihuana whether plant or product form. Employee performance is monitored by their immediate supervisor and documented in accordance with the company's staffing policies.

Each unit Director is ultimately responsible for all staff in their respective unit. Each Director will be familiar with the layout and technical specifications of the facility, all equipment utilized, and able to perform and train others to perform all activities necessary in the facility. The company is dedicated to training all employees to excel in their position through on-the-job training and classroom learning opportunities. Third-party training will be provided when determined to be beneficial by the Director and may include training on personnel safety, food safety, GMP, good agricultural practice, and other management practices.

All employees will receive employee manuals prior to employment. The employee manual provides in-depth training. Each unit Director is responsible for ensuring that each employee has received, read, and acknowledged their understanding of the material covered in the employee manual. All employees will be trained by their unit Director and will be required to continually demonstrate a working knowledge of training materials as a condition of employment. All employees are required to have a working knowledge of all production standards established by their Directors.

Any changes to SOPs will be approved and communicated to all manufacturing facility employees. An acknowledgement of understanding will be documented for each employee. Training on SOP changes will be provided as necessary. The company is dedicated to training all employees to excel in their position. It is company policy to ensure that all employees receive professional and appropriate training on compliance with state law, the therapeutic use of medical marihuana, safety, security, incident management, and diversion and theft prevention. No employee may work on-site prior to receiving orientation training or when any required critical training is past due.

### **Employee Training**

Facility will develop, implement, and consistently evaluate formal employee training programs for all facility staff best practices in training effectiveness in order to maintain full compliance at all times. This will include:

#### **Operations/Procedures**

- Background information on medical marihuana
- Identification of relevant laws
- Facility structure/employee roles
- Marihuana science
- Clinical trial information
- Efficacy and dosing
- Strains and genetics
- Methods of use and types of products
- Condition management



### **Employee Safety**

- General Workplace Safety
- Health Promotion and Disease Prevention
- Hazard identification in grow facilities (indoor and outdoor)
- Current pesticide regulations and handling procedures
- Personal protective equipment (PPE) best practices
- Skin and respiratory protection to avoid absorbing marijuana through the skin or lungs
- Emergency preparedness plans in case of robbery or other emergencies
- Identifying Workplace Hazards
- Injury and Illness Prevention
- OSHA Recordkeeping
- Accident Investigation

### **Customer Service/Communication**

- How to handle difficult situations/customers
- Management skills
- Conflict Management
- Effective Communication
- Stress Management
- Team Building

### **Human Resources/Labor Management**

- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- HIPAA Privacy & Security
- Preventing Discrimination and Harassment
- Performance Coaching
- Record Management
- Zero Tolerance Sexual Harassment Policy
- Substance Abuse
- Team Building
- Workplace Bullying and Violence
- Workplace Stress

### **Post Hiring/Ongoing Training**

Facility will continually evaluate and enhance the training program at all levels, including management and staff workers.

- Complete training program refresh every 90 days
- Training program feedback and suggestions
- Knowledge gained and required
- Training program goal accomplishment
- Recommendations

### **HR Compliance**

Neighborhood Provisions will utilize an Employee Handbook/manual that is compliant with all Michigan labor laws and will be utilized at all facilities. All registered employees will be required to read the Employee Handbook prior to commencing work in any registered Provisioning Center facility. The Employee Handbook will outline various company



policies that must be followed. The handbook will also explain all Human Resources (HR) functions, employee benefits, and other company programs and policies.

### **Workplace Policies**

Prior to the deployment of any operations, Neighborhood Provisions will develop and implement multiple workplace policies including an Employee Handbook, Drug and Alcohol-Free Workplace Policy, Personal Hygiene Policy, and Code of Conduct. All registered employees will be required to adhere to all policies and programs while employed.

### **Employee Handbook**

Neighborhood Provisions will develop and implement an Employee Handbook that will highlight the policies and procedures that employees will need to adhere to while working for the company. All employees will be required to read and sign the Employee Handbook prior to commencing work in any licensed facility.

### **Drug and Alcohol-Free Workplace Policy**

Neighborhood Provisions will develop and implement a Drug and Alcohol-Free Workplace Policy that will highlight the policies and procedures that employees will need to adhere to while working in any company's licensed facility. All employees will be required to read and sign the Drug and Alcohol-Free Workplace Policy prior to commencing work for the company.

### **Personal Hygiene Policy**

Neighborhood Provisions will develop and implement a Personal Hygiene Policy that will highlight the personal hygiene policies and procedures that employees will need to adhere to while working for the company. All employees will be required to read and sign the Personal Hygiene Policy prior to commencing work in any licensed facility.

### **Code of Conduct**

Neighborhood Provisions will develop and implement a Code of Conduct that will highlight the policies and procedures relating to employee conduct and ethics that will need to adhere to while working for the company. All employees will be required to read and sign the Code of Conduct prior to commencing work in any licensed facility.

### **Operations Manager Responsibilities**

The Operations Manager has authority to, and responsibility for, approving or rejecting all components, product containers, closures, packaging materials, and labeling of Marihuana Products; and approving or rejecting all procedures or specifications that may impact the identity, strength, quality, and purity of the Marihuana Products used in the Provisioning Center.

### **Employee Responsibilities**

All dispensing facility employees are responsible for maintaining the identity, strength, quality, and purity of the Marihuana Products dispensed. The Provisioning Center Manager will ensure that all quality assurance processes required are sufficient and documented, as well as that all employees are trained to properly execute quality assurance processes.



## WORKER SAFETY PROTOCOLS

### CULTURE OF SAFETY

It is the policy of the company that the safety of its employees and the public is the company's foremost business consideration. The prevention of accidents and injuries takes precedence over expedience. In the conduct of the company's business, every attempt will be made to prevent accidents from occurring. The company requires that its employees, as a condition of employment, comply with all applicable safety policies and procedures.

The designated Safety Coordinator is the primary contact for safety-related matters. All employees will receive an orientation of the safety policy and rules upon initial employment and are required to bring to the attention of their unit manager or the Safety Coordinator any unsafe or non-compliant conditions or practices. Managers must communicate these concerns to the Safety Coordinator, who will respond to reports within twenty-four hours. Safety training will be provided as often as necessary and annually at a minimum.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. The Chief Operating Officer, Chief Safety Officer, and other management team members will participate with all dispensary employees in an ongoing safety program.

### COMPANY RESPONSIBILITIES

The Chief Operating Officer in coordination with Operations Manager must:

- ☐ Provide a safe workplace.
- ☐ Facilitate monthly safety meetings.
- ☐ Provide safety and health education and training.
- ☐ Annually review and update workplace safety rules.

### EMPLOYEE RESPONSIBILITIES

All employees must:

- ☐ Report all unsafe conditions.
- ☐ Immediately report all work-related injuries.
- ☐ Wear the required personal protective equipment.
- ☐ Abide by the organization's safety rules at all times.

### SAFETY COORDINATOR RESPONSIBILITIES

It is the policy of the company to assign a Safety Coordinator to oversee all safety related matters and chair the company's safety committee. The Chief Operating Officer must designate a Safety Coordinator for the company who will be the primary contact for safety-related matters.

#### *Employee Reporting*





All employees will receive an orientation to this company's safety rules upon initial employment and must bring to the attention to their unit manager any unsafe conditions or practices. Unit managers will communicate these concerns to the Safety Coordinator, who will respond to these concerns within twenty-four hours.

### ***Responsibilities of the Safety Coordinator***

The Safety Coordinator is responsible for overseeing implementation of the organization's safety program. The Safety Coordinator will:

- ☐ Maintain compliance with state-mandated rules, including current poster provisions and forms available to employees.
- ☐ Annually review organization safety policies and rules.
- ☐ Maintain accurate records and annually report the results of workplace accident and injury trend analysis.
- ☐ Recommend actions to reduce the frequency and severity of accidents and illnesses.
- ☐ Integrate safety into the day-to-day activities of all employees.
- ☐ Coordinate the new employee orientation and safety training programs.
- ☐ Assist the organization in compliance with government standards concerning safety and health.
- ☐ Assist unit managers with accident investigation.
- ☐ Conduct and record periodic safety inspections to identify unsafe conditions and practices and to determine remedies.
- ☐ Ensure all employees are properly trained on hazardous conditions in their unit and that all termination points for gas, electric and water service are clearly marked and known to employees.
- ☐ Make recommendations to the Chief Operating Officer on matters pertaining to safety.

### ***Inspections Required***

The Safety Coordinator or his or her designee must inspect all the company facilities quarterly to identify potential hazards using the OSHA Self-Inspection Checklist attached. A responsible party must be assigned to correct all hazards as soon as possible. If the hazard is extreme, the inspector in his or her discretion may contact the unit manager to terminate operations until corrected. Per OSHA recommendations, inspections must cover:

- ☐ Processing, Receiving, Shipping and Storage - equipment, job planning, layout, heights, floor loads, projection of materials, material handling and storage methods, training for material handling equipment.
- ☐ Building and Grounds Conditions - floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles. Housekeeping Program - waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, storage areas.
- ☐ Electricity - equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, national electric code compliance. Lighting - type, intensity, controls, conditions, diffusion, location, glare and shadow control.
- ☐ Heating and Ventilation - type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.
- ☐ Machinery - points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lockout/tag out, grounding, work space, location, purchasing standards.



- ☐ Personnel - training, including hazard identification training; experience; methods of checking machines before use; type of clothing; PPE; use of guards; tool storage; work practices; methods for cleaning, oiling, or adjusting machinery.
- ☐ Hand and Power Tools - purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling.
- ☐ Chemicals - storage, handling, transportation, spills, disposals, amounts used, labeling, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment, hazard communication requirements.
- ☐ Fire Prevention - extinguishers, alarms, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, explosion-proof fixtures in hazardous locations, waste disposal, and personnel training.
- ☐ Maintenance - provide regular and preventive maintenance on all equipment used at the worksite, record all work performed on the machinery, and train personnel on the proper care and servicing of the equipment.
- ☐ PPE - type, size, maintenance, repair, age, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, method of assignment.
- ☐ Transportation - motor vehicle safety, seat belts, vehicle maintenance, safe driver programs.
- ☐ First Aid Program/Supplies - medical care facilities locations, posted emergency phone numbers, accessible first aid kits.
- ☐ Evacuation Plan - establish and practice procedures for an emergency evacuation, e.g., fire, chemical/biological incidents, bomb threat; include escape procedures and routes, critical plant operations, employee accounting following an evacuation, rescue and medical duties and ways to report emergencies.

## **SAFETY RULES**

These safety rules are designed to provide employees with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations encountered while employed at this organization. It would be impossible to cover every work situation. If any employee is in doubt about the safety of any condition, practice or procedure, they must consult their immediate supervisor for guidance. Any employee that willingly disregards a safety rule may be terminated.

### ***Accident Reporting***

All accidents or near misses be reported to a manager or the Safety Coordinator immediately. Falsification of company records, including employment applications, time records or safety documentation will not be tolerated.

### ***Hazard reporting***

Employees must notify a unit manager or the Safety Coordinator immediately of any unsafe condition and/or practice.

### ***Alcohol or Illegal drugs***

No illegal drugs or alcohol will be allowed on the worksite. Employees must notify their unit manager if they are taking any prescription drugs that might affect their work performance. The use of prescribed medication will be accommodated by the company to every extent possible.



### ***Driving***

While driving a company vehicle or driving a personal vehicle for company business, employees must obey traffic laws and signs at all times. Seat belt use is required and employees must obey posted speed limits.

### ***Lifting***

When employees are required to lift an item, they should always seek mechanical means (fork lift, lift table, pallet jack, etc.) first. If an item must be lifted manually, employees will refer to the detailed lifting safety rules before performing the task.

### ***Falls***

When working above a lower level (4 feet in general industry, 6 feet in construction) with unprotected sides, edges or openings, employees will protect themselves by use of guardrails or an approved personal fall-arrest system (e.g., lanyard, harness, anchor point).

### ***Personal Protective Equipment***

Appropriate Personal Protective Equipment (“PPE”) must be worn at all times during hazardous operations. If an employee has any questions or needs PPE, they must notify their unit manager and reference the PPE job hazard analysis. Employees are required to wear approved eye and face protection when sawing, grinding, drilling, using air tools or performing any other task that could generate flying debris. When working with chemicals, employees must wear the required protective eyewear. Gloves will be worn when handling metal, rough wood, fiberglass and other sharp objects. Hard hats will be provided when there are overhead hazards. Appropriate footwear, long sleeved shirts, long pants, high-visibility vest, etc., should also be worn as required.

## **EMPLOYEE RESPONSIBILITIES**

Each employee is responsible to perform tasks safely and read all safety documentation related to their assigned tasks. If an employee is not properly trained in a function, they must notify their immediate supervisor. Not all work procedures can be addressed. The following items are examples of work conditions some operating units, but are not all-inclusive.

- ☐ Do not stand on furniture to reach high places; always use a ladder or step stool.
- ☐ Use handrails when ascending or descending stairs or ramps.
- ☐ Close all drawers to cabinets after use to prevent tripping or bumping hazards.
- ☐ Keep cords neatly banded to prevent tripping hazards.
- ☐ Use extra caution when transporting glass to avoid breakage and cuts.
- ☐ Keep floors clear of water by mopping during and after watering to avoid slips and falls.
- ☐ Wear respirators when mixing and spraying chemicals.
- ☐ Wear PPE when performing hazardous operations.
- ☐ Ensure all exhaust equipment and emergency shutoffs are operational prior to beginning work.



## ENFORCEMENT OF SAFETY PLAN

### *Objective*

Safety rules are provided as guidelines for safe operations. All employees must follow these rules as a condition of employment.

### *Scope*

The Safety Plan applies to all employees and contractors.

### *Procedures*

All employees will be given a copy of the safety rules upon initial employment. All employees must sign and return the acknowledgment form after they have been given a chance to review the safety rules and ask any questions. The Safety Coordinator will periodically review the safety rules to ensure they are applicable and current.

### *Enforcement*

Employees will be subject to disciplinary action for violations of safety rules. Unit managers are responsible for the enforcement of safety rules. Employees shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under organizational guidelines. All training shall be documented on a safety rule violation notice form and placed in the employee's personnel file. Nothing in this policy or this safety program will preclude management from terminating an employee for a safety violation. Any safety violation may lead to an employee's termination without prior instruction or warning.

- ☐ Management reserves the right to impose any of the following disciplinary actions it deems appropriate:
  1. Verbal warning with documentation in personnel file.
  2. Written warning outlining nature of offense and necessary corrective action with documentation in personnel file.
  3. Termination.
- ☐ Management, including unit managers, shall be subject to the above disciplinary action for the following reasons:
  1. Repeated safety rule violations by employees under their supervision.
  2. Failure to provide adequate training prior to job assignment.
  3. Failure to report accidents and provide medical attention to employees injured at work.
  4. Failure to control unsafe conditions or work practices.
  5. Failure to maintain good housekeeping standards and cleanliness in their departments.

## INJURY CLAIMS PROCEDURES

All employees must be provided with an explanation of the workers' compensation system and the benefits it will provide by their unit manager.

- ☐ In the event of a work-related injury or illness, the injured employee must report it to his/her unit manager or the Safety Coordinator before the end of the work shift.



- ☐ If the injured employee needs immediate medical attention, he/she will be driven or sent to the nearest appropriate hospital or clinic.
- ☐ If the injury is not an emergency, an appointment will be made with one of the worker's compensation provider's designated medical providers as soon as possible.
- ☐ Once a unit manager has been notified of an injury, the manager will provide a list of designated providers and written instructions. The employee must sign and date this written instruction. A copy will be maintained in personnel files and provided to the employee.
- ☐ An accident investigation will be conducted by the responsible unit manager following all work-related injuries. The unit manager or Safety Coordinator will be responsible for interviewing the injured employee and all witnesses.
- ☐ The Safety Coordinator will report the claim to the worker's compensation provider.
- ☐ If the incident involved an employee death or a catastrophe (three or more employees admitted to the hospital) the Chief Executive Officer will be notified immediately and OSHA (1.800.321.6742) must be notified within eight hours.
- ☐ The Safety Coordinator will use information from the accident investigation to identify changes that may help prevent future incidents.
- ☐ For lost time claims, the unit manager will contact the injured employee at least once a week to answer questions, keep the injured employee informed of organization activities, and discuss return to work options.
- ☐ The Safety Coordinator will contact the medical provider after each appointment to keep current on the employees work status, medical progress, and to ensure that appointments are being kept.
- ☐ Modified duty procedures will be as follows:
  - The employee's unit manager who will determine if the employee can return to their regular job duties will evaluate the medical restrictions.
  - If the employee is unable to return to normal job duties, the unit manager will determine if the employee's position can be temporarily modified to accommodate the restrictions.
  - If the job cannot be modified, the Safety Coordinator will evaluate other tasks or positions the employee may be able to perform until the medical restrictions are lifted.
  - If the employee is unable to return safely to a modified position, the medical restrictions will be re-evaluated after each doctor's visit to ensure the employee is returned to work as soon as possible.
- ☐ An entry will be made by the Safety Coordinator on an OSHA 300 Log for all cases involving medical treatment. (Employers with more than 10 employees.)
- ☐ Accurate records will be kept for all workers' compensation claims. This file will document all communications regarding the claim and all records from the medical providers and worker's compensation provider.





# Sworn Attestations

## Attachment G



Currier, LLC  
240 S. State Ave.  
Alpena, MI 49707


**ATTESTATION ACKNOWLEDGMENT AGREEMENT AND CONSENT**

I, Kevin T. Currier, being first duly sworn upon oath, affirmation or depose hereby do swear, under penalty of perjury under the laws of the State of Michigan, that I hold a 40% interest in Currier, LLC and that I am the only member of the company that has a 25% or more equity ownership and that neither Currier, LLC nor I, Kevin T. Currier, have been subject to any civil monetary judgments entered against either the company or myself within the last 7 years. I further swear that neither Currier, LLC nor I have filed for bankruptcy within the last 7 years.


I make these representations for the purpose of Currier, LLC submitting on application for licensure of a Medical Marijuana Provisioning Center by Michigan Licensing and Regulatory Affairs (LARA) to be located in Alpena, Michigan. By my signature and attestation to this form, I hereby completely release and forever discharge the City of Alpena, and its respective employees, agents, facilities, insurers, indemnors, successors, heirs and/or assigns from any and all past, present or future claims, demands, obligations, actions, causes of action, wrongful death claims, rights, damages, costs, losses of services, expenses and compensation of any nature whatsoever, whether based on a tort, contract or other theory of recovery, which I may now have, or which may hereafter accrue or otherwise be acquired, on account of, or may in any way arise out of my application for a Marijuana facility license and, if issued a license, my operation of a Marijuana facility.

  
\_\_\_\_\_  
Kevin T. Currier

I COREY SPRATLAN, sign my name to this document on (date)  
8/13/2020 as witness that Kevin T. Currier signed the above representations.

  
\_\_\_\_\_  
Witness

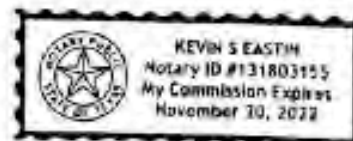
Subscribed and sworn to by Kevin Currier before me on 8/13/2020.  
(applicant name) (date)

  
\_\_\_\_\_  
Notary Public Signature

Kevin Eastin  
\_\_\_\_\_  
Notary Public Printed Name

State of Texas, County of Travis, Acting in the County Of Travis.  
(county) (state)

My commission expires: 11/20/2022





# Facility Security Plan

Attachment F-1, F-2 & F-3



## Neighborhood Provisions: Security Plan Attachment F-1, F-2 & F-3

### LARA Security Plan Compliance Overview

The requirements dictated by LARA determine the elements that should be included in the required facility plan. In an effort to indicate compliance with Rule 333.235 (security measures; required plan; video surveillance system) we have provided the LARA language and our related plan elements in **bold font** for the specific component of the rule:

1. An applicant for a license to operate a proposed marihuana facility shall submit a security plan that demonstrates, at a minimum, the ability to meet the requirements of this rule.

**NEIGHBORHOOD PROVISIONS: Our plan will indicate that we will meet, and exceed, the requirements of LARA R333.235**

2. A licensee shall ensure that any person at the marihuana facility, except for employees of the licensee, are escorted

at all times by the licensee or an employee of the licensee when in the limited-access areas at the marihuana facility.  
**NEIGHBORHOOD PROVISIONS: All visitors to NEIGHBORHOOD PROVISIONS will be required to provide their medical marihuana cards or caregiver cards to our patient care personnel upon entry. Anyone unable to provide such will be asked to leave both the facility and the property. For those gaining entrance with appropriate identification, they will remain in visual contact and close physical proximity to patient care staff while in any part of the facility.**

3. A licensee shall securely lock the marihuana facility, including all interior rooms, windows, and points of entry and exits, with commercial-grade, nonresidential door locks. Locks on doors that are required for egress shall meet the requirements of NFPA 1, local fire codes, and the Michigan building code.

**NEIGHBORHOOD PROVISIONS: Currently the facility layout has two entry/exit doors. Both of these doors will have double bolt commercial grade locks. The door on the North side of the building will serve as an emergency exit with a locking mechanism that meets the standards for egress doors per Alpena City and Michigan building codes. In addition, all interior doors will be equipped with commercial grade locks that will be engaged during all times in which the facility is not open for patient care services. Any windows that remain will be outfitted with shatter proof, window paned glass that hinders ability for use as an entry or exit point for the facility. Final layout design is likely to have windows at a height that prohibits ground access without a ladder or similar equipment.**

4. A licensee shall maintain an alarm system at the marihuana facility. Upon request, a licensee shall make available to the department all information related to the alarm system, monitoring, and alarm activity.

**NEIGHBORHOOD PROVISIONS: A commercial alarm and associated monitoring contract is a budget line item for the ongoing operations of Neighborhood Provisions. At any time, records related to the type of system, level of monitoring service, and history of alarm activity will be made available to both local and state officials if requested.**

5. A licensee shall have a video surveillance system that, at a minimum, consists of digital or network video recorders, cameras capable of meeting the recording requirements in this rule, video monitors, digital archiving devices, and a color printer capable of delivering still photos.

**NEIGHBORHOOD PROVISIONS: The video surveillance system installed at our facility will be digitally based with a minimum camera resolution of 1080p as opposed to the required 720p. Our rationale is that we seek to have a greater opportunity to obtain and print still images that provide quality facial recognition if**



needed. In association, a color printer will be on-site as well as video monitors to be used by Neighborhood Provisions security and/or management staff as needed.

6. A licensee shall ensure the video surveillance system that records, at a minimum, the following areas:
- a) Any areas where marihuana products are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved within the marihuana facility.  
**NEIGHBORHOOD PROVISIONS: The schematic of our layout displays camera placement within the facility and it indicates video surveillance coverage of all internal and external areas of our facility and property. This includes coverage of our packing, storage, and loading areas.**
  - b) Limited-access areas and security rooms. Transfers between rooms must be recorded.  
**NEIGHBORHOOD PROVISIONS: The afore referenced schematic indicates camera placement that provides the recording capability of constant monitoring within the entire facility and with a concerted focus to provide coverage of movement between all adjoining rooms and spaces.**
  - c) Areas storing a surveillance system storage device with not less than 1 camera recording the access points to the secured surveillance recording area.  
**NEIGHBORHOOD PROVISIONS: The secured surveillance recording area is noted as “security” on our floor plan. It is notable that entrance to this area will be monitored by two mounted cameras. One ceiling mount and another wall mount. However, both will provide coverage for the entire adjacent room that shares entry/exit points for the security room.**
  - d) The entrances and exits to the building must be recorded from both indoor and outdoor vantage points. The areas of entrance and exit between marihuana facilities at the same location if applicable, including any transfers between marihuana facilities.  
**NEIGHBORHOOD PROVISIONS: Both entry/exits points to the facility are being directly monitored by two exterior cameras. In addition to these exterior cameras, the primary entry point also has two interior cameras and the secondary, or emergency entry/exit point has an additional interior camera that will be focused directly on the emergency point of entry/exit.**
  - e) Point of sale areas where marihuana products are sold and displayed for sale.  
**NEIGHBORHOOD PROVISIONS: Based on our current floorplan the sales and display area has four (4) cameras strategically placed to allow for full coverage of display cases, transaction or sales areas, and all entry/exit ways.**
  - f) Records at all times of images effectively and efficiently of the area under surveillance with a minimum of 1080p resolution.  
**NEIGHBORHOOD PROVISIONS: The likely twenty (20) Surveillance cameras at the facility will have a resolution of 1080p and will record 24 hours per day. All images from these recordings will be available via on-site storage a minimum of 30 days unless there is an investigative need. In which case, images and all recordings will be stored on-site longer than 30 days and until all related investigative activities have concluded. Additionally, Neighborhood Provisions will store back up recording via a web based storage service for up to a full calendar year.**
7. A licensee shall install each camera so that it is permanently mounted and in a fixed location. Each camera must be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit on the marihuana facility and allows for the clear and certain identification of any person, including facial features, and activities, including sales or transfers, in all areas required to be recorded under these rules.  
**NEIGHBORHOOD PROVISIONS: All cameras will be permanently mounted either on ceiling mounts or exterior corners of the building. While others will be mounted on both interior and exterior walls. All are placed strategically to insure maximum, complete, and continuous coverage of all areas of the facility. There**





**will be no part of the facility that will be beyond the scope or view of a camera outside of a 20-foot radius. This will allow for maximum opportunity to obtain images of all persons and activities occurring within any area of Neighborhood Provisions and its immediate property at any given point in time.**

8. A licensee shall have cameras that record continuously 24 hours per day and recorded images must clearly and accurately display the time and date.

**NEIGHBORHOOD PROVISIONS: As noted, all cameras will record continuously, 24 hours per day. All recorded images will indicate the time and date of the recording.**

9. A licensee shall secure the physical media or storage device on which surveillance recordings are stored in a manner to protect the recording from tampering or theft.

**NEIGHBORHOOD PROVISIONS: In addition to the on-site video storage, at the end of each business day Neighborhood Provisions management will complete a daily download onto either an external web-based storage service or portable storage device. While the on-site storage will maintain recordings for at least 30 days, our back up storage will maintain recordings for a minimum of 90 days but up to a full calendar year.**

10. A licensee shall keep surveillance recordings for a minimum of 30 days, except in instances of investigation or inspection by the department, through its investigators, agents, auditors, or the state police, in which case the licensee shall retain the recordings until the time as the department notifies the licensee that the recordings may be destroyed.

**NEIGHBORHOOD PROVISIONS: It's been noted that images will be maintained the required 30-day minimum but Neighborhood Provisions will seek to provide longer term storage of up to a full calendar year. In cases of an associated investigation, images will be stored until notice is provided by the investigative body that said investigations has concluded.**

11. Surveillance recordings of the licensee are subject to inspection by the department, through its investigators, agents, auditors, or the state police, and must be kept in a manner that allows the department to view and obtain copies of the recordings at the marijuana facility immediately upon request. The licensee shall also send or otherwise provide copies of the recordings to the department upon request within the time specified by the department.

**NEIGHBORHOOD PROVISIONS: Neighborhood Provisions will always comply with any request by any state or local investigatory agency. Our current video storage plan will enable us to be able to provide any requested recording and images the same business day that the request is made.**

12. A licensee shall maintain a video surveillance system equipped with a failure notification system that provides notification to the licensee of any interruption or failure of the video surveillance system or video surveillance system storage device.

**NEIGHBORHOOD PROVISIONS: The video surveillance system utilized by Neighborhood Provisions will include a push notification mechanism to alert management of any system failure. The Neighborhood Provisions operating manual will provide detailed protocol to help determine any adverse activity during the failure.**

13. A licensee shall maintain a log of the recordings, which includes all of the following:

- (a) The employee's identity who removed the recording from the video surveillance system storage device and the time and date removed.
- (b) The identity of the employee who destroyed any recording.

**NEIGHBORHOOD PROVISIONS: Compliance for this element will be met by use of both, electronic and hand written logs or spreadsheets. Columns within the document will note: Name of employee,**



**date/time of removal or disposal activity, specification if a removal or a disposal, method of disposal, and witness to the disposal or removal activity.**

**Neighborhood Provisions - Crime Prevention and Awareness.** Staff at the proposed facility will be trained in crime prevention and awareness using the following method(s):

#### *Crime Reduction*

Neighborhood Provisions will appoint our Chief Security Officer (CSO) to oversee company security and to act as their company's liaison to the Alpena Police Department, in compliance with *R 333.235 of the Michigan Administrative Rules under the MMFLA*. The CSO will report all significant inventory discrepancies; diversion, theft, loss, or any criminal activity involving the business or employees; loss or alteration of records related to marihuana, employees, or agents of the business; and any other breach of security to the Alpena PD within 24 hours of discovery, in compliance with *R 333.235 of the Michigan Administrative Rules under the MMFLA*. CSO will also monitor the facility's cameras for people loitering, acting suspiciously, or disturbing customers outside the facility and personally instruct them to leave. Officers will also actively patrol the facility grounds to monitor activity and maintain an active security presence at the facility. Finally, Neighborhood Provisions' CSO and subordinates will coordinate with neighborhood watch groups to integrate their presence with larger community security efforts. Neighborhood Provisions will update all crime reduction practices to maintain compliance with the law and address any further concerns expressed by the public.

#### **Diversion and trafficking prevention procedures**

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Neighborhood Provisions intends to sell Medical Marihuana Flower and Derivative Products, which are controlled substances with many diversion incentives. Supply chain security is a top priority of the company and a primary job duty of all employees, reinforcing a company-wide culture of responsibility. The Chief Security Officer will be responsible for developing and implementing the anti-diversion policies and procedures, with managers responsible for oversight at each facility.

Diversion includes, but is not limited to employee or third-party theft or transfer of medical Marihuana products by an employee, patient, or caregiver to an unqualified individual. Best practice dictates that the company demonstrates control and security over its controlled substances inventory. The company has adopted multiple policies and procedures to prevent diversion and trafficking of the controlled substances they produce. Anti-diversion protocols paired with strict security and recordkeeping protocols will ensure that all medical Marihuana materials are controlled throughout their life cycle.

Neighborhood Provisions will implement comprehensive policies and procedures to be implemented by the organization in order to ensure the prevention of diversion, abuse, and other illegal or unauthorized conduct relating to medical marihuana products. Specifically, all marihuana materials and medical Marihuana products will be stored in such a manner as to prevent diversion. The company will have a robust security system that prevents and detects diversion, theft, or loss of Marihuana and Medical Marihuana products.

Specific considerations regarding anti-diversion measures include methods for increased patient accountability and methods for identifying, recording, and reporting diversion, theft, or loss, and correcting all errors and inaccuracies in inventories.



## **SPECIFIC DIVERSION PREVENTION PROCEDURES**

### **EMPLOYEE BACKGROUND CHECKS**

The company will not employ anyone with a history of theft or diversion based on a background check report. All employees will receive a Level 2 background check prior to presenting the individual to the State for background investigation, which is required prior to employment. If an employee is identified who post-employment has been convicted of a felony involving theft or diversion or any felony of sale or possession of drugs, narcotics, or controlled substances, he or she will be terminated. The background check for the facility will include:

- State of Michigan Criminal History check
- State of Michigan driving history
- Reference checks
- Basic level background search
- Work confirmation – Last 3 jobs
- Address confirmation – Last 3 locations
- Terrorist Watch
- Sex offender registry (National & State of Michigan)
- State of Michigan Court case search

Neighborhood Provisions will keep records of the results of the criminal history background checks and record confirmation of criminal history background checks and make the confirmation of criminal history background checks available for inspection upon request by the Department or authorized persons.

- Any employee of Neighborhood Provisions is required to report any new or pending criminal charges or convictions. If an employee is charged or convicted for a controlled substance-related felony or any other felony the licensee shall report it immediately to the department.
- Neighborhood Provisions will enter any employee at the time of hire in the statewide monitoring system for an identification number that will be assigned by the department in the statewide monitoring system. We will immediately update in the statewide monitoring system employee information and status.
- If an employee is no longer employed by Neighborhood Provisions, per disciplinary action, the employee will no longer be able to access the provisioning center and the statewide monitoring system.

### **EMPLOYEE TRAINING**

Extensive training of all employees will ensure that all staff is both knowledgeable of security and diversion issues and properly trained to comply with all required security measures.

### **ACCESS TO FACILITIES**

No person, except a company employee, shall be allowed on the premises of any company facility unless they are an authorized visitor and escorted by an employee at all times.

### **EMPLOYEE ACCESS TO MEDICAL MARIHUANA PRODUCTS**

Access to inventory control areas is restricted to employees and regulators and based on their granted level of security access. Access to each separate functional area is granted to an employee based on his or her experience, tenure, and level of responsibility. Transfers of Marihuana must be:

- Approved by a director-level employee,
- Fully documented in the METRC based inventory control system and by camera surveillance



### **ENVIRONMENTAL SCANNING**

The Chief Security Officer will regularly review information from external sources including law enforcement, community organizations, trade, and patient associations, advocacy groups, list serves, and patients and caregivers related to factors that may impact the incentive for diversion (i.e. system-wide shortages, changes in law, rapidly increasing patient registrations, etc.). If the Chief Security Officer concludes that a change in diversion risk based on environmental factors exists, a risk mitigation plan must be developed and implemented.

### **PACKAGING AND LABELING**

Medical Marihuana products will be packaged in child-resistant and tamper-proof or tamper-evident, light-resistant unit-dose (i.e. 1g concentrate or 50g CBD vape pen) packaging. For deliveries from the manufacturing or processor facilities to our facility, tamper-proof tape and single-use identification coding will be required by our supply chain vendors and the secure transporters, to secure containers. All packaging and labeling must be in accordance with company policies and procedures for packaging, labeling, product storage, and delivery.

### **RECEIVING MEDICAL MARIHUANA PRODUCTS**

Two employees are required to receive any medical Marihuana products into inventory at any location. The Chief CSO will monitor the entire transaction. Each employee must confirm by signature the accuracy of the delivery invoice, identification numbers, number of containers, the total inventory count received, and the accuracy of the entry of the inventory into the inventory management system in accordance with the inventory management policies and procedures.

### **REPORTING SUSPECTED OR KNOWN INCIDENTS OF DIVERSION**

All company employees must report the unauthorized diversion of Marihuana materials or products to the appropriate supervisor immediately. The Chief Executive Officer will then investigate any suspected report of diversion of Marihuana materials or products and report to law enforcement as needed. Diversion of Marihuana materials or products may be cause for termination.

### **PREVENTING ON-SITE CONSUMPTION:**

Signs will be posted both inside and outside the facility stating that no consumption is allowed on the premises.

- This rule will be enforced by employees and on-site security.
- Video surveillance cameras will be in place to monitor.

### **SUSPICIOUS ACTIVITY/LOITERING**

All employees will be strongly encouraged to report to management ANY person acting in a suspicious or unusual manner.

- Either management and/or security will deal directly with any such persons to determine the appropriate course of action.
- Signs will be posted in front, in back and in the customer lounge stating NO LOITERING.

### **WEAPON FREE ENVIRONMENT**

In the marihuana industry, as well as other high-risk businesses, the risk of arming employees or allowing armed employees outweighs potential benefits. Simply put, the criminal element wants the cash and product. If this is handed over, a majority of the time everyone goes home safely. As such, employees will be trained to comply calmly and quickly, not to interfere, not to stand their ground or try and be a hero.

Any employees bringing any type of weapon will be immediately sent home, whether it be a gun or knife. The degree of punishment (suspension, firing) will be decided by the CEO and/or the COO.





### **LICENSEE/OWNER/MANAGER VEHICLES**

- Licensee/owners/managers will equip their business/personal vehicle with reinforced lockboxes for the safe transport of cash should the need present itself for smaller amounts of money to be transported from our Provisioning Center to a bank, off-site storage facility, owners home, another business, etc.

### **DELIVERY SECURITY**

All deliveries/transport of any marihuana products will be conducted in line with State laws/guidelines from House Bill 4209 & Administrative Rules 27 & 28. All marihuana and marihuana-infused products must enter the Neighborhood Provisions provisioning center by secure transport.

- All deliveries will be taken through lower level delivery entrance in the rear of the facility. This will allow better security and the ability to completely remove any patrons from view or physical access to products.
- All deliveries will be taken by or overseen directly by the licensee/owners or supervisors. When available, security will be present as well.

### **Video Surveillance System**

Our security vendor will professionally install a security and surveillance system with state-of-the-art, commercial-grade, day/night IP surveillance cameras with a motion-activated video surveillance recording system that will record all high-quality and high-quality activities resolution (minimum 1080p) video capable of clearly revealing facial detail. The surveillance system will be monitored on-site by our Security Guards and off-site by our security vendor and will have 24/7 recorded coverage of virtually all interior/exterior areas of our facility, including all parking areas. At least 2 cameras will be situated to capture each entrance/exit activity from the premises.

#### **Video Surveillance**

- The facility will install and maintain a video surveillance system in line with, or superior to, the requirements in MRA R 333.235 Security measures; required plan; video surveillance system.
- The surveillance system will be comprised of permanently mounted cameras, in fixed locations, with sufficient resolution to allow cameras to clearly record activity 24 hours a day, 7 days a week with a time/date stamp.

In the event of failure or power outage, the video surveillance system will be programmed to send a failure notification to the licensee / owner.

- A backup generator will be installed to prevent any true/long term power failure.
- Surveillance system storage area(s) will have 24-hour video surveillance at all entry/exit points. The video surveillance storage system will be locked inside a tamper-proof cage within the storage area.
- All recordings will be maintained for at least 14 days, unless otherwise notified by local or state authorities.
- Recordings will be kept in such a manner as to allow authorities to view/copy recordings upon request as well as print copies of still images. Any lawful requests from authorities will be complied with immediately.

#### **Perimeter**

- All entry/exit points will be covered from outdoor vantage points by infrared cameras with sole focus on covering the 20-foot area of those points only.
- In addition, a camera will be directed for “face shots” or “identification” shots of anyone entering or leaving from each entry/exit point.
- Infrared cameras will also be affixed to each side of the building, a minimum of 2 in front, 2 on the alley side, 2 in the rear and 1 on the fenced side, in order to ensure appropriate coverage exists. This will enable Neighborhood Provisions to preserve evidence for claims and/or crimes that may occur.





### Interior

Normal areas with regular lighting will be covered by cameras (with at least 4 MP resolution).

- Brightly lit areas, such as near POS areas, safes or vaults will have cameras with a Wide Dynamic Range to ensure proper exposure and capture of identifying video.

### Point of Sale

All areas where marihuana products will be sold will have an overhead camera and/or a camera to show the transaction and the patron's identity or "face shot". It is possible that one camera will be able to combine these capabilities.

### Limited Access/Secure Areas

All areas where marihuana or marihuana products will be weighed, packed, stored, loaded, unloaded, prepared or moved within the facility will be under 24-hour video surveillance.

- Any transfer of marihuana will be recorded from room to room, as well as upon entry to or exit from the facility.

Every recorded frame on all surveillance recordings will clearly and accurately display the date and time, which will be synchronized, set correctly, and will not significantly obscure the picture. At the beginning of each day, the Security Manager will ensure the date and time stamp is accurately set and appears on the screen such that it does not obscure the recorded frame.

Our surveillance system will be able to operate under the normal lighting conditions of each area under surveillance. Moreover, we will consult with our security vendor to ensure the installation of appropriate lighting inside and outside of our facility to facilitate proper surveillance. Notably, all surveillance cameras will feature day/night vision capability making perfect lighting conditions unnecessary, however all exterior and interior lighting fixtures (preferably installed with LED bulbs for efficiency purposes) will be located and directed at the subject view of each surveillance camera to ensure a clear, well lit, and unobstructed video capture 24/7.

Our surveillance system will immediately produce a clear, color still photo (with a minimum 9600 dpi) from any camera image, live or recorded. Real-time, live footage from surveillance cameras will be made available through a direct feed (with login capabilities) to any law department as needed.

All recordings will be retained for a minimum of 45 days and stored on password-protected hard drives (accessible to only the General Manager and the Security Manager, both Type 1 Key Employees) in an industry standard format (e.g., .jpg, .bmp, and .gif) which can be easily exported to the Department or law enforcement for use in an investigation, upon request. If necessary, a trained and authorized agent will assist in the conversion of the surveillance recording format. Exported video will have the ability to be archived in a proprietary format ensuring authentication of the video and guaranteeing that no alteration of the recorded image has taken place. Exported video will further have the ability to be saved in an industry standard file format that can be played on a standard computer operating system.

All surveillance recordings will be erased by the Security Manager prior to disposal. Suppose Neighborhood Provisions becomes aware of a pending criminal, civil or administrative investigation or legal proceeding for which a recording may contain relevant information. In that case, Neighborhood Provisions will retain an unaltered copy of the recording until the investigation or proceeding is closed or the entity conducting the investigation or proceeding notifies us that it is no longer necessary to retain the recording.



Neighborhood Provisions will limit access to the room containing security and surveillance monitoring equipment (i.e., the Security/Surveillance Room) to persons who are essential to maintaining security and surveillance operations; Federal, State and local law enforcement; security and surveillance system service contractors; the Department or its authorized agents; and other persons with the prior written approval of the Department.

## **TYPES OF EQUIPMENT TO BE USED**

Video Surveillance System – 20 total cameras (13 bullet and 7 dome)

### Bullet Shaped:

- 2 at the main entry point to capture all traffic entering and exiting the facility as well as any potential individuals loitering.
- 1 within the waiting area to capture those that do enter the facility
- 1 within the south bud tender area to capture those entering or exiting the area from the waiting room.
- 2 in the bud tender area with the noted fulfillment area in order to provide multi-angle views for any transactions.
- 2 within the fulfillment area to monitor product handling.
- 1 to monitor traffic in the area between backroom, office, and fulfillment area.
- 1 for the backroom and entry into storage rooms.
- 1 for the secure vestibule and rear entry/exit point.
- 2 on the exterior to monitor the rear entry/exit point.

### Dome Shaped:

- 1 in waiting area
- 1 in south side tending area with display cases
- 1 in fulfillment area
- 1 in area between backroom, fulfillment area, office, and checkout areas.
- 1 in backroom
- 1 on exterior in NE corner to monitor exterior portion of the building that leads to both entry/exit points.
- 1 on exterior in SW corner to monitor exterior portion of the building that leads to both entry/exit points.

Alarm systems and registered personnel names, address, telephone numbers, cell numbers, make and model and color of all cars used by management and employees, when responding to any alarm calls at this facility can notify Alpena Police Department for dispatch or to relay vital information to officers responding to alarms. All systems will carry a backup power supply and be hooked up to a backup electrical generation equipment, by design.

## **Alarm Systems**

The alarm system protecting our cultivation facility, including its perimeter, will consist of sophisticated, commercial-grade, professionally installed, and constantly monitored equipment comprising:

1. Door alarms on all exterior and interior doors leading to limited access areas
2. An audible security alarm system signal, known as a panic alarm, generated by the manual activation of a device intended to signal a life-threatening or other emergency situation requiring law enforcement response
3. A silent security alarm system signal, known as a duress alarm, generated by the entry of a designated code into an arming station to signal that the alarm user is being forced to turn off the system
4. A silent alarm signal, known as a holdup alarm, which notifies law enforcement and is generated by the manual activation of a device intended to signal a criminal act in progress
5. Perimeter alarms



6. Glass break sensors on all windows
7. Motion detectors at a minimum by the entrance, Patient Showroom, Consultation room(s), Security/Surveillance Room, Vehicle Sally Port and Receiving Room
8. Automated voice dialer, which is an electrical, electronic, mechanical and/or other device capable of being programmed to send a prerecorded voice message, when activated, over a telephone line, radio or other communication system to a law enforcement, public safety or emergency services agency requesting dispatch
9. Failure notification systems providing an audible, text and/or visual notification of any failure in the surveillance system to the Security Manager and Director of Security within 5 minutes after the failure, either by telephone, email, or text message
10. Hardwired (with battery backup power) smoke and fire alarms
11. Access doors which are not solely controlled by an electronic access panel (to prevent locks from becoming released during a power outage),
12. Other system components necessary to ensure adequate protection from unauthorized entry and adverse loss

As previously stated, for redundancy purposes, Neighborhood Provisions will install a back-up alarm system that will detect unauthorized entry during times when no employees are present at the facility.

**System Failure.** In the event of a failure, or breach of a security system, Neighborhood Provisions will immediately suspend operations and secure the affected Dispensary Facility until the security system is fully operable. Neighborhood Provisions will notify MRA-LARA immediately upon a breach or failure and again when it resumes operations all as required by *R 333.235 of the Michigan Administrative Rules under the MMFLA*

#### **INFORMATION / CYBER SECURITY**

Wi-Fi will be a secure business line only. It will not be for patrons or employees. Employees will have their own passwords that contain 8 characters and composed of a combination of letters (both uppercase and lower case), digits and symbols

- Employees will be trained to log off / lock out of computer screens when not in use.
- Regular software updates, patches and antivirus from IT person
- Encryption on all data is required.
- Regular back up of data, as recommended by IT systems administrator.
- No access to computer operating systems will be available to anyone but the licensee, owners and IT systems administrators.

#### **Criminal Emergency Response Procedures**

##### **Investigative Response to Alarms:**

- If an intruder detection system, video surveillance, or other means indicate a potential intruder's presence, staff will immediately contact the Alpena Police Department by dialing 911.
- The maximum acceptable response time for any alarm will be five (5) minutes for Neighborhood Provisions staff.
- Staff agents should, at a minimum, provide the following to the 911 operator:
  - Number of suspected intruders;
  - Physical description of the suspected intruders; and
  - Location within the facility of the suspected intruders.



### **Hostile Intruder:**

- Immediate response: Dial 911 or activate one of the panic/duress alarms located throughout the MMC and connected to local law enforcement authorities;
- Alert all occupants within the facility to find a safe location;
- If deemed life-threatening, do not engage or confront the intruder - await a response from law enforcement;
- If safe to do so, evacuate the surrounding area immediately;
- Close and secure all doors;
- If unable to safely exit the building, seek shelter in a room where doors can be locked or barricaded securely;
- Turn off the lights in the room;
- Remain out of sight of doors and windows;
- Remain quiet and turn off the volume on cell phones;
- Once safely in a secure room, staff will contact Alpena Police by dialing 911 and give the location and number of people in the room;
- Follow all instructions provided by the 911 operator;
- If unable to speak, leave phone line open to allow the 911 operator to hear what is occurring in the room;
- If responding law enforcement officials are encountered, keep hands elevated and palms visible;
- If the fire alarm sounds remain in place unless fire or smoke is detected or advised to do so by the 911 operator;
- Do not carry items in hands that could be mistaken as a weapon;
- When possible, staff will assist those with disabilities and those with any injuries by escorting them to the nearest safe exit or safe area;
- If able to safely exit the MMC, do not return until it is declared safe to do so by law enforcement and fire officials; and
- Follow all instructions issued by law enforcement and fire officials.

### **Criminal Trespass / Indication of Security Compromise (Non-Hostile):**

- In the event a staff member detects that criminal trespass has occurred, the agent should report this information to the Security Office immediately.
- Staff will remain at the location of suspected compromise when possible.
- Immediately notify the individual responsible for security for a determination of actions to be taken.
- Two (2) or more staff will secure the compromised area, and conduct an inventory of the contents and check for tampering or missing inventory.
- If necessary, the Individual Responsible for Security (CSO) will request assistance as required from Alpena Police Department and notify the MRA if required.
- If immediate evacuation is necessary due to an emergency situation, storage containers and controlled areas will be examined upon return to determine whether marihuana, marihuana products or cash were left unattended or if any marihuana, marihuana products or cash are missing following an inventory check. The Individual Responsible for Security will prepare an Incident Report that will be submitted to the Chief Operating Officer.
- Any emergency or event that would inhibit or prevent the proper safeguarding of inventory will be reported immediately to the Individual Responsible for Security.

### **INCIDENT RESPONSE - MAIN EXAMPLES:**

#### **Hostile Intruder** – active shooter, robbery, etc.

- Immediate response is employees get down and activate panic alarm.
- If possible alert all occupants within the facility find a safe location

If it's safe to do so evacuate the surrounding area immediately.

- Close and secure all doors possible.



- If unable to safely exit, seek shelter in a room or doors that can be locked.
- Once safe and secure call 911 to update in the situation and follow instructions of 911.

Major emergency – major injuries, heart attack, etc.

Any employee witnessing such any incident requiring lifesaving emergency aid will call 911 immediately. After calling 911, the employee will contact the management.

- Management will then be responsible for locking down the facility until law enforcement arrival.
- Once law enforcement has arrived and secured the scene, the manager may resume operations as soon as Law Enforcement advises it is suitable.
- Management will be responsible for completing an incident report.

Major crimes/serious non-emergency – theft, extortion, embezzlement, negligence

- Any employee witnessing such any incident requiring this type of incident will immediately contact the owner/supervisor on-site and relay what they have witnessed/discovered.
- The CSO will then be responsible for locking down the facility until law enforcement arrival.
- Once law enforcement has arrived and secured the scene, the CSO may resume operations as soon as Law Enforcement advises it is suitable.
- The CSO will be responsible for completing an incident report.

Minor incidents – minor crimes, injuries, customer arguments, employee arguments, etc.

- Any employee witnessing such an incident will immediately contact management to advise them or the CSO if management is not available.
- The CSO and/or management will detain employees or witnesses as needed and call law enforcement if needed.
- The CSO will be responsible for completing an incident report. Bomb threat
- Call 911 immediately
- Evacuate the building immediately, patrons first, employees last
- Secure building

**Threat assessment & response protocol in premise & external premise grounds**

Neighborhood Provisions will install a "duress alarm" (silent alarm to signal alarm user being forced to turn off system), a "holdup alarm" (robbery in progress), and a "panic alarm" (life threatening or emergency situation). Alarms will be coordinated with the security company and the Alpena Police Department.

**A licensee shall securely lock the marihuana facility, including all interior rooms, windows, and points of entry and exits with commercial-grade, nonresidential door locks.**

Neighborhood Provisions will keep all locks and security equipment in good working order via regular inspections and testing. The occurrence of such inspections and tests is not to exceed thirty (30) calendar days from the previous inspection and test. Neighborhood Provisions will upgrade our locking system to electronic locks with associated card readers to manage exit and entry into limited access areas. We will restrict the availability of access cards only to

authorized personnel, which will reduce the risk of access by unauthorized personnel. All access cards must be returned to security personnel at the end of each shift to ensure proper and safe storage. Neighborhood Provisions will protect the confidentiality of the company's security measures, such as combination numbers, passwords, and electronic lock activators, against unauthorized personnel threats.





# Storage, Chemical & Hazardous Materials Plan

Attachment F-4 & F-6



## **Neighborhood Provisions: Storage, Chemical & Hazardous Material Plan Attachment F-4 & F-6**

### **Neighborhood Provisions - Provisioning Center Product Storage**

Storage of medical marihuana and manufactured marihuana products will comply with all applicable state and local regulations. All medical marihuana and medical manufactured marihuana products will be stored in a secure access area for nightly storage at the close of operations each day. All storage areas will have adequate lighting.

#### Products Storage Management – During Operating Hours

Products for sale to patrons in the store area of the facility will be secured behind a counter or area that acts as a barrier between the product and client having direct access to it. Staff will constantly monitor patrons when in the sales area of the facility.

- Staff will store sellable product in two locations: in secured displays on the sales floor and inside the shelves of the fulfillment area. Staff will place product samples back in display cases or shelves immediately after showing them to patients. Only a limited amount of staff will have access to product storage areas, and Neighborhood Provisions will maintain an active roster of authorized individuals.
- Security personnel will monitor patrons when in the facility and react to any suspicious activity immediately.
- The Operations Manager shall ensure that any person(s) going into limited access areas at the facility are escorted, at all times, by the licensee/owners, or a manager. In addition, all limited access areas will have 24 video surveillance for identification of individuals at entry, upon exit and a scene camera as well.
- Access to the secure storage area will be restricted and monitored through the use of electronic locks. Only the licensee/owner and management will have access to secure storage area. All safes and vaults will be securely locked and protected from entry with electronic locks except during actual times in use.
- Any humidity control packets used in the showroom display cases will meet FDA standards for contact with food. This system will prevent product spoilage and degradation, while enabling easy visibility and counting for inventory tracking.
- The Operations manager will divide inventory into two categories: “active” and “back-stock.” Active inventory will be an amount sufficient to complete an entire day’s sales. Only Managers and key employees will restock active inventory. Back- stock will remain in a restricted-access vault. Staff will count active inventory at the close of each business day, and Managers will audit back-stock once per week.

#### **Product Storage Operating Protocols:**

Neighborhood Provisions will maintain the following protocols for maintaining products:

- We will store all marihuana product in a secured storage area that is climate controlled and has 24/7 monitoring for both security and changes in Environmental differences. We will store cash and other valuables in a secure safe located inside the Vault room.
- Not produce or maintain marihuana in excess of the quantity required for normal, efficient operations;
- Inventory audits will include staff counting physical amounts, noting the location of all medical marihuana in the facility, and finally comparing that data with digital records in the METRC inventory tracking system;
- Staff will check physical counts against computer counts – all within the confines of the vault room;
- Store all marihuana and manufactured marihuana products in a safe, vault or secured room and in such a manner as to prevent diversion, theft or loss;
- We will delineate categories of product storage according to the following three categories: Sellable Product (further divided into active inventory and back-stock inventory), Returned Product, and Recalled Product.



- Staff will store back-stock inventory in the vault room and organize them on shelves according to strain, product type, and expiration date. We will designate and label shelves for each product type and label them with that product's name. Our Staff will physically count and log the location of products in the METRC every time they transfer products from back-stock to active inventory.
- Maintain all marihuana that is not part of a finished product in a secure area or location within the Provisioning Center accessible only to specifically authorized personnel, which shall include only the minimum number of employees essential for efficient operation;
- Keep all approved safes, vaults, or other equipment or areas used for the production or storage of marihuana securely locked or protected from entry, except for the actual time required to remove or replace marihuana;
- Keep all locks and security equipment in good working order;
- Not allow keys to be left in the locks and not store or place keys in a location accessible to persons other than specifically authorized personnel;
- Not allow other security measures, such as combination numbers, passwords or electronic or biometric security systems, to be accessible to persons other than specifically authorized personnel; and
- Keep the Provisioning Center securely locked and protected from unauthorized entry at all times.
- If a Provisioning Center presents special security issues, such as extremely large stock of marihuana, exposed handling or unusual vulnerability to diversion, theft or loss, the department may require additional safeguards, such as a supervised watchman service.
- If a loss, theft or diversion of marihuana has occurred from our facility, we shall notify both the Marihuana Regulatory Department and Alpena Police immediately.
- Staff will keep packaged products in high-density polyethylene (HDPE) storage bags and plastic bins, each of which will bear markings on their exterior to identify contents by SKU and barcode.
- To protect against moisture build-up, each storage bag or bin holding flower will contain at least one humidity-control packet.
- Any humidity control packets used anywhere in the facility will meet FDA standards for contact with food. This system will prevent product spoilage and degradation, while enabling easy visibility and counting for inventory tracking.
- All areas of our Provisioning Center containing marihuana, including the room with an approved safe or approved vault, shall have a sign posted at all entryways, which shall state: "Do Not Enter – Limited Access Area – Access Limited to Authorized Personnel Only" in lettering no smaller than one inch in height.
- Notwithstanding the requirements of this Section, nothing shall prohibit members of the department, local law enforcement or other federal, State or local government officials from entering any area of a Provisioning Center if necessary to perform their governmental duties, or persons authorized by the department.



## CHEMICAL & HAZARDOUS MATERIALS SAFETY PROTOCOLS

Neighborhood Provisions safety policies detail procedures for ensuring the implementation of best safety practices at all times and in accordance with Occupational Safety and Health Administration (“OSHA”) guidelines throughout all facilities and operations. The systematic guidelines established will be strictly enforced, as the safety of employees and the public is the company’s foremost business consideration. All employees must comply with all applicable safety regulations as listed in the Standard Operating Procedures (“SOPs”) as a condition of employment. Safety training will be provided as often as necessary and annually at a minimum.

Both the Employer and employee responsibilities are highlighted within this plan and addressed in greater detail within our Standard Operating Procedures. We will identify a designated Chief Security Officer (CSO) as the primary contact for safety-related matters. Regular required safety inspections are required along with annual training procedures.

All facilities will be inspected quarterly by the Facilities Manager to identify potential hazards using the OSHA Self-Inspection Checklist to prevent hazardous material and chemical incidents that could result in injury and/or illness to any employee or visitor. It is established that requirements of OSHA’s Hazard Communication standard will be met and unit managers are assigned responsibility for conducting job specific hazard training on chemicals used by their employees. After attending training, each employee will sign a form to verify that he or she attended the training and understands the company’s policies on hazard communication.

Copies of Material Safety Data Sheets (“MSDS”) for all hazardous chemicals to which employees may be exposed will be available on the intranet and by hard copy in each chemical storage area of the operating unit in a designated MSDS binder. Sample documents include accident report forms, a safety rule violation notice, and the OSHA Self-Inspection Checklist.

Safety rules addressed include those relevant to accident and hazard reporting, drug and alcohol use, driving, work-related injuries and the required use of Personal Protective Equipment (“PPE”). Enforcement measures and disciplinary actions detailed are to be implemented in response to safety rule violations established herein. All emergency situations, including chemical spill response, will be handled by local emergency response agencies in accordance with the company’s emergency and incident response SOPs. Additional measures serve to establish procedures for injury claims and policies related to workers’ compensation and benefits provided.

### RESOURCES

Occupational Safety and Health Administration  
LARA – Employee & Workplace Safety

### HAZARD COMMUNICATION POLICY

#### *Policy*

Neighborhood Provisions is committed to the prevention of hazardous material and chemical incidents that could result in injury and/or illness to any employee. The company will spare no effort in providing a safe and healthful work environment for employees and all levels of supervision will be accountable for the safety of those employees under their direction.



The Occupational Safety and Health Administration's ("OSHA") Hazard Communication standard (29 CFR 1910.1200) is based on the simple concept that employees have both a need and a "right to know" the identities and hazards of any chemicals they work with during the course of their employment. Employees also need to know what protective measures are available to prevent chemical exposures and how to avoid adverse health effects.

The following constitutes the company's written Hazard Communication program. The company will meet the requirements of OSHA's Hazard Communication standard as follows:

### ***Container Labeling***

It is the policy of the company that no container will be released for use unless it has a complete label. Unit managers will ensure that secondary containers, such as spray bottles, have complete labels. Either (1) a copy of the original manufacturer's label will be made and placed on the secondary container, or (2) the minimal information bulleted above will be placed on the container in permanent ink. The Safety Coordinator will verify that all product containers kept onsite will clearly list contents on the label:

- ☐ Product Name;
- ☐ Hazard warnings (corrosive, flammable, skin irritant, etc.); and
- ☐ Manufacturer's name and address.

### ***Material Safety Data Sheets***

Copies of Material Safety Data Sheets ("MSDSs") for all hazardous chemicals to which employees of this company may be exposed will be available on the intranet and by hard copy in each chemical area of the department in a binder designated "MSDS Sheets." Employees are required to read MSDSs for the chemicals they use. MSDSs will be available to all employees during all shifts. If an MSDS is missing, or if a new product arrives without an MSDS, employees must immediately inform the unit manager so they can call the supplier or manufacturer.

### ***Employee Information and Training***

Unit managers are responsible for conducting job-specific hazard training on chemicals used by their employees. After attending training, each employee will sign a form to verify that he or she attended the training, received written materials, and understands the company policies on hazard communication. Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training on the following:

- ☐ An overview of the requirements contained in OSHA's HAZCOM standard: 29 CFR 1910.1200.
- ☐ Chemicals present at the company.
- ☐ Location and availability of the company's written hazard program.
- ☐ Physical hazards and health effects of the company's hazardous chemicals.
- ☐ Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- ☐ How to reduce or prevent exposure to these hazardous chemicals by using engineering controls, work practices and personal protective equipment.
- ☐ Steps the company has taken to reduce or prevent exposure to these chemicals.
- ☐ Emergency procedures to follow if an employee is exposed to chemicals.
- ☐ How to read labels and review MSDS to obtain appropriate hazard information.

### ***Training Updates***





Training shall be provided at the time of initial assignment to tasks where occupational exposure to a hazardous chemical may take place. Training shall be repeated by the Safety Coordinator whenever a new chemical or a new hazard is introduced in the work area.

### ***Hazardous Chemicals List***

Unit managers must maintain a list of all the chemicals and products used at the company within their unit. This list is kept in the front of the MSDS book. Each chemical entry on the inventory list has a corresponding MSDS available for providing specific hazard information and personal protective measures. This list must be updated quarterly by the Safety Coordinator to remove chemicals that are no longer in use at the company and to add new products.

### ***Hazardous Non-Routine Tasks***

Occasionally, an employee may be asked to perform a task that is not part of their normal job. Before taking on a new task, the affected employee will be given information by their unit manager about any hazardous chemicals that might be used during the activity. This information will include:

- ☐ Specific chemical hazards;
- ☐ Protective measures employees can take; and
- ☐ Measures the company has taken to reduce the hazards, which might include ventilation, personal protective equipment, use of the buddy system, and emergency procedures.

### ***Contractors***

It is the unit manager's responsibility to identify and obtain MSDSs for chemicals any contractor brings into the company facilities. It is the responsibility of unit managers to provide contractors with the following information:

- ☐ Hazardous chemicals to which they may be exposed while working at the company and the procedure for obtaining MSDS information;
- ☐ Precautions contracted employees may take to reduce the possibility of exposure by using appropriate protective measures; and an explanation of the labeling system of the company.



# Inventory & Recordkeeping Plan

## Attachment F-5



## **Neighborhood Provisions: Inventory & Recordkeeping Plan**

### **Attachment F-5**

## **POLICIES AND PROCEDURES FOR RECORDKEEPING**

All inventory records, patient records, recall reports, sales/transaction records, product disposal records, and all scanned documents can be accessed at any time, either in-system or through a report creation tool. Though system actions can be adjusted or voided, at no time is any data ever fully deleted so that the entire history of the system may be reconstructed. The availability and reportability of the system data enable the said entity to produce any information necessary for an inspection.

### **RECORDKEEPING**

Neighborhood Provisioning's recordkeeping policies and procedures ensure the maintenance of true, complete, and current records that will be available for inspection by LARA upon request. The Provisioning Center Manager is responsible for recordkeeping at the dispensing facility level.

Procedures are established to ensure confidentiality and prevent the disclosure of information about qualified patients, designated legal representatives, and employees. All patient records will be handled in a manner similar to protected medical records. Measures for addressing and reporting any loss or unauthorized alteration of records related to marijuana products are detailed in the recordkeeping policies and procedures.

Neighborhood Provisions will retain all records, both physical and electronic for a minimum of six years. Electronic data will be encrypted and stored on secure servers in secure storage areas under 24-hour video surveillance. Physical records will also be stored in a secure storage area under 24-hour surveillance. The secure storage area will have limited access by key employees. The Provisioning Center may utilize biometric security measures as well as pin number protection. Access Logs will be analyzed daily to ensure no unauthorized entry has occurred. Access Logs, as well as all other records required by Michigan's Department of Licensing and regulatory Affairs, will be stored for a minimum of 2 years including but not limited to:

### **Certified Patient and Caregiver Records**

Information held by the facility company about qualified patients, designated legal representatives, and employees is confidential and will not be disclosed without the written consent of the individual to whom the information applies, or as required under law or pursuant to an order from a court of competent jurisdiction. However, Neighborhood Provisions may access this information to carry out official duties.

Our Provisioning Center management team will maintain a transparent and fully accountable set of dispensing facility-related records for internal and external audits. All physical documents, such as patient files, transaction records, inventory records, security records, audit records, business records, and financial records will be stored electronically in data centers to provide the maximum level of security and compliance with all local, state and federal document storage and confidentiality rules, including HIPAA regulations. This method of storage ensures that all records are adequately protected from loss, damage, or unauthorized use.



## **Patient Dispensing Records**

Michigan Provisioning Center requirements include maintaining individual certified patient-specific dispensing records for each marijuana product dispensed, applicable lot number(s), dates dispensed, and product expiry dating. These dispensing records will be monitored electronically for compliance with all company policies. Neighborhood Provisions employees may not dispense any marijuana product to a certified patient or designated legal representative without first electronically obtaining and documenting this confirmation from the METRC system.

## **Patient Confidentiality (Secure Storage)**

Neighborhood Provisions will protect patients' privacy by utilizing a POS system with an encrypted, secure electronic patient database that is strictly controlled and continually backed up. The Health Insurance Portability Act of 1996 (HIPPA) places strict privacy requirements on health care providers with regard to patients' protected health information. Access to the patient database is carefully controlled by the Provisioning Center manager. All staff members will receive in-house training on the privacy policy and procedures to ensure maintenance of patient confidentiality and proper handling of patient information data in compliance with HIPPA.

- Only authorized employees will have access to patient records based on specific authorization from the Provisioning Center manager. These authorized employees have received training on our privacy and record keeping policies and procedures.
- A patient record is created and maintained for each qualifying patient who enters our Provisioning Center. All authorized employees are assigned a unique ID that is used as their electronic signature. All entries made to a patients' record are dated, signed by the employee making the entry, and include the employee's unique employee ID number. A record will be kept of all logins and records created or modified during that session.
- Patient documentation can always be scanned and attached to the patients' electronic database record. All paper documents that require retention will be stored in a locked cabinet in the Secure Storage area of the Provisioning Center. Access to this area is limited to the facility manager and the patient coordinator.

## **Sales Records**

Our Operations Manager and Compliance Manager will be responsible for true and accurate records entered and maintained in the POS. All sales records must record the price of all products sold and comply with all recordkeeping policies and procedures, as well as METRC regulations.

Neighborhood Provisions will allow authorized representatives to examine records that formed the basis for pricing, including books, records, documents, and other types of factual information that inform an adequate evaluation of the cost of goods sold.

Sales records will indicate the name of the certified patient or designated legal representative to whom marijuana products(s) has been dispensed. A record of all approved marijuana products that have been dispensed must be filed electronically utilizing a transmission format acceptable to LARA immediately after the marijuana product was dispensed to the certified patient or designated legal representative. The information filed for each approved marijuana product dispensed will include, but is not limited to:

- A serial number that will be generated by the dispensing facility for each approved marijuana product dispensed to the certified patient or designated legal caregiver;
- An identification number that will be populated by a number provided by the METRC, to identify the company's dispensing facility;



- The patient name, date of birth, and gender;
- The patient address, including street, city, state, and zip code;
- The patient's phone number and email address
- The patient's registry identification card number;
- Indication for which medical marihuana has been prescribed
- If applicable, designated legal representative's name and registry identification card number;
- The date the approved marihuana product was filled by the dispensing facility;
- The metric quantity for the approved marihuana product;
- The marihuana product's drug code number that will be populated by a number provided by the METRC, to represent the approved marihuana brand that was dispensed to the certified patient or designated legal representative, as applicable;
- The number of days' supply dispensed;
- The registered physician's name and Drug Enforcement Administration number;
- The date the written certification was issued by the registered physician; and
- The payment method.

When applicable, the company will file a zero report with LARA in a format acceptable. A zero report confirms that no approved product was dispensed by the company during the relevant period of time.

### **Reporting of Records Incidents**

Any loss or unauthorized alteration of records at the provisioning facility related to marihuana products, qualified patients, designated legal caregiver, or employees will be reported to the Chief Security Officer (CSO) immediately. The CSO will report any such incident to the Operations Manager and law enforcement as necessary.

### **Point of Sale System or POS**

All inventory and sales will be tracked and reported directly into the traceability software platform. This will enable the facility to maintain sufficient controls over sales and prevent unlawful sales or sales over established purchase limits.

### **Maintaining a Patient Log**

When dispensing products, employees will provide a patient-specific log of products (noting the brand, administration form, and dosage, and dates dispensed and any return of product) to the patient, the patient's designated legal caregiver, if applicable, or the patient's practitioner upon request.

### **Receipts**

The employee conducting the sale will provide to the certified patient or designated legal caregiver a receipt, which will state: the name, address, and registry identification number for the company; the name and registry identification number of the certified patient and the designated legal caregiver (if any); the date and time of the sale; any recommendation or limitation by the practitioner as to the form or forms of medical marihuana or dosage for the certified patient; and the forms and the quantities of product dispensed. The company will retain a copy of the registry identification card and the receipt for one year.





## **Taxes and Sales Accounting**

All sales transactions will be subject to applicable Michigan sales and excise tax rates. The proper sales tax rates will be programmed into each point of sale system to ensure sales tax is being collected. It is the responsibility of the Operations Manager to ensure the proper collection of sales tax on all taxable products sold in the dispensing facility for the jurisdiction.

## **EMPLOYEE RECORDS**

### **Employee Identification**

Neighborhood Provisions staff members will be created as users in Metric and their contact records, as well as time/date stamped records of their activities are captured and maintained for the life of the staff member's employment. This ensures accountability for, and oversight of, all staff activities, which can then be monitored by upper management, owners, and regulators.

Upon hire, staff will receive an individualized key fob and pin code. Each staff profile will include;

- a. Last, first & middle name
- b. Identification number
- c. Key numbers
- d. Date issued
- e. Date returned
- f. Signature
- g. Position

Staff records will be made available to LARA upon request. Digital attendance logs can be sent to the Department electronically.

### **Staff Movements**

Employees will be created as users in the compliance system and their task scheduling allows for the tracking of each staff members duties on a daily basis with the ability to pull work logs. Task scheduling modules allow for both one-time and recurring tasks, along with best practice subtasks, to be created and assigned to staff members. The facility allows a task-by-task workflow to be created, maintained, and monitored.

Electronic Identification logs will be kept on all staff movements. These logs will be maintained in compliance tracking software. All staff members will be assigned fobs which permit access only to information allowed under their position and responsibilities designation. These fobs will be linked to the staff member's identification number to log and track all movements in the facility.

Each time a staff member uses their fob to open a door, an electronic audit trail will be stored in the security system. This digital copy will be on an encrypted, password protected system accessed only by the facility security manager and select senior management. This will not only track attendance but also keep unauthorized personnel out of restricted areas, thus ensuring product security and employee safety.

### **Employee Daily Attendance**

Employee attendance will be electronically tracked by Operations Manager. At the front desk, all staff will scan and enter their pin for authorized facility entry. Attendance will be tracked via electronic sign in. The electronic sign-in and sign out activity of all staff attendance records will go straight into the company timesheet software



which the Manager will monitor daily. The electronic attendance log report shows how any staff member's attendance, vacation and sick days, and reasons for absence will be tracked on a yearly basis.

## **Employee Training Records**

### **Training Material**

All staff will be provided a personnel training manual specific to their position. Staff members will be provided with a physical training binder and the same training material will be uploaded as a digital file within the company system for their easy reference and use.

### **Training Attendance Tracking**

When taking part in a training course, individual staff will log into the POS system prior to class beginning and select SOP training under the activity tab. The Manager conducting the course will acknowledge the sign-in and upload the training material directly to the staff member's personnel record. The personnel file will also track an employee's training examination grades to assure the employee is up to date with training and meeting the state's education criteria.

## **Calibration Procedure Records**

All instruments used to manufacture marijuana production, including automated, mechanical, and electronic equipment (including software for a computer-controlled process) will be included in the calibration program to ensure that the equipment functions in accordance with its intended use. There will be written procedures for calibration, maintenance, cleaning, and sanitation of equipment, instruments, and utensils, and records of these activities will be kept in tracking software including:

- Each instrument will be identified by a unique identification number and included on the master instrument list.
- Tracking scheduled calibration activities (calibration history, date and time of the last calibration, overdue calibrations, and out-of-tolerance findings)
- Inspection and verification history.
- Calibration parameters (e.g., characterization, classifications, calibration points, limits and tolerances, etc.)
- Calibration will include at least three points across the full range of the instrument to help ensure linearity.

Neighborhood Provisions will routinely maintain and calibrate equipment or instruments requiring periodic calibration, inspection, or verification. This service will be performed no less than once a month.

## **Calibration Logs**

The Operations Manager and Compliance Managers will maintain calibration logs developed to records and track the proper calibration of all electronic equipment including scales. This log will include:

- Instrument identification, including manufacturer, model number, and serial number
- Tracking scheduled calibration activities (calibration history, date and time of the last calibration, overdue calibrations, and out-of-tolerance findings.
- Calibration performed by/date
- Calibration reviewed by/date.
- Name of calibration laboratory
- Calibration procedure identification
- Next Scheduled Calibration Date

## **Cleaning and Maintenance Logs**



All staff charged with maintaining the facility's cleanliness and equipment will maintain a daily cleaning and sanitizing schedule and pre-operations log in compliance tracking software. Tracking software provides staff the ability to create best practices checklists for various operational areas, including those for Provisioning Center cleanliness. Staff will be tracked by their identification numbers in the system and their time/date stamped records of their activity are captured and

maintained. Task scheduling allows for tracking of each staff member's duties on a daily basis with the ability to pull sanitation and other process logs. Using tracking software, the Operations Manager oversees all written sanitation records of major equipment cleaning, calibration and maintenance. The Operations Manager will combine the individual department logs to show the date and time of all facility maintenance in order to maintain a comprehensive log of facility sanitation protocols.

### **Reconciliation Records**

An Inventory Manager will perform a reconciliation of all inventory items on a regular basis. Inventory that will be stored in the vault will be accounted for on a regular basis (daily, weekly, and monthly), and reconciling the audits against system-generated reports. Product will be inventoried by scanning the barcodes on each inventory item, at which point compliance tracking software will compare physical inventory level versus last recorded (expected) inventory level.

Reconciliation tools report on the physical number of products, enabling spot checks to be performed. Any discrepancy in weight or package count will be identified by the compliance tracking software.

On the last day of month following each quarter, the Manager will create a custom report of every product and product specifications distributed the previous calendar quarter to LARA via email or if applicable directly through the electronic compliance tracking system

### **Product Return Recordkeeping**

Upon purchase, the patient will receive a printed receipt which contain information about returning unused marihuana products for disposal. The patient will view the electronic receipt and will acknowledge they have read and fully understand the information prior to printing. This receipt will not only provide details of the transaction, but will also provide any additional LARA sanctioned information that all patients must be made aware.

Upon product return the Compliance Manager will:

- Identify returned products as such in inventory and be quarantined in locker of secure room to be destroyed upon receipt.
- Review returned products and approve or reject them.
- If the reason a product is returned implicates associated batches, an appropriate investigation will be conducted and will extend to all related batches and relevant records.
- A written record will be kept of the returned product including;
  - Identity of the product;
  - Batch, lot or other control number of the product;
  - Date the returned product was received; Name and address from which it was returned, and the means by which it was returned;
  - Reason for the return;
  - Results of any tests on product
  - Findings of the investigation and follow-up action
  - Any reprocessing performed on the returned product



## **Complaint Records**

Compliance software tracks every customer that received marihuana-infused products from any batch in question. Metric reporting functionality will allow the Neighborhood Provisions Manager to review all related batches and relevant records including batches of the same product, other batches processed on the same equipment or during the same time period, or other batches produced using the same batches or lots of components or packaging components to determine if the issue is the result of a failure of SOPs. In the event of a complaint, the Manager will review within 24 hours of receiving the complaint to determine whether the complaint involves a possible failure of product to meet any of its specifications and could result in a risk of illness or injury.

And file a written record of the complaint including:

- Product identity
- Batch number
- Date of complaint and the name, address, or telephone number of the complainant, if available;
- Nature of the complaint including and how product was used
- Investigation findings

## **Recall Records**

Once a recalled product is received by Neighborhood Provisions, the Manager will oversee its immediate documentation of all pertinent recalled product information including;

- Product identity;
- Batch number
- Date of return;
- Name and address from which it was returned,
- Patient info
- How product was used.
- Reason for the return;
- Results of any tests or examinations conducted
- Findings of the investigation and follow-up action
- Disposal date and method.
- Any reprocessing performed on the returned product;

## **Records Management**

### **Record Retention**

The following records will be kept and maintained on the premises for a five-year period and will be made available for inspection if requested utilizing the tracking system's wholesale sales and distribution data functionalities.

- The date of each sale or distribution to a Provisioning Center;
- The name, address and registration number of the Grower/Processor licensee product manufactures.
- The item number, product name (description), and quantity of each marihuana-infused product registered by the regulatory body and sold to Michigan patients.
- The price charged and the amount received for the marihuana and marihuana-infused products.
- All products being stored and dispensed on a daily basis.
-



- Purchase invoices, bills of lading, manifest, sales records, copies of bills of sale and any supporting documents, including the items and/or services purchased from whom the items were purchased and the date of the purchase.
- Accounting and tax records related to the Provisioning Center and each banker.
- Records of all financial transactions related to the Provisioning Center, including contracts and/or agreements for services performed or received that relate to the Provisioning Center.
- All Employee records, including training, education, discipline, etc.
- Transportation and shipping manifest records.
- Inventory records
- Records of all samples sent to an independent testing lab and the quality assurance test results.
- All samples provided to anyone or any entity for any purpose.
- Records of any theft, loss or other unaccountability of marihuana-infused products.
- All returned products, product complaints and recall events.

### **Duplicated Records Management**

A contracted, online automatic and managed backup service will be used to provide a system for the backup, storage, and recovery of all Neighborhood Provisions records and files. A hybrid approach will be used (Cloud and local) to facilitate the storage of the data and to allow for easy access.

The online backup system will run on a set schedule, typically once a day, and usually at night while computers are not otherwise being used. This program will collect, compresses, encrypt, and transfer the data to the remote backup service provider's servers located at an off-site secure location, as well as in the Cloud. Access to the duplicate set of records will be password controlled and limited to only authorized personnel.

### **Independent Distribution Record System**

A stand-alone computer database (spreadsheet), independent of the tracking software, will be maintained onsite to record all distributions. The computer will be access controlled and the database, in addition, will be password protected and limited to only key individuals in the company. Inputs will be “write only” and unable to be edited once saved. The information it tracks includes:

- Full name and detailed address of recipient the product was distributed to.
- The quantity delivered (measured by partial gram).
- The name, strength, batch number, and lot number of the product

### **Year Record Retention Policy**

For a five-year period, Neighborhood Provisions will maintain upon the premise current books and records, including;

- The date of each sale
- The name, address and registration number of the Provisioning Center
- The batch number, product description, and quantity of marihuana products sold
- The price charged and amount sent to patients and dispensaries
- Daily quantity and form of medical marihuana maintained at facility
- Daily Product count.





### **Inventory Management System**

Inventory management tools track unusable marihuana (e.g., outdated, damaged, deteriorated, mislabeled, or contaminated) and marihuana waste by weight and barcode throughout every phase of Marihuana Production as well as returns and recalls in the retail phase. Upon destruction, the system can generate a destruction report. The system also allows for the electronic authentication of the witnesses to the destruction through either a four-digit pin number or a biometric scan.

Neighborhood Provisions has not yet selected the provider of its seed to sale tracking systems. The approved provider will provide effective cutting-edge technology solutions for the emerging legal marihuana industry that (1) prevent product theft; (2) assist business owners with running their cultivating, packaging, and retail operations more profitably and to better comply with the law; (3) all without leaving sensitive business and consumer data vulnerable in the cloud. Specifically, it will support Neighborhood Provisions with resource planning, complete inventory tracking, point of sale, marketing, financial reporting and regulatory compliance features. Our system will be a server-based system with advanced security features where no one, not even the team can access business or consumer information without their permission.



# Building Design, Neighborhood & Community Impact

Attachment H-1 & H-3



## **Neighborhood Provisions: Building Design, Neighborhood & Community Impact Attachment H-1 & H-3**

### Good Neighbor Practices

Based upon the good neighbor principles described above, Neighborhood Provisions plans to integrate the following practices in order to mitigate any impact its facility may have on the neighborhood and community of Alpena in general and the Alpena County boundaries specifically. These practices include store hours, packaging/labeling, diversion prevention, ethical advertising, odor reduction, noise reduction, and community outreach (as described in more detail below). Neighborhood Provisions will revise these and other practices with any changes to medical marihuana laws and community suggestions to further mitigate any impact.

### *Store Hours*

Neighborhood Provisions understands that there may be concerns about the impact its hours of operation may have on neighbors of the business, such as early-morning or late-night noise and traffic, and has made plans to address these concerns. To minimize complaints from surrounding tenants about their patrons or staff, Neighborhood Provisions will only be open for business from 11:00 am to 8:00 pm and make deliveries between 11:00 am and 8:00 pm, six days a week (closed on Sundays), in compliance with city and MMFLA Administrative Rule - R 333.231, R 333.233, R 333.234, R 333.235 R 333.236, R 333.237 and R 333.238 along with all related requirements. While Neighborhood Provisions employees may work at the facility outside these business hours, management will instruct staff to conduct their work courteously and minimize any possibility of disturbance they may cause to their neighbors while entering and leaving facility grounds. Keeping these hours will ensure that noise and traffic associated with retail operations are minimized and will blend in with noise and traffic associated with neighboring businesses. Neighborhood Provisions' facility will also have ample parking so customers will not intrude on parking associated with other neighboring businesses. Neighborhood Provisions will update its hours and employee conduct protocols to maintain compliance with the law and to address any further concerns expressed by the public.

Considerations shall include:

- i. The adverse effects, if any, that the hours of operation of the proposed establishment will have upon neighboring properties, with particular attention to the effects of noise, odors, litter, loitering, parking, and glare from exterior lighting or headlights on nearby residential properties.
- ii. The amount and degree of law enforcement activities that could reasonably be anticipated to be generated by the proposed establishment, both outside and inside, with particular emphasis upon noise, calls for service, trespass enforcement, parking, vehicular use by patrons, and vandalism.

### Good Neighbor Principles

In order to augment the practices described below and improve its standing in the community, Neighborhood Provisions will employ good neighbor principles, as described by the Center for Chemical Process Safety and Centers for Medicare and Medicaid Services, in facility operations and community outreach efforts. These

principles have informed Neighborhood Provisions' facility location, design, renovation, management, and participation within the Alpena community and will continue to do so as the company evolves. These principles form the foundation of



Neighborhood Provisions' business and, along with other practices described below, will ensure its presence has a positive impact within the community.

### *Management & Participation*

Management practices and participation in local affairs will ensure that Neighborhood Provisions is an involved and informed member of the Alpena community. The principals understand that their goal of bringing high-quality medical Marihuana to Alpena will be greatly enhanced by locally-focused hiring and management practices. As such, Neighborhood Provisions will prioritize hiring a diverse group of well-qualified, local residents to work at its medical Marihuana facility. Neighborhood Provisions will integrate management practices that emphasize community participation in company policy, through internally developed community outreach initiatives. These initiatives will include local charitable participation and/or volunteering, ensuring the cleanliness of the immediate neighborhood, and attendance at community meetings or events. The principals will not only encourage community participation amongst the staff, but will also create a forum through which patients and other community members can weigh-in on company practices, voice concerns, and make suggestions for improvement.

iii. Whether the proposed use makes adequate provisions to eliminate the potential for adverse impacts upon the stability of adjacent areas by depreciating the desirability of the property or nearby properties by the placement of the use; or, conversely, the exacerbation of price escalation in rents or values that would result in the displacement of residents or businesses and how the requested use might reasonably protect the surrounding area so as not to have an adverse impact.

### *Design & Renovation*

Neighborhood Provisions has given thoughtful consideration to its community context in relation to the design and renovation of the facility at 120 South Ripley Blvd. In its facility's design, Neighborhood Provisions principals will pay careful attention to the aesthetic of their building, the cleanliness of their grounds, and the security of the facility as a whole. In this way, Neighborhood Provisions' facility will integrate itself into the neighborhood while presenting itself in a manner congruent with the company vision and meeting all requirements of a medical marihuana business in Alpena. Neighborhood Provisions will renovate this existing building for its facility and, in this process, will also make a special effort to minimize any impact these activities may have on their neighbors. During renovations, Neighborhood Provisions will confine all construction to the hours of 7 am to 7 pm Monday thru Friday and 8 am to 5 pm Saturdays in accordance with City requirements. Neighborhood Provisions will also make a great effort to ensure that all waste generated in this process is dealt with properly and will ensure that all renovations receive City approval, are up to code, and are in alignment with the neighborhood aesthetic.

Neighborhood Provisions will also propose the construction of a new facility if the current one does not currently meet the requirements and needs of our intended marihuana retail experience.

iv. How the proposed use balances mobility options so to ensure increased access and opportunity for those who might not own or be able to operate a vehicle and to avoid an excessive parking burden or increased congestion in the general area.

*Still in development with Neighborhood Provisions Architectural firm and consulting team.*



**A. Neighborhood Communication.** The following methods will be used to ensure lines of communication with the neighborhood or business organization(s), owners, and tenants near the proposed facility:

#### Community Outreach

#### **Our approach to community and stakeholder outreach**

Community and Stakeholder outreach is a process for

- (1) seeking out individuals or organizations that can be or believe they can be affected by company operations and engaging them in a dialogue about medical marihuana and the impacts on the industry
- (2) Establishing a relationship with community organizations, other companies, and professional groups, and local, state, and federal authorities, and
- (3) Providing accurate information about the company and the facility's products, processes, plans, hazards, and risks.
- (4) Proof of goodwill concept for the commercial marihuana industry (newest legal entrant into the Pharmaceutical and recreational adult activities)
- (5) Governmental responsibility for public policy implementation and possible liability from maladministration

This process ensures that management makes relevant process safety information available to a variety of organizations. This element also encourages the sharing of relevant information and lessons learned with similar provisioning center types and with other companies in the industry. Finally, the outreach element promotes the involvement of Neighborhood Provisions in the local community and facilitates the communication of information and Neighborhood Provisions' activities that could affect the community.

Information sharing and relationship building occurs:

- (1) During employees' community activities, such as speaking to school groups, neighborhood cleanup initiatives, organized volunteering, food drives, service clubs, and senior centers, neighborhood cleanups, beautification efforts, historic preservation, "greenspace" improvements,
- (2) During planned events, such as industry conferences, town hall-style meetings and community meetings, and
- (3) When episodic events such as dissemination of educational materials, responsible use plans and through incidents and regulatory inspections occur.

We take a proactive approach to engage stakeholders in the communities that we seek to operate in, to establish a foundation for community partnerships and economic inclusion for this industry. Our approach, developed with our Public Affairs Consultants at Banks & Company, has helped us build our engagement rooted in the following three principles:

- **Listen** – learn the community, the stakeholders, the challenges and the opportunities for improvement, growth and enhancement in the neighborhoods, cities and counties that we seek to operate. We ask for open, honest feedback and dialogue regarding the commercial marihuana industry's perceptions and of non-local based businesses pursuing business projects in the city.
- **Embrace** – We embraced the concerns, the challenges and the negative feedback regarding our industry. We document all of the concerns from our Community Town Halls, individual stakeholder meetings and integrate the responses of residents, community organizations, business associations and faith-based organizations into our objectives and goals for community integration, regardless of support or opposition by organizations.
- **Build** – Develop detailed and tangible Community Action plan which includes financial, volunteer manpower, community education, support of afterschool programs, cross-promotion activities with





neighborhood businesses, procurement outreach through local, veterans and minority business and advocacy organizations and recruitment programming with community organizations to enhance hiring activities.

Neighborhood Provisions will coordinate these programs through either their relationship with Banks & Company and through the hiring of a specific community outreach specialist. In addition to coordinated efforts such as these, town hall-style meetings will serve as the main forum through which community members may voice their concerns about Neighborhood Provisions' company practices. This process of input collection, distillation, and synthesis will continually ensure that the Alpena community's concerns are heard and integrated as part of company best practices and engagement with three critical stakeholders:

- Affiliated interest groups (church parishioners, parks conservancies, medical professional, counselors, etc.)
- Residents
- Elected and administrative officials

### **Community priorities and specific projects - Neighborhood Provisions Initial Focus**

Neighborhood Provisions will seek to establish community partnerships and benefits agreements through identifying opportunities to form partnerships between Neighborhood Provisions and faith-based organizations, neighborhood organizations, educational organizations and other community partners. As we conduct our engagement meetings, we start with a foundation of projects and activities that can be deployed through partnerships.

1. **EMPLOYEE VOLUNTEER PROGRAM** - While medical marihuana start-ups face a lack of access to traditional financing options, they are often rich with human capital. Our team will feature several talented professionals who can share a wealth of knowledge and experience to the community and we believe that skills-based volunteerism is one of the most effective ways to contribute. Our Employee Volunteer Program (EVP) is managed by our COO. Neighborhood Provisions commits to provide **volunteer manpower hours and/or in-kind contribution support** to programs and organizations that enhance the economic, social and community vitality of the City of Alpena
2. Educational Sessions will also be held regarding employment and workforce development strategies - how can one become an employee in either an entry-level, mid-level management or senior management within the various commercial marihuana related businesses.
3. Participation in continuing educational series on marihuana, both as a monthly hosted series by Neighborhood Provisions and in participation with community organizations, to bring continuing knowledge and awareness about both Medical and Recreational Marihuana. Series sessions/forums could include:
  - a. What's legal and illegal regarding Medical and Recreational Marihuana use?
  - b. Where can and can't you use Medical and Recreational Marihuana?
  - c. Does Medical Marihuana really address health ailments?
  - d. What negative health issues can be addressed by the use of Medical Marihuana?
  - e. How do licensed Marihuana businesses operate, i.e. what are the rules and requirements for operating in our neighborhood?
  - f. Will use of Medical or Recreational Marihuana impact my job and employment status?
  - g. Driving and using marihuana?
  - h. What are the employment and investment opportunities for people in the licensed Marihuana business sector?
  - i. Rules and regulations in general life, (how does using medical or recreational marihuana affect you outside of being a business or employee in the industry,
  - j. What are the actual rules for use of marihuana and lastly what does state-based legalization actually mean on criminal justice?



4. Will work in partnership with Village leadership and appropriate departments to support Economic Development activities to new business attraction and retention of existing businesses
5. Investment in Community Organizations – Neighborhood Provisions will become a dues paying member in various community organizations in both the city of Alpena and Alpena County.
6. Participate in mentoring opportunities to prospective local, minority and economically disadvantaged applicants for Commercial Marijuana licensing
7. Conduct cross-promotional marketing activities with the retail businesses in the South Ripley area and members of local Business and Merchant Associations, to both the customers and employees of Neighborhood Provisions
8. Impact on Local Law Enforcement: Neighborhood Provisions values and places a high priority on its security measures and personnel, as well as our relationships with local law enforcement. We will support "Law Enforcement Action Partnership" (LEAP), which is an international nonprofit organization of criminal justice professionals advocating for drug policy and criminal justice reforms that will make communities safer. We will also encourage local law enforcement to tour our facility, spend time answering their questions, and foster a positive relationship with our security team personnel. We may also invite the local law enforcement to training on our security measures as preparation to handle incidents.
9. General Interest and Community Complaint Handling: By nature of being part of Michigan's cannabis industry early, Neighborhood Provisions expects to encounter some level of interest and commentary from the surrounding area and the medical community. All complaints from the community will be received by the General Manager and recorded in a log. The managers will discuss whether reasonable changes can be made in company procedures for improvement. Neighborhood Provisions will respond by telephone or in writing within 5 businessdays.

**B. Crime Prevention and Awareness.** Staff at the proposed facility will be trained in crime prevention and awareness using the following method(s):

#### *Crime Reduction*

Neighborhood Provisions will appoint their Chief Security Officer (CSO) to oversee company security and to act as their company's liaison to the Alpena Police Department (APD), in compliance with *R 333.235 of the Michigan Administrative Rules under the MMFLA*. The CSO will report all significant inventory discrepancies; diversion, theft, loss, or any criminal activity involving the business or employees; loss or alteration of records related to marijuana, employees, or agents of the business; and any other breach of security to the APD within 24 hours of discovery, in compliance with *R 333.235 of the Michigan*

*Administrative Rules under the MMFLA*. The CSO will also monitor the facility's cameras for people loitering, acting suspiciously, or disturbing customers outside the facility and personally instruct them to leave. Officers will also actively patrol the facility grounds to monitor activity and maintain an active security presence at the facility. Finally, Neighborhood Provisions' CSO and subordinates will coordinate with neighborhood watch groups to integrate their presence with larger community security efforts. Neighborhood Provisions will update all crime reduction practices to maintain compliance with the law and address any further concerns expressed by the public.

**C. Marijuana and Sales to Minors.** The following method(s) will be employed to reduce sales of marijuana to minors:

Neighborhood Provisions will follow these protocols to ensure sales and patient transactions are limited only to qualified patients and reduce the likelihood of any transactions being made to minors.

#### **SALES AND PATIENT MANAGEMENT**

The Provisioning Center Manager is responsible for all sale transactions in the patient secured showroom area. The Provisioning Center Manager must ensure all employees working in the dispensing facility are properly trained on all



operating procedures. NP-specific procedures must be developed, written in detail, and maintained by the Provisioning Center Manager. The patient secured showroom will not be open or in operation unless Provisioning Center Manager and one employee are on the premises and directly supervising the activity within the facility. At all other times, the patient secured showroom will be closed and properly secured.

### **PATIENT INTAKE**

All new patients will complete a new patient intake process and be offered an orientation to the facility. All forms will be completed and signed on electronic tablets. A printed copy of signed forms will be provided to the patient. All qualified patients and designated legal representatives will be documented in METRC & BioTrackTHC to ensure compliance with patient management, inventory, and tracking policies.

### **PATIENT IDENTIFICATION CARDS**

No employee will complete a sales transaction for a patient or the patient's designated legal representative if his/her information is not current and verified in the registry.

### **IDENTIFICATION REQUIRED**

Immediately upon entry to the premise, all patients and legal representatives must present to the Patient Associate valid proof of identification. The patient must be registered in the Michigan Medical marihuana patient registry via METRC for authorization to receive a dispensed medical marihuana product, and the patient or designated legal representative must be verified by an appropriate staff member of the dispensing facility. Acceptable IDs are limited to:

- (a) A driver's license;
- (b) A government-issued identification card;
- (c) A military identification card; or
- (d) A passport.

### **PATIENTS UNDER 18 YEARS OLD**

A person under the age of eighteen (18) will be precluded from purchasing Medical Marihuana Products.

### **PROHIBITED TRANSACTIONS**

The company employees may not:

- (a) Permit any other third party to sell any items on site.
- (b) Allow any medical marihuana products to be consumed on the premises of the provisioning center.
- (c) Sell any approved Medical Marihuana Products to anyone other than a certified patient or designated legal representative.
- (d) Dispense an amount greater than the daily purchasing limit of 2.5 ounces and/or greater than the 10-ounce monthly limit purchasing limit to a certified patient or registered primary caregiver. The company will verify this information by consulting the registry.
- (e) Open Medical Marihuana Product packaging.



(f) Allow anyone in the secured patient showroom area who is not expressly authorized to be in the patient showroom area.

### **NO UNLAWFUL TRANSACTIONS**

In accordance with state laws and regulations, the company will ensure that no unlawful sales transactions are permitted or tolerated. No sales or distribution of Medical Marihuana Products to non-registered patients or legal representatives may ever occur.

### **NO SUSPECTED DIVERSION ALLOWED**

Employees must refuse to sell Medical Marihuana Products to a patient or legal representative they suspect may be diverting such products and notify the Security Director immediately.

### **SUBSTANCE ABUSE AND PREVENTION**

The company will be proactive in recognizing and preventing substance abuse. Brochures and educational information on the prevention and treatment of substance abuse, including a list of local providers, will be readily available and displayed prominently. In the event that a potential substance abuse problem is identified, based on data collected or employee observation, the patient will be notified and provided with a list of local providers for patient assistance, drug and alcohol treatment, and family services that patients may

access without the company's involvement. All Provisioning Center employees will be thoroughly trained in identifying substance abuse problems.

The company will assure that our patients receive appropriate services and products to assist them in achieving their optimum level of health. Because patients who come to the Provisioning Center with conditions that cause them distress may demonstrate an increased likelihood of problems associated with the use of alcohol or other drugs, it is important to identify those with addiction disorders quickly and refer them for assessment and associated care if needed.

The Patient Associate and Provisioning Center Manager will maintain an up-to-date understanding of community resources (and contact information) that are available to support patients in need. In addition, Provisioning Center employees will be equipped to educate patients, parents, and legal representatives on how to identify signs of substance abuse and how to deal with substance abuse. The company will also have readily accessible information and educational materials available relating to youth substance abuse prevention.

**D. Litter Control.** The following method(s) will be employed to reduce and control the incidence of litter in and around the proposed facility:

#### **Interior Litter & Sanitation protocols**

##### **Sanitation Protocols**

All Neighborhood Provisions employees will maintain the facility in a sanitary condition in order to limit the potential for contamination or adulteration of the medical marihuana product stored in or dispensed at the facility and to prevent the spread of illness between facility occupants.

##### **Product Contamination Prevention**



In the Provisioning Center, all products are procured, received, and stored in the retail sale package. No repackaging or handling of the actual product will ever occur. Thus, the risk of contamination of the product during any handling of the product at the Provisioning Center level is low to non-existent.

The physical facility of the Provisioning Center is designed to prevent contamination. Floors, walls, and ceilings will be constructed in such a manner that they may be kept clean and in good repair. There must be adequate space and safety lighting in all dispensing and storage areas. The building, fixtures, and other physical facilities must be maintained in a sanitary condition. Trash from the dispensing facility will not be allowed to accumulate and will be properly removed. Cleaning and sanitation supplies must be labeled and stored away from the areas where the product is stored and handled so as to prevent contact with the product or the areas where the product is stored and handled.

Animals are prohibited from the Provisioning Center except for service animals, which may be allowed in some areas of the Provisioning Center so long as there is no risk of contamination to the medical marihuana products or any contact surfaces.

## **PEST PREVENTION PROCEDURES**

Adequate protection against pests shall be provided through the use of integrated pest management practices and techniques that identify and manage pest problems including the regular disposal of trash to prevent infestation. The Provisioning Center is designed, managed, and monitored to keep out pests, including insects, rodents, and other animals. Regular removal of litter and waste minimizes the development of odor, which could attract and harbor pests. Effective measures will be taken to exclude pests from the Provisioning Center and provide protection against contamination of medical marihuana products and contact surfaces.

Insecticides, fungicides, or rodenticides will not be used around the Provisioning Center unless they are registered with the EPA, used in accordance with label instructions, and effective precautions are taken to protect employees in accordance with the Provisioning Center safety plan. If required, the COO must ensure that there are written procedures for the use of suitable rodenticides, insecticides, fungicides, fumigating agents, and cleaning and sanitizing agents. Such written procedures must be designed to prevent contamination of the medical marihuana product and contact surfaces. Such written procedures must be followed, and records of such use must be kept in the Provisioning Center maintenance schedule.

## **SANITATION, PERSONAL HYGIENE, AND HAND-WASHING FACILITIES**

The COO will ensure that the Provisioning Center is maintained in a sanitary condition to ensure the safety of the employees, customers, and products. Managers must maintain written procedures describing in sufficient detail the cleaning schedules, methods, equipment, and materials to be used in cleaning the Provisioning Center. Written procedures must be followed, and records of cleaning and sanitation must be kept in the Facilities Management Schedule housed in the company's corporate intranet calendar. There will also be a hard copy at the Provisioning Center for employees to refer to. These procedures must include:

- Assignment of responsibility for cleaning and maintaining equipment;
- Maintenance and cleaning schedules including sanitizing schedules;
- A description in sufficient detail of the methods, equipment, and materials used in cleaning and maintenance operations, and the methods of disassembling and reassembling equipment for cleaning purposes;
- Protection and labeling of equipment after cleaning;
- Inspection of equipment cleaning tags immediately before use; and





- Records of all equipment maintenance.

Contractors must be supervised at all times, informed of, and held to the same sanitation standards while working on the premises. All employees are required to report unsanitary conditions to the Provisioning Center Manager

## **PLUMBING, RESTROOMS, AND VENTILATION SYSTEM**

Our general contractor will ensure plumbing, restrooms, and handwashing facilities are compliant with local ordinance and codes. The COO will ensure they are properly maintained. All drain areas must be maintained so that they do not contribute to product contamination from water seepage, filth, or any other extraneous materials which could provide a breeding ground for pests. Waste treatment and disposal systems must be maintained in good working order so that they do not become a source of contamination in any area.

The Provisioning Center must provide its employees and patients with adequate, readily accessible toilet facilities that are maintained in sanitary condition and good repair. As part of the daily walkthrough, the Provisioning Center Manager must ensure the good working order of the toilets, hot running water, toilet paper, disposable towels, and hand soap. Regular maintenance must be scheduled by the Provisioning Center Manager or COO to ensure toilet facilities are clean and in functioning condition.

The Provisioning Center must have adequate ventilation and contain equipment for adequate controls for temperature, humidity, and dust control. Filters and filtration systems must be checked, maintained, and replaced as often as needed.

## **Exterior Litter & Sanitation protocols**

We plan to proactively address litter and debris that could negatively impact Ripley street and the area. We will support municipal and community initiatives to help address this, in addition to our staff being tasked with hourly monitoring of our parking lot, rear and side of the building, to collect and remove litter and debris. One type of initiative could include:

Supporting the purchase of additional trash receptacles and animal waste stations in our region of the Ripley Blvd. Business District

**E. Loitering Control.** The following method(s) will be employed to reduce loitering at or near the proposed facility:

## **OPERATIONAL SPACE AND DAY-TO-DAY OPERATIONAL ACTIVITIES**

A. The Provisioning Center will be divided into the following separate and securely-monitored areas:

1. Receptionist & Security checkpoint and area. This is a security checkpoint and entry area for any person entering the premises. Everyone (excluding Neighborhood Provisions' staff) will be greeted by an intake receptionist supported by a bonded and insured security guard. The security guard will monitor everyone entering and exiting the premises and maintain surveillance on those individuals standing directly outside the Provisioning Center and in the parking lot.
  - Our intake receptionist will be the first person who greets all persons entering Neighborhood Provisions. They will check for a valid government or state-issued photo-identification and a current medical marijuana registry identification card.
  - Our receptionist will have access to all security measures (e.g. video surveillance) and will report any suspicious activities to the appropriate authority and law enforcement agency.



## VISITORS ACCESS TO MEDICAL MARIHUANA

Visitors will be handled in accordance with the company's visitor policies and procedures. Visitors will always be accompanied by authorized personnel and will never be granted access to marihuana materials or medical marihuana product storage areas unless required for the provision of services.

All persons who are not employees, certified patients, or designated caregivers, but who have been authorized by management to enter the facility shall obtain a visitor identification badge from a facility employee prior to entering the facility. An employee will escort and monitor the visitor at all times while the visitor is in the facility. The visitor identification badge shall be visible at all times. The facility will require the visitor to return the identification badge upon exiting the facility.

Our Provisioning Center will maintain a visitor log, which shall include the name of the visitor, date, time and purpose of the visit. The visitor log shall be available to the City or State regulators and law enforcement at all times during operating hours and upon request.

2. A public reception area. The public reception lobby is a securely monitored area which can be used concurrently as a waiting room and educational area. The lobby will contain goods for sale including, but not limited to: t-shirts, candles, creams, teas, oils, paraphernalia, and books, and other educational materials. This will also serve as a public gathering area for seminars, patient-caregiver matching meetings, and other public educational events. *No sale of paraphernalia to anyone other than valid and current medical marihuana registry identification cardholders. No medical marihuana will be displayed, stored or available in the public area and no caregiver-patient medical marihuana services or consulting will take place in the public area.*
3. A secure showroom area. This is a securely monitored showroom area for our Budtenders, caregivers and their patients. Our registered caregivers and qualified patients can meet for consultation regarding the patient's medical marihuana needs. *No sales or transfer of medicine will be done in the secure consultation area.* This area is designed for our registered caregiver to move their patient to a secure location on the premises away from the public reception area and speak openly about their medical needs.
  - *No sales or transfer of medical marihuana will be permitted in the secure consultation area.*

### Sidewalk Security

Neighborhood Provisions will manage the sidewalk by monitoring cleanliness and loitering and greeting patients entering the Provisioning Center. Visible cameras and constant managerial walkthroughs will deter potential criminal activity by ensuring that only those visiting the facility are allowed entry for legitimate business. This team will be vigilant of suspicious activity on the exterior of the premises. Cleanliness is also managed consistently with checks throughout the business day.

**F. Trespass Enforcement.** The following method(s) will be employed to reduce trespassing on the proposed facility's property:

### Criminal Trespass / Indication of Security Compromise (Non-Hostile):

- In the event an agent detects that criminal trespass has occurred, the agent should report this information to the Security Office immediately.
- Security agents will remain at the location of suspected compromise when possible.
- Immediately notify the Individual Responsible for Security for a determination of actions to be taken.



- Two (2) or more staff will secure the compromised area, and conduct an inventory of the contents and check for tampering or missing inventory.
- If necessary, the Individual Responsible for Security will request assistance as required from Alpena Police Department.
- If immediate evacuation is necessary due to an emergency situation, storage containers and controlled areas will be examined upon return to determine whether marihuana, marihuana products or cash were left unattended or if any marihuana, marihuana products or cash are missing following an inventory check. The Individual Responsible for Security will prepare an Incident Report that will be submitted to the Chief Operating Officer
- Any emergency or event that would inhibit or prevent the proper safeguarding of inventory will be reported immediately to the Individual Responsible for Security.

**G. Landscape Maintenance.** Proposed landscaping on the site of the proposed facility, and a plan for its maintenance includes the following:

NP will have a buffer (weighted and raised flower beds) between the sidewalk and the store for added security, beatification of the area, and to mitigate foot traffic in the parking area.

NP will place planters to delineate the separation of the public sidewalk and the parking area while also beautifying the current area. This will ensure there is no confusion of property lines and will aid in the flowability of pedestrian traffic by designating walkable paths. NP will also create a light plan that will illuminate the parking lot and surrounding sidewalks to enhance the pedestrian experience. A bike rack will be placed on the side of the building to direct bike traffic and ensure it doesn't obtrude with foot traffic.

NP will establish a boarder flower bed that will delineate the pedestrian sidewalk and the business property, giving the intended feel of a safeguarded (or security hug) effect by costumers on the property. The boarder will also direct traffic in a safe manner if snow builds up and makes the area difficult to navigate.



## **Detailed description of economic benefits to the city by way of improvements to real property**

### **1. Integrating Medical Marihuana Provisioning Centers into the Local Economy**

**Business Spending Patterns:** Based on studies in other states we discovered certain “business spending patterns” that trace how Provisioning Centers spending flows through the local economy. Based on regulations and market conditions, direct business spending of a Provisioning Centers can fall into the following categories:

- Employees,
- Real Estate businesses
- Lighting,
- Air/water filtration,
- Electricity,
- Rent,
- Food inputs,
- Chemical inputs (Co2, BOH),
- Pesticides,
- Machinery rents/purchases,
- HVAC and mechanical,
- Data entry,
- Information technology and software (inventory control systems, [point-of-sale systems](#), procurement software, compliance systems),
- Digital marketers
- Advertising, Branding and Marketing firms
- Sanitation services
- Warehouse supplies and equipment,
- Packaging and labeling equipment,
- Security systems (safes, video cameras, alarm systems, guards),
- Financial services (accounting, payroll management, credit card processing, banking),
- Legal services,
- Architects, and engineering services (chemical and mechanical)
- Investment banking and business valuation services
- Specialized law firms,
- Consultancies and professional service providers who provide industry-specific analysis and advice to private enterprise and government regulatory agencies.

As the Commercial marihuana industry matures in Michigan, and Alpena specifically, it will become more structured, organized, and competitive, thereby creating demand for more service vendors and non-plant touching suppliers. They are the same kinds of companies needed to support business processes in any other industry. While they are also subject to strict regulations, as the entire industry is under the careful watch of the states, they tend to avoid the most stringent rules, like licensing application processes. As seen in other states, by identifying each segment, then classifying and quantifying the activities, they can be inserted into the Local and State Economic accounts. From there, an Input-Output model is constructed, and the impact of medical marihuana spending can be computed.



## 2. Economic Impact

State-level control of medical marihuana creates a highly-localized industry. The very nature of the industry prevents interstate commerce that would occur under standard market conditions. A unique economic model, consisting of entrepreneurial objectives and state regulations, demands almost all spending on medical marihuana flows to workers and businesses within the state. As a result, based on studies in states that have already legalized, the medical marihuana industry generates more local output and employment per dollar spent than any other sector. Only government program spending generates more employment and output per dollar spent.

For example, studies in Pennsylvania have shown that every dollar spent on Grower/Processor operations produces an average of \$2.34 of output. That is 33 percent more than race track operations, 23 percent more than casinos, 16 percent more than retail trade (including alcohol), and 13 percent more than general manufacturing.

Capital and operating expenditures will be kept within the community to the maximum extent practical. This represents monetary circulation throughout the region. Data with regard to this local sourcing will be monitored and tracked through our procurements system. We will set goals for local and state expenditures as a percentage of our total expenditures.

Neighborhood Provisions proposed renovated (or newly constructed) facility will generate a significant multiplier effect on the local economy. According to figures prepared by the US Department of Commerce Bureau of Economic Analysis, the multiplier effect varies by the type of job created. With our new business achieving a local special land use permit, there will be construction, maintenance, professional support, packaging, shipping and receiving, management, and administration jobs, among others, causing the multiplier effect to vary from approximately **0.8 to 5.5 new local jobs for each newly created position**. We can thus conservatively estimate that the **multiplier effect will result in at least double the number of direct Neighborhood Provisions, Inc. jobs created**.

**Purchasing Goods and Services from Alpena Based Businesses** – An average Marihuana business has a range of 35 to 70 different vendor and supplier categories that are required to start a compliant, licensed Commercial Business. Once operational, they maintain a range of 25 to 45 different vendor and supplier categories to sustain and grow their business. Neighborhood Provisions' projected vendor and supplier purchasing budget is comprised of line items from the Cost of Goods Sold category, one-time fixed expenses and variable expenses (non-employee or contractor payroll included). We commit to implementing plans to reflect best faith efforts to **purchase a minimum of 30% of Neighborhood Provisions' goods and/or services with local Alpena based businesses and/or social and economically disadvantaged businesses**. Buying a significant portion of those services from Alpena based businesses, increases the flow of payables and receivables among Alpena businesses. This increases hiring of employees and indirect spending from vendors and suppliers down their supply chain. Encouraging our vendors to meet similar hiring and procurement goals are important to our business objectives and economic investment goals, increases the flow of capital into the region, insourcing the economic benefits to the residents and businesses in the area. We will engage in vendor procurement meetings and fairs to identify potential vendors for our business and educate them on opportunities to provide goods and services to the Commercial Marihuana Industry

## 3. MEASUREMENT AND REPORTING METHODOLOGY

Neighborhood Provisions will regularly monitor, report, and review our economic and non- economic activities as a measure of community impact. Based on the feedback we receive through reporting, we can determine the effectiveness of our strategies and make adjustments accordingly.

Economic impact will be measured based on the following data:

- Sales and expenditures
- Number and value of vendor/supplier contracts (Procurement Utilization Report)





- Number of employees (Workforce Utilization Report)
- Salary data

Non-economic impact will be measured based on the following data:

- Number of collaborations and communications with relevant organizations
- Number of Community Outreach and Education events
- Participation in existing Alpena and Alpena County initiatives (e.g., substance abuse prevention and treatment, crime prevention, etc.)
- Intern recruitment and job fair activities
- Percentage of local/veteran/women/minority employees (Workforce Utilization Report)
- Percentage of vendor contracts with local/veteran/women/minority-based businesses (Workforce Utilization Report)
- Trends in energy use at our facility
- Participation of employees in workforce training and diversity training
- Complaint log
- Outreach meetings conducted or participated in on behalf of Neighborhood Provisions
- Additional engagements and informal conversations
- Organizations communicated with for participation in Community town hall meetings
- Community Meeting conducted
- Feedback from Community town hall meetings
- Concerns, issues and challenges identified in stakeholder meetings
- Identification and execution of potential collaboration opportunities



## **Description of commitment to neighborhood improvement through the elimination of blight on-site or adjacent property**

### ***Redevelopment and Growth Potential***

While not guaranteed, it is certainly possible to capitalize on peak interest in this industry as an opportunity for redevelopment and economic growth. The following data, provided from PUEBLO COUNTY IMPACT STUDY 2017, Economic impact of adult-use retail cannabis in Pueblo County, demonstrates the impact of rural counties that have municipalities that have allowed Commercial Marihuana businesses to open versus those counties that haven't allowed any Commercial Medical or Recreational Marihuana businesses.

### **What Is GDP?**

Gross Domestic Product (GDP) is the total monetary or market value of all the finished goods and services produced within a country's borders in a specific time period. As a broad measure of overall domestic production, it functions as a comprehensive scorecard of the country's economic health.

### **Impact of Gross Domestic Product Per Capita, Real Estate Appreciation and Construction Spending**

Several counties from different regions within the United States are compared to find counties similar to Pueblo County. To verify the appropriateness of comparison, factors identified are income, jobs per person, and county population indexes to compare the counties

- Two counties in addition to Pueblo County were selected from the state of Colorado – Allows Commercial Medical and/or Recreational Marihuana businesses
- Three counties from Washington State – Allows Commercial Medical and/or Recreational Marihuana businesses
- Three counties from states (Texas & Alabama) where neither medical nor adult-use cannabis has been legalized.

Data were collected from several different sources, including the Federal Reserve Economic Data (FRED) published by the Federal Reserve Bank of St. Louis, Bureau of Labor Statistics, Bureau of Economic Analysis, etc.

### **Gross Domestic Product Per Capita**

TABLE 3 compares GDP per capita values collected for 9 different counties including Pueblo County (GDP per capita: the value of Gross Domestic Product divided by the population of the county is one of the most important measures of Economic Growth).

### **Percentage Change in GDP per Capita**

	<b>Carroll, AL</b>	<b>Etowah, AL</b>	<b>Hunt, TX</b>	<b>Grant, WA</b>	<b>Lewis, WA</b>	<b>Cowlitz, WA</b>	<b>Pueblo, CO</b>	<b>Weld, CO</b>	<b>Chaffee, CO</b>
2011– 2013	3.90%	2.50%	3.40%	6.80%	5.00%	6.50%	3.60%	8.80%	8.00%
<b>2013– 2015</b>	<b>6.40%</b>	<b>7.60%</b>	<b>7.60%</b>	<b>9.30%</b>	<b>8.90%</b>	<b>6.30%</b>	<b>9.50%</b>	<b>13.70%</b>	<b>12.30%</b>

During the two-year time period prior to Cannabis legalization, most counties show single digit growth rate where Weld County, CO shows the highest growth rate at 8.8%. Since the legalization of cannabis, Weld and Chaffee counties from Colorado have shown the highest growth rate. Pueblo County is the third with a



growth rate of 9.5% in this group. Growth rate of GDP per capita of all cannabis producing counties in this example outperformed the U.S. average growth rate of GDP per capita, while the counties comparable to Pueblo where cannabis is not legal in any form underperformed the U.S. average growth rate of GDP per capita.

## Real Estate Appreciation

**TABLE 4: Percentage Change in Real Estate Values**

	Carroll, AL	Etowah, AL	Hunt, TX	Grant, WA	Lewis, WA	Cowlitz, WA	Pueblo, CO	Weld, CO	Chaffee, CO
<b>2010– 2016</b>	46.90%	11.60%	25.80%	9.10%	22.00%	-2.60%	67.30%	7.30%	21.30%
<b>2013– 2016</b>	<b>29.00%</b>	<b>11.60%</b>	<b>16.80%</b>	<b>14.40%</b>	<b>23.50%</b>	<b>4.90%</b>	<b>45.70%</b>	<b>1.60%</b>	<b>23.50%</b>

Single-family home prices were collected and analyzed from Zillow between 2010 and 2016. TABLE 4 shows a comparison of the percentage changes in real estate values for 9 different counties that are comparable to Pueblo County. Among the 9 counties, Weld County, CO shows the highest percent increase in real estate values. Since the legalization of cannabis, **Pueblo County shows a 23.5% increase in real estate values** which is the third highest in our group of counties and ties with Lewis County, WA.

## Construction Spending

Construction data from nine counties are explored to determine how cannabis may play a role in a change in construction spending. Once again, three counties are used in the analysis that do not have medical or adult use cannabis legalized. TABLE 5 shows the percent change in construction spending between 2008 and 2015 and also between 2013 and 2015, the latter being the range where cannabis was legalized in some counties, including Pueblo County.

### Percentage Change in Construction Spending

	Carroll, AL	Etowah, AL	Hunt, TX	Grant, WA	Lewis, WA	Cowlitz, WA	Pueblo, CO	Weld, CO	Chaffee, CO
<b>2008– 2015</b>	-6.80%	13.70%	-58.90%	-0.90%	-38.00%	-34.70%	7.20%	14.40%	-1.10%
<b>2013– 2015</b>	11.50%	-10.80%	5.10%	3.50%	20.90%	0.50%	8.90%	16.10%	31.90%

With the exception of Hunt County, TX, all counties have seen an increase in construction spending in the last few years. Chaffee County, CO shows the highest percent increase in this group, while Pueblo County shows a 16.1% increase in construction spending, which is third highest in our group of counties. The top three counties all belong to states where cannabis has been legalized. However, Grant and Cowlitz counties in Washington State where cannabis is legalized show a very low percentage increase in construction spending. Although results are mixed, it does seem to suggest that legalized cannabis may play some role in real estate prices and construction spending.



# Description of Proposed Renovations & Construction

## Attachment H-2



## **Neighborhood Provisions: Description of Proposed Renovations & Construction Attachment H-2**

As the building at 120 S. Ripley St. is of good standing and structure, and at the same time may not be best equipped to handle the capacities of a retail dispensary, Neighborhood Provisions is proposing to both use and renovate the existing building and construct a new facility. Although only one proposal will be implemented, in the current beginning phases of the buildout it is still in consideration as to which proposal would better suit the operations of our business to serve our patients. Here, we are submitting the following layout as a visual descriptor of both our proposed renovations and new construction.

### **Propose to use existing building or structure**

See below pages and Attachment 1 for visual descriptor.

### **Propose to construct a new facility**

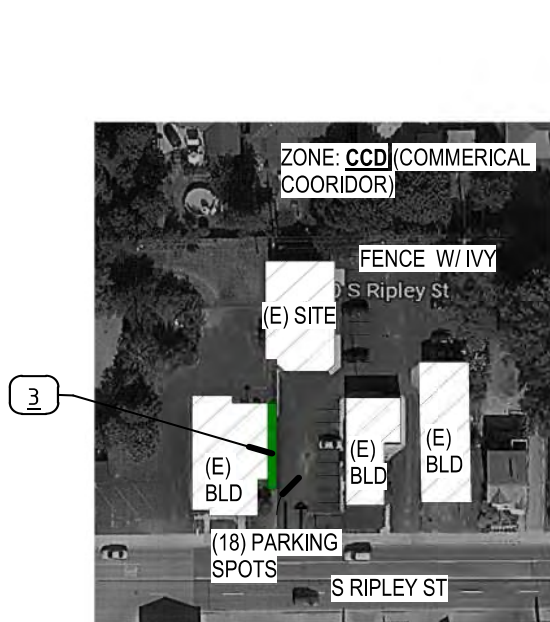
See Attachment 2 for visual descriptor.



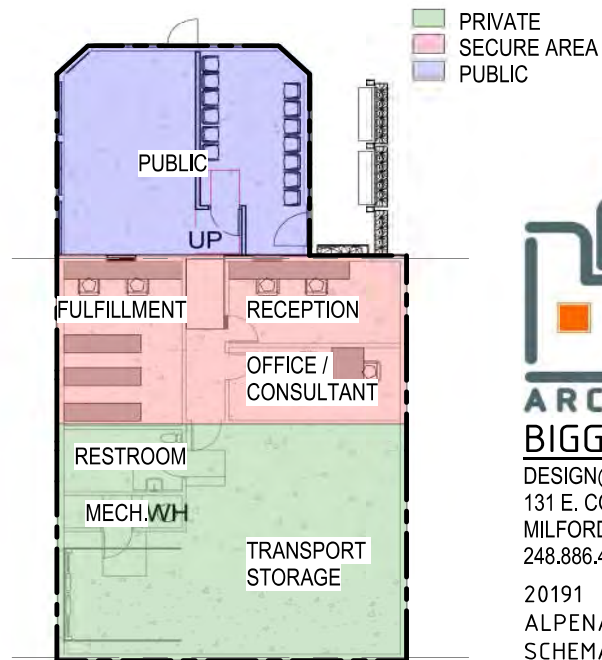
# Propose to use existing building or structure



1 LIC PERSPECTIVE



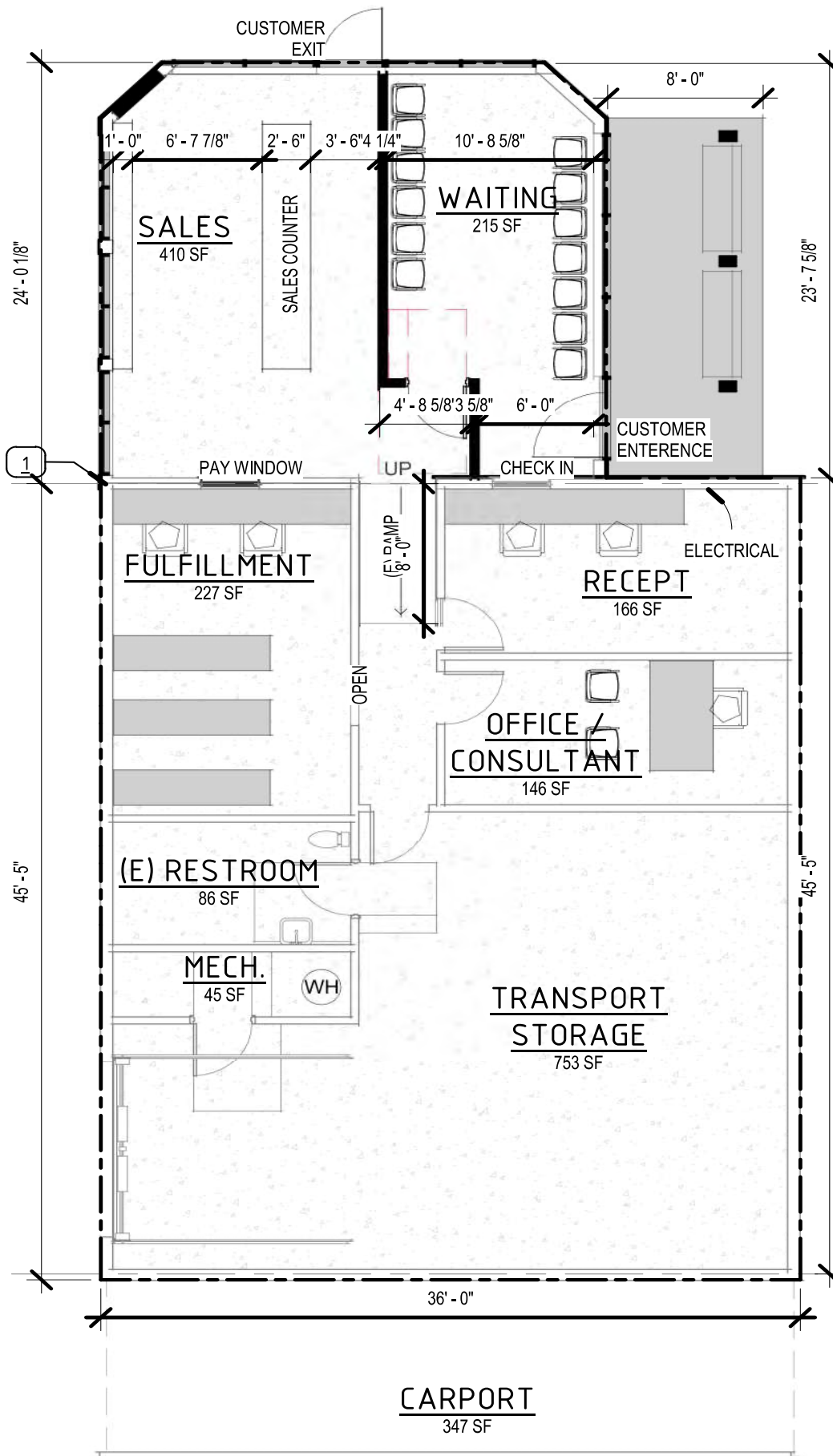
2 LIC SITE PLAN  
1" = 20'-0"



3 LIC KEY PLAN  
1" = 20'-0"



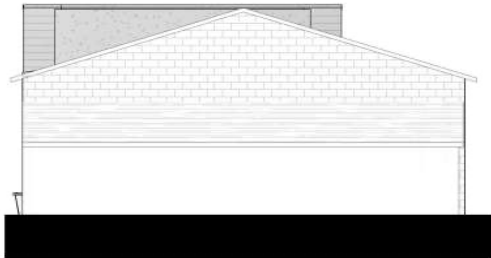
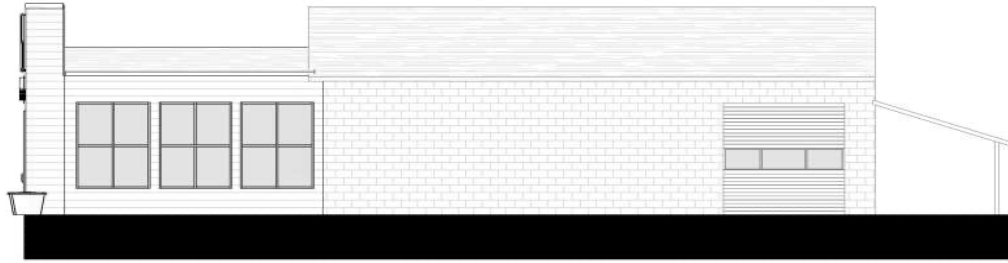
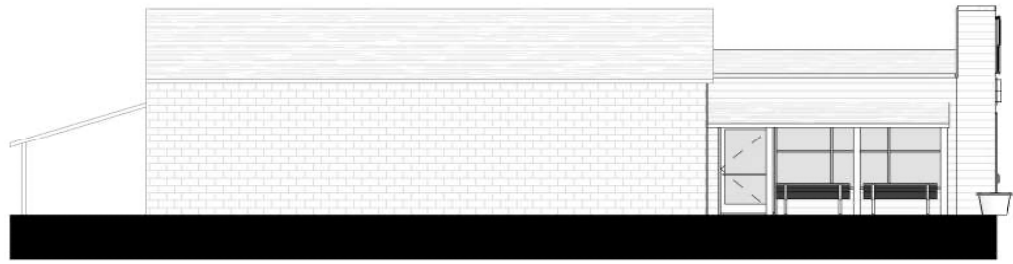
LIC-1



DESIGN@BIGGDESIGNS.COM  
131 E. COMMERCE ST.  
MILFORD, MI 48381  
248.886.4460

20191  
ALPENA, MI  
SCHEMATIC  
FLOOR PLAN  
08/13/20

LIC-2



- PING
- 4 NEW FACADE
  - 5 NEW ENTRANCE
  - 6 PAINT EXISTING EXTERIOR WALLS
  - 7 NEW WINDOWS



# Facility Sanitation Plan

## Attachment H-4 & I



## **Neighborhood Provisions: Sanitation and Waste Disposal Plan Attachment H-4 & I**

### **Sanitation and Waste disposal plan**

#### **Sanitation and Safety Protocols**

Neighborhood Provisions has written a process for contamination prevention, pest protection procedures, medical marihuana product handler restrictions, and hand-washing facilities.

Neighborhood Provisions operates like a traditional pharmacy, making up orders or providing patients with mostly pre-packaged products (finished extracted products will come to the Provisioning Center from the processor already in containers).

Patient orders will be compiled, labeled and bagged in a packaging area, but only processed products will be handled, labeled and bagged for sale there.

Proper handling, hygiene and storage of medical marihuana products in a Provisioning Center is important, even when those products are pre-packaged in appropriate bottles, jars and pouches. Products awaiting sale will be kept in inventory in the secure storage vault, with temperature, light and humidity conditions optimized to maximize the shelf life of the products. Packaging staff will only move products required to fill a patient's sales orders from inventory to the packaging area; they will assure that those products are still properly sealed and un-tampered with and have been properly labeled by the processor before packaging them with individualized patient labels in child resistant re-sealable bags if not already so packaged.

Each packaging area will be kept neat and clean at all times, with products for a single order scanned, labeled and bagged for exit sale being passed to floor sales associates.

Despite removing the presence of loose-leaf product and the exacting cleaning and sterilizing that accompany the packaging for sale of such "raw" products, a cleaning and sanitation plan is still essential to ensuring the Neighborhood Provisions facility is a safe employee workplace and a comfortable and attractive place for patients to receive their medicine.

Neighborhood Provisions staff will follow best practices checklists for all operational areas, including those for Provisioning Center cleanliness. Task scheduling software will track each staff member's duties on a daily basis, allowing for the ability to pull daily sanitation logs with user ID attached. The Manager will oversee all written sanitation records of cleaning and maintenance and maintain a comprehensive log of facility sanitation protocols.

Neighborhood Provisions will maintain detailed standard operating procedures for the maintenance of a cleaned and sanitized Provisioning Center facility.

- Principle Procedures to Ensure Provisioning Center Sanitation
- Cleaning and Sanitizing
- Employee Hygiene
- First Aid





- Pest Control

## 1. Principle Procedures to Ensure Provisioning Center Sanitation

- The Manager will ensure standard operating procedures are being practiced at all times by Provisioning Center staff.
- Cleaning supplies will be isolated in the janitorial closet and never stored with Provisioning Center equipment or tools.
- The Manager will ensure that staff who have infectious diseases will not work in the facility until cleared.
- The Manager will ensure that staff who have recovered from an illness will not work around patients or products directly for a proscribed period.
- The facility will be monitored and maintained on a daily schedule. Public access areas and restrooms will be cleaned at close of business each day. Staff restrooms and hand washing station will be routinely cleaned daily. Packaging areas will be wiped down and sanitized as necessary. Vault storage will be checked for cleanliness and maintenance of proper conditions and all storage and inventory racks kept neatly organized. Products will be stored and arranged to be used in first-in, first-out order and expiration dates checked regularly.
- The grounds of the facility will be kept in a condition that protects against contamination. The methods for adequate ground maintenance include:
  - Properly storing equipment, removing litter and waste, and cutting weeds or grass within the immediate vicinity of the facility so that it does not attract pests, harbor pests, or provide pests a place for breeding;
  - Maintaining roads, yards, and parking lots so that they do not constitute a source of contamination;
  - Adequately draining areas that may contribute to the contamination;
  - Adequately operating systems for waste treatment and disposal; and
  - If the Provisioning Center grounds are bordered by grounds not under the operation's control, and if those other grounds are not maintained in the manner described in this section, care should be exercised in the Provisioning Center by inspection, extermination, or other means to exclude pests, dirt, and filth or any other extraneous materials that may be a source of contamination.

## 2. Cleaning and Sanitizing

Cleaning compounds and pest sanitizing agents will be appropriately stored, handled, and controlled. Cleaning compounds and sanitizing agents will be free from microorganisms of public health significance and be safe and adequate under the conditions of use. Toxic materials will not be used unless those materials are necessary:

- To maintain clean and sanitary conditions;
- For maintaining or operating the facility or equipment; or
- For use in the Provisioning Center's operations.

Cleaning compounds and sanitizing agents will be identified, stored, and used in a manner that protects against contamination of contact surfaces.

Trash will be regularly conveyed, stored, and disposed in order to:

- Minimize the development of odors;
- Minimize the potential for the trash to attract, harbor, or become a breeding place for pests;
- Protect against contamination of components, packaging components, in-process materials, marihuana, marihuana-infused products, any contact surface, water supplies, and grounds surrounding the facility; and



- Control hazardous waste to prevent contamination of components, packaging components, in-process materials, marihuana-infused products, and contact surfaces.

Receiving, storing, packaging, labeling, and dispensing operations will have and follow written procedures for sanitation that address the following:

- Responsibility for sanitation;
- Detailed description of the cleaning schedules, methods, equipment, and materials to be used in cleaning the grounds and buildings; and
- Records of cleaning and sanitation that will be kept in compliance tracking software.

Receiving, storing, packaging, labeling, and dispensing will follow written procedures for use of rodenticides, insecticides, fungicides, fumigating agents, and cleaning and sanitizing agents that address the following:

- Prevention of the contamination of components, packaging components, in process materials, marihuana, marihuana-infused products, or contact surfaces; and
- Records of the use of rodenticides, insecticides, fungicides, fumigating agents, and cleaning or sanitizing agents will be kept.

Sanitation procedures will apply to work performed by all staff members during the ordinary course of operations.

All operations will be conducted in accordance with adequate sanitation principles, including, but not limited to:

- Cleaning and/or sanitizing production equipment, containers, and other contact surfaces, as needed;
- Controlling airborne contamination as needed where contact surfaces are exposed;
- Using sanitary handling procedures.

### **3. Employee Hygiene**

#### **Employee Personal Hygiene Policies**

Employees will be responsible for practicing good personal hygiene. The following are the policies for every staff member to follow to eliminate airborne illness and injury, and to achieve patient customer safety and satisfaction.

- Any person who, by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesions (boils, sores, infected wounds) or any abnormal source of microbial contamination that could contaminate products, contact surfaces, or packaging materials will not be allowed to work with these items.
- If an employee's illness is not severe and symptoms are not acute, the employee can be assigned to tasks that do not involve patient or product handling or can be excused from work altogether until he/she is completely well.
- Staff will notify Provisioning Center Manager if they are ill with diarrhea, vomiting, or other illness so that they can be excused from work altogether.
- When Staff members are hired, they will be taught to tell the Provisioning Center Manager if they have:
  - Diarrhea or vomiting.
  - Salmonella, Shigella, E. coli O157:H7, hepatitis A, or other intestinal illness (diagnosed by a doctor).
  - Open, blistered, or infected burns, boils, cuts, etc. on the hands or forearms.
  - Burns, wounds, or boils on the hands or forearms that are open, blistered, or have pus.
  - Jaundice (yellowing of the skin or eyeballs).



### **What to do when a staff member has:**

- Diarrhea or vomiting.
  - Do not allow staff to work until they are well.
  - Keep a written record of all employee reports of diarrhea and vomiting. A sample log page is included in this manual.
- Hepatitis A, Salmonella, Shigella, E. coli, other intestinal illness.
  - Call your local health department to report the illness.
  - Do not allow staff with diarrhea or vomiting to work until they are well.
  - Employees without diarrhea or vomiting can work, but not with marijuana products or contact surfaces (clean equipment, utensils, linens, and single service and single-use items).
- Open, blistered, or infected burns, boils, cuts, etc. on the hands or forearms.
  - Supply the employee with a waterproof bandage to apply to the boil or wound.
  - Supply gloves, which will be worn if the boil or wound is on the hand or wrist.
- Persistent sneezing, coughing, or a runny nose.
  - Employees with these symptoms will not be permitted to work. All employees must have a written doctor's note to be excused from work.
- Cuts and abrasions:
  - Clean all cuts and abrasions using soap and disinfectant, water, and a brush. There is no need to put a glove on the other hand if it has no problems. When the uncovered hand gets dirty, it will be a signal to the worker to change gloves and continue to wash his or her hands. Bacteria will grow on the warm, moist skin under the glove, so take the glove off, wash hands and put on a fresh glove frequently. Never handle loose marijuana products with an infected cut or abrasion.

### **Employee Cleanliness**

- Employees will maintain adequate personal cleanliness by bathing daily and using a deodorant to control body odor. No perfumes or colognes are permitted as they interfere with the patients' sense of smell. Keep hands free of foreign perfume odors. The use of Essential Oils is permitted.
- Staff will wear clean, appropriate business casual work clothes and shoes appropriate for standing for long periods. Packaging staff members will wear protective gear as indicated in the packaging area.
- Staff will store coats and personal belongings in their designated areas, never on the sales floor or in secure areas.
- Fingernails. Keep fingernails neatly trimmed.
- Do not chew gum when working in Provisioning Center.
- Never smoke tobacco or Marijuana in the Provisioning Center.
- Never eat or drink while operating in the Provisioning Center.
- Food and beverages are only to be consumed in the staff break room.
- Toilet facilities will be cleaned and sanitized daily at the end of the shift.
- Hand washing facilities will be provided in the toilet facility. Hand washing facilities have:
  - Hot and cold running water
  - Liquid sanitizing hand soap
  - Hand sanitizer solutions
  - Sanitary towel services
  - Signs directing workers to wash their hands and sanitize them before starting work, after each absence from their workstation, and anytime they have become soiled or contaminated
  - Refuse receptacle



## **MEDICATION**

Staff member's personal medicines is only to be stored in the Provisioning Center Manager's office.

## **FIRST AID**

### **Employees will practice the following First Aid protocols**

- First aid supplies will be checked weekly by the Facility Manager and will be replenished.
- Hand cuts and abrasions.
- Staff will inform supervisors of cuts and abrasions on the hands and any other skin abrasions on exposed areas of the body.
- Staff will not work with any uncovered, ungloved infected cut or abrasion on the hands.
- Cuts and abrasions that are not severely infected and do not interfere with a staff member's ability to perform tasks will be cleaned, disinfected, bandaged, and covered with a clean, waterproof covering (e.g. a clean, plastic glove).
- Before any staff member touches blood (e.g., if bandaging the wound of another individual) or any other body fluid such as vomitus of another person, they will put on properly fitting, disposable gloves that will prevent the body fluid from entering any cuts or breaks in the skin of their own hands.

## **Pest Control**

### **General Procedures**

- There will be removal of litter, waste, and weeds within the immediate vicinity of the buildings/structures to prevent breeding/harborage of pests.
- There will be inspection of the Provisioning Center and extermination or other means to exclude pests if neighboring grounds are not under the operator's control, and are not maintained.
- No pets will be allowed in the Provisioning Center. Assistance dogs will only be allowed in patient areas.
- Effective measures to exclude pests from storage areas and to protect against contamination on the premises will be taken.
- Insecticides or rodenticides will be used as defined by law and permitted only under precautions and restrictions that will protect against contamination of marijuana products, contact surfaces, and packaging materials.
- Documentation as part of a pest control program will be maintained.

### **Pest Control Program**

Neighborhood Provisions Provisioning Center pest control program will entail the following procedures;

- Storage areas will be kept clean and free of debris which serve as a breeding area for pests.
- Doors, windows, screens, walls, and floors will be clean and well maintained so that pests cannot find a way into the establishment.
- The use of properly cleaned and sanitized insect and rodent-proof covered trash containers will discourage pest breeding. Floor drains will be properly trapped to prevent insect and rodent entry.
- If pests are discovered, immediate steps will be taken to eliminate them.
- Pest control reports will normally be kept for six months.
- Material Safety Data Sheets are kept and available for all chemicals used on the premises.
- If traps will be used to trap rodents, a Floor Plan will be made that indicates the location of these devices and the type of bait in each trap.
- Any commercial chemicals used for pest control are toxic when not used correctly. A pest control chemical list will be maintained.



- Gaps around doors will be 1/4 inch or less.
- Records will include a current business license from the pest control company, a certificate of liability insurance from pest control company, service records that specify the date of service, the nature of the service, and any observations or corrective actions that are necessary, an activity log for all devices, and a current device map with numbered locations and a legend that includes mechanical rodent traps, toxic bait stations, and insect lights. All toxic bait stations will be anchored to the ground and tamper proof.
- If necessary, a chemical application will be kept by the pest control service technician.
- All outdoor toxic bait stations will be anchored to the ground, tamper resistant, numbered, and located at least every 50 linear feet around the building.

### **WASTE DISPOSAL PROCEDURES**

Neighborhood Provisions has a comprehensive system for systematically collecting and properly destroying all materials containing marihuana. The final material disposal will render both finished product and precursor materials completely unrecoverable beyond reclamation. Routine disposal procedures will include company employees to securely transport all materials designated for destruction to the compost or medical waste disposal. Controlled waste materials for destruction may originate from several sources:

- Marihuana stems or other unusable plant materials generated at the site Marihuana is weighed and labeled.
- Packaged product determined to not meet the minimum safety standards and specifications for brand consistency or otherwise rejected by Quality Assurance are held under quarantine in a secure storage area separate from any released products until they can be properly destroyed.
- Packaged medical Marihuana Products at a Provisioning Center facility that become damaged, short dated or were returned by a customer are securely stored at the dispensing facility until they can be properly destroyed.
- Any products that were subjected to improper storage conditions including but not limited to extremes in temperature, water damage or smoke due to natural disasters, fires or equipment failures are held under quarantine and securely stored until they can be properly destroyed.

### **CHAIN OF CUSTODY**

A rigorous chain of custody shall be maintained to ensure that medical Marihuana Products that have failed laboratory testing are not released for distribution in compliance with all company policies and procedures. All products waiting for laboratory analysis are held in quarantine. Upon notice of a failed batch, the Quality Assurance Officer will oversee the disposal of the batch in the presence of one witness and under the surveillance of security cameras.

### **PRODUCT SECURITY AND RECORDKEEPING**

Quarantined batches will be held in storage with full camera coverage until the Manager removes the batch for disposal. All batches will be properly labeled for disposal and entered into the Metric tracking system with a disposed status. The Director must ensure the entire batch is properly recorded in the system as disposed and the entire batch is removed from quarantine and disposed of in accordance with company policies and procedures.

### **DISPOSAL METHOD**

All batches that require disposal will be treated in a manner which renders the medical Marihuana Product unrecoverable. Any packaging that can be salvaged or recycled without any risk of contamination shall be noted in the disposal record. Medical Marihuana Products will be mixed with organic waste such as wood shavings or used plant media incorporating the marihuana waste so that the resulting mixture renders the marihuana waste unusable. Once such marihuana waste has been rendered unusable it may be:

- Disposed of with an appropriately licensed solid waste management facility approved by the Chief Executive Officer; or
- If the material mixed with the marihuana waste is organic material, the mixture may be composted.





## **STORAGE & TRANSPORT**

All medical marihuana materials and finished products will be held under secured quarantine and securely stored until they can be properly destroyed.

## **DISPOSAL OF IMPROPERLY STORED MEDICAL MARIHUANA PRODUCTS**

The Provisioning Center Manager will ensure that Marihuana Products that have in the unlikely event been subjected to improper storage conditions, including, without limitation, extremes in temperature, humidity, smoke, fumes, pressure, age, or radiation due to natural disasters, fires, accidents or equipment failures, are not salvaged and are not dispensed and are disposed of in accordance with the company's disposal policies and procedures.

## **SALVAGED PRODUCT REQUIREMENTS**

If the Provisioning Center Director or Manager in coordination with the Quality Assurance Officer believes that Marihuana Products have not been damaged due to improper storage conditions, they may authorize salvaging operations only if upon review, there is:

- Evidence from laboratory tests that the Marihuana Products meet all applicable standards of identity, strength, quality, and purity; and
- Evidence from inspection of the premises that the Marihuana Products and associated packaging were not subjected to improper storage conditions as a result of the disaster or accident, if any.

The Provisioning Center Manager will maintain records including the name, lot number and disposition for Marihuana Products salvaged.

## **FEDERAL, STATE, AND LOCAL REQUIREMENTS**

The Facilities Manager will manage the company's waste management program and will ensure compliance with:

- US EPA regulations (40 CFR 260-273)
- Michigan Department of Environmental Protection regulations
- Alpena regulations
- DEA Disposal of Controlled Substances regulations
- All other applicable regulations

## **WASTE DISPOSAL LOG**

All waste disposed of will be recorded in the waste disposal log including:

- The date of disposal
- The type and quantity disposed of
- The manner of disposal and
- The name of the employee, patient, or caregiver who supplied the waste if applicable.

## **UNAUTHORIZED DESTRUCTION OF MARIHUANA**

The Manager will report any verifiable incident of unauthorized destruction of marihuana to law enforcement as needed. All company employees will report the unauthorized destruction of marihuana to the appropriate supervisor immediately. Unauthorized disposal of marihuana may be cause for termination.

## **TRANSPORTATION**

Pursuant to the MMFLA the record of clear and unbroken chain of custody needs to be maintained at all stages. Our Provisioning Center shall:

- Complete a shipping manifest using a form prescribed by the department that lists the components required by the



department's tracking system.

- Only the marihuana products that are listed on the manifest shall be checked into inventory.
- If there are any discrepancies between what is received and the manifest, they will be reported immediately to the department.
- The Provisioning Center will not transport marihuana or manufactured marihuana products:

## **HAZARD COMMUNICATION POLICY**

### ***Policy***

Neighborhood Provisions is committed to the prevention of hazardous material and chemical incidents that could result in injury and/or illness to any employee. The company will spare no effort in providing a safe and healthful work environment for employees and all levels of supervision will be accountable for the safety of those employees under their direction.

The Occupational Safety and Health Administration's ("OSHA") Hazard Communication standard (29 CFR 1910.1200) is based on the simple concept that employees have both a need and a "right to know" the identities and hazards of any chemicals they work with during the course of their employment. Employees also need to know what protective measures are available to prevent chemical exposures and how to avoid adverse health effects.

The following constitutes the company's written Hazard Communication program. The company will meet the requirements of OSHA's Hazard Communication standard as follows:

### ***Container Labeling***

It is the policy of the company that no container will be released for use unless it has a complete label. Unit managers will ensure that secondary containers, such as spray bottles, have complete labels. Either (1) a copy of the original manufacturer's label will be made and placed on the secondary container, or (2) the minimal information bulleted above will be placed on the container in permanent ink. The Safety Coordinator will verify that all product containers kept onsite will clearly list contents on the label:

- ☐ Product Name;
- ☐ Hazard warnings (corrosive, flammable, skin irritant, etc.); and
- ☐ Manufacturer's name and address.

### ***Material Safety Data Sheets***

Copies of Material Safety Data Sheets ("MSDSs") for all hazardous chemicals to which employees of this company may be exposed will be available on the intranet and by hard copy in each chemical area of the department in a binder designated "MSDS Sheets." Employees are required to read MSDSs for the chemicals they use. MSDSs will be available to all employees during all shifts. If an MSDS is missing, or if a new product arrives without an MSDS, employees must immediately inform the unit manager so they can call the supplier or manufacturer.

### ***Employee Information and Training***

Unit managers are responsible for conducting job specific hazard training on chemicals used by their employees. After attending training, each employee will sign a form to verify that he or she attended the training, received written materials, and understands the company policies on hazard communication. Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training on the following:



- ☐ An overview of the requirements contained in OSHA's HAZCOM standard: 29 CFR 1910.1200.
- ☐ Chemicals present at the company.
- ☐ Location and availability of the company's written hazard program.
- ☐ Physical hazards and health effects of the company's hazardous chemicals.
- ☐ Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- ☐ How to reduce or prevent exposure to these hazardous chemicals by using engineering controls, work practices and personal protective equipment.
- ☐ Steps the company has taken to reduce or prevent exposure to these chemicals.
- ☐ Emergency procedures to follow if an employee is exposed to chemicals.
- ☐ How to read labels and review MSDS to obtain appropriate hazard information.

### ***Training Updates***

Training shall be provided at the time of initial assignment to tasks where occupational exposure to a hazardous chemical may take place. Training shall be repeated by the Safety Coordinator whenever a new chemical or a new hazard is introduced in the work area.

### ***Hazardous Chemicals List***

Unit managers must maintain a list of all the chemicals and products used at the company within their unit. This list is kept in the front of the MSDS book. Each chemical entry on the inventory list has a corresponding MSDS available for providing specific hazard information and personal protective measures. This list must be updated quarterly by the Safety Coordinator to remove chemicals that are no longer in use at the company and to add new products.

### ***Hazardous Non-Routine Tasks***

Occasionally, an employee may be asked to perform a task that is not part of their normal job. Before taking on a new task, the affected employee will be given information by their unit manager about any hazardous chemicals that might be used during the activity. This information will include:

- ☐ Specific chemical hazards;
- ☐ Protective measures employees can take; and
- ☐ Measures the company has taken to reduce the hazards, which might include ventilation, personal protective equipment, use of the buddy system, and emergency procedures.

### ***Contractors***

It is the unit manager's responsibility to identify and obtain MSDSs for chemicals any contractor brings into the company facilities. It is the responsibility of unit managers to provide contractors with the following information:

- ☐ Hazardous chemicals to which they may be exposed while working at the company and the procedure for obtaining MSDS information;
- ☐ Precautions contracted employees may take to reduce the possibility of exposure by using appropriate protective measures; and
- ☐ An explanation of the labeling system of the company.



### Noise Reduction

Neighborhood Provisions has made plans to address concerns about noise emanating from its facility. Neighborhood Provisions will favor equipment that makes minimal noise in its facility and will utilize other sound-dampening technologies. Many of the security features Neighborhood Provisions will use in the facility (such as reinforced doors, windows, and walls) have the added bonus of being sound-dampening as well. Neighborhood Provisions will design the facility so that any loud equipment in continuous use (such as the air-filtration system described herein) is located inside the building, on the roof, or properly sound-proofed in order to minimize any disturbance it may cause neighbors. Neighborhood Provisions' store hours will also serve to minimize the noise caused by customer traffic, and all public events held by the company will take place, with city permission, inside its facility during their normal business hours. Neighborhood Provisions will update all noise reduction practices to maintain compliance with the law and address any further concerns expressed by the public.

### Odor Reduction

Neighborhood Provisions is well aware of Alpena's concerns regarding odor emanating from our facility and has integrated plans into its facility's design to address these concerns specifically, in compliance with both local and state requirements. As part of these plans, Neighborhood Provisions' facility will include a tri-phase, carbon-filter-based odor reduction system, negative air pressure exhaust system, and ONA Gel odor-absorbing canisters. Neighborhood Provisions will organize its facility into a series of separate, properly insulated and sealed areas including processing, packaging, storage, dispensing, and common areas. Each area will feature a predetermined number of both standard air filters and carbon filters, which will circulate and scrub the air at a flow-rate calculated to filter all the air in the area at least every 15 minutes. The Facilities Manager will replace these filters on a regular basis to ensure they are operating at their highest possible capacity. Neighborhood Provisions will integrate these filters into a negative air pressure exhaust system. Exhaust from each area will pass through an activated carbon filter before entering a sealed ducting system. The air will then be transferred to a centralized air bank. All exhaust will be filtered a third time through a series of activated carbon filtration screens before it finally exits the building through a stack system. Neighborhood Provisions will seal and insulate each room in the facility to limit air intake and maintain negative pressure. Finally, Neighborhood Provisions will also place ONA Gel odor-absorbing canisters throughout all areas of their facility in order to further minimize odor within its facility. Neighborhood Provisions' principals feel that these measures will be sufficient to eliminate any odor originating from its facility within this primarily industrial area but is prepared to take additional measures based on input from community members, police, or city officials.



# Product & Services Provided

## Attachment I





## Neighborhood Provisions: Product & Services Provided Attachment I

### Products and Services

The products offered by Neighborhood Provisions will be a wide variety of marihuana strains as well as a vast product line of manufactured marihuana products including oils and oil extracts, tinctures, topicals such as skin lotions and ointments, capsules, pills and lozenges. Neighborhood Provisions goal is to legally source high quality marihuana strain varieties that are specifically geared towards the treatment and alleviation of symptoms associated with qualified medical marihuana patients.

Neighborhood Provisions intends to produce pharmaceutical-grade marihuana products that unlock the plant's palliative properties and deepen our understanding of the endocannabinoid system and its role in human health. We have a three-point strategy to achieve this. First, we will produce products with stringent quality standards. Next, selecting strains/genetics with desirable palliative qualities and from these produce product options that don't conflict with a doctor's normal ethical treatment protocols such as smoking or eating unhealthy foods. The strains intended to be utilized will be high in cannabidiol (CBD) or have Tetrahydrocannabinol/cannabidiol (THC: CBD) ratios that have demonstrated efficacy for qualifying conditions. Finally, through production and product strategies coupled with rigorous testing we will overcome one of the most significant hurdles for the medical marihuana industry, which is consistency of dosage and cannabinoid profile.

The cultivation of marihuana will include a wide variety of marihuana strains; all strains will be unique and have different medical values and benefits. Marihuana varieties will include different strains from indica, sativa, hybrid and CBD dominant genetics. Patients will experience different desired effects from different marihuana variety strains and genetics.

Neighborhood Provisions will process the high-grade medical marihuana produced into various manufactured marihuana products using only high-quality ingredients for final products. Neighborhood Provisions will purchase Marihuana products from Licensed Processors & Cultivators with high quality established operational procedures, methods and recipes, allowing Neighborhood Provisions to deploy operations with pre-established, proven recipes.

#### Marihuana Flower

- *Description*—Neighborhood Provisions intends to purchase and dispense approximately 10-20 strains of marihuana ranging from those with a high level of THC and low level CBD to those with a high level of CBD and low level of THC. These strains will include Indica varieties, Sativa varieties, and hybrid strains that will be a blended variety with effects similar from both sativa and indica varieties.

Besides appearance, indica and sativa plants are commonly believed to have different effects on their user. These effects include sativa being more uplifting and energetic, and best suited for day use while Indica is considered more relaxing and calming and is best suited for night use.

- *Benefits*—the evidence is overwhelming that medical marihuana can relieve certain types of pain, nausea, vomiting and other symptoms caused by such illnesses as multiple sclerosis, cancer and AIDS – or by the medical compounds frequently used to treat them.

Additionally, it has a proven benefit in the management of post-traumatic stress disorder.



- *Strengths*—medical marihuana can treat symptoms remarkably safely and considered less toxic than many pharmaceuticals.
- *Weaknesses*—because marihuana is federally illegal, there has not been enough scientific research done to determine the true effectiveness of the medicine. Patients are not able to get exact dosing recommendations from medical professionals.

### **Medical Manufactured Marihuana Products and Concentrates**

Neighborhood Provisions will purchase products that are convenient for administration of the active ingredient, medical marihuana. Our goal is to procure various dosage forms that will make administration of medical marihuana convenient, easy, and palatable for qualified, registered patients in Michigan and qualified medical marihuana patients from outside of Michigan

- ☐ *Product Description*—manufactured marihuana products are made with marihuana as an ingredient. They can come in the form of oils and oil extracts, capsules, pills, lozenges, sublingual tinctures, and topical(s) such as skin lotions or ointments.
- ☐ *Product Benefits*—the benefit of manufactured marihuana products is that they offer patients an alternate delivery means to experience the effects of cannabinoids without smoking or vaporizing marihuana. Alternative ingestion methods that offer consumers cannabinoid delivery formats other than smoking are one of the fastest growing segments of the marihuana industry.
- ☐ *Product Strengths*—an easily administered option for taking medical marihuana products. It improves dosing calibration and benefits from the convenience of portability.
- ☐ *Product Weaknesses*—it can take longer to feel the effects of the medical marihuana product. It is often considered to have stronger effects than inhalation of medical marihuana products.

### **General Product Descriptions that Neighborhood Provisions intends to produce include:**

#### ☐ **Inhalable Marihuana Products**

**Raw Flower:** Multiple genetics and strain varieties of indica, sativa, and hybrid marihuana will be cultivated. Different medicinal values and benefits will be obtained through different indica, sativa, and hybrid marihuana strains. Raw flower will typically be smoked or vaporized by qualified patients.

Indica marihuana strain varieties

Sativa marihuana strain varieties

Hybrid marihuana strain varieties

Flower products will be packaged in quantities of:

1 gram packages (1 gram)

1/16<sup>th</sup> packages (1.75 grams)

1/8<sup>th</sup> packages (3.5 grams)

Ounce packages (28.35 grams)

**Marihuana Concentrates:** Marihuana concentrates are a concentrated form of marihuana, the concentrated form is very potent and high in THC content. Marihuana concentrates are made from extracting the cannabinoids from the marihuana plant material. Marihuana concentrates can be made into various forms and products, including but not limited to CO2 oil and oil extracts, sublingual tinctures, capsules and topical(s) like skin lotions or ointments.



- CO2 Oil and Oil Extracts
  - Pre-filled vaporizer cartridges (250 mg and 500 mg)
  - Pre-filled metered dosage syringe
  - Shatter (1g quantity)
  - Wax (1g quantity)
- Ingestible Marihuana Products
  - Capsules
  - Pills
  - Lozenges
  - Tinctures
- Topicals
  - Skin lotions
  - Ointments

#### ☐ **Ingestible Marihuana Products**

**Sublingual Tinctures:** Tinctures are a form of liquid ingestible marihuana. Tinctures will be consumed by placing the liquid tincture under the patients' tongue, drinking the liquid tincture alone or mixing the tincture with tea or some other beverage.

**Pill-Form/Capsules:** Edible pill form marihuana products will be beneficial to patients that cannot or prefer to not vaporize marihuana. Medical marihuana patients will ingest the edible pills in order to receive the medicinal benefits of marihuana.

#### ☐ **Topical Marihuana Products**

*Topical(s):* Topical(s) will include ointments and lotions that can be utilized by medical marihuana patients looking to alleviate ailments through topical use. Topical(s) are rubbed on the skin or area needed by a medical marihuana patient.

### **Quality of Products**

All marihuana purchased for sale by Neighborhood Provisions will be free of any residual contaminants or pests and will pass all required state testing standards. Neighborhood Provisions will identify qualified State-licensed testing laboratories to conduct product testing on every batch of marihuana as needed and as required by regulations. Neighborhood Provisions will utilize a quality management program to ensure there are no deviations in the cultivation or manufacturing processes of our suppliers. Neighborhood Provisions will procure from licensed suppliers utilizing natural cultivation methodologies and techniques to produce marihuana of the highest quality.

### **Product Pricing**

Neighborhood Provisions' will endeavor to make medical marihuana and manufactured marihuana products affordable and accessible to the registered patients in the Alpena market. Pricing for all Neighborhood Provisions marihuana and manufactured marihuana products will be based on the current fair market value of said items. Pricing will also be computed to ensure Neighborhood Provisions is profitable and able to continue operations and pursue growth strategies. Different pricing structures and strategies will be utilized by Neighborhood Provisions for determining pricing on cultivated marihuana and processed manufactured marihuana products. Pricing structures will be identified upon deployment of



operations to ensure all cost associated with the marihuana product or the manufactured marihuana products are captured to, at a minimum, be able to recoup the cost of production.

## **OPERATIONAL OVERVIEW**

### **Experience interacting with patients**

Neighborhood Provisions is dedicated to providing patients with the highest quality medical marihuana products and services possible. We are focused on educating our patients' on how they can improve their quality of life with the therapeutic benefits of medical marihuana. We have mapped out guidelines and procedures that will educate our employees, patients, and caregivers about the safe and effective use of Marihuana and Marihuana-related products. Neighborhood Provisions plans to develop a high degree of awareness and trust for all patients and caregivers. We will identify resources and educational materials that best fit each patient and focus on patient needs. At Neighborhood Provisions, we believe that the patient experience begins before they even walk in the door. Our website will consist of educational articles and videos on dosing, methods of administration, relevant and recent studies, up to date scientific data, product reviews, and a clear menu so our patients can feel a sense comfort knowing they can make a more informed choice when they walk in our store. Neighborhood Provisions is a compassionate company. We genuinely care about the health and well-being of our neighborhood and community and that core value will be reflected in every interaction with our patients. We sincerely want them to feel better and will do so through a multifaceted approach to provisioning and caregiving.

## **MEDICAL MARIHUANA DISPENSING PLAN**

The company is committed to delivering high-quality, innovative pharmaceutical-grade medicines through a combination of compassionate customer service, efficient clinical experience, and a safe environment. The Provisioning Center design provides a high level of safety and security discretely. Using design principles adopted from the healthcare industry, the patient-focused features of each dispensing facility will minimize noise, maximize lighting and ventilation, and deliver comfortable seating.

Patients will enter a comfortable, well-lit, and secure facility. Many patients seeking treatment may be there as a last resort following long-term suffering from chronic or life-threatening illnesses. Treatment plans will focus on open communication, symptom management, ease of access to the facility, and finding the right Derivative Product for each patient.

Neighborhood Provisions will implement and follow specific security procedures and policies for all operations including written Standard Operating Procedures (SOP) for admitting registered patients and primary caregivers with valid government-issued photo identification cards. Neighborhood Provisions will design and construct the facility with a separate, secure room for sales wherein marihuana products are secured and locked in display cases for viewing. As required by the Michigan Medical Marihuana Facility Licensing Act or (MMFLA), Neighborhood Provisions will follow written policies and procedures to ensure that a maximum occupancy limit ratio is maintained in all secured sales rooms of two customers to every one employee. We will store all marihuana products within a locked area or container. The facility shall have exterior lighting that illuminates all entries and exits to allow for the clear and precise identification of any person and activities.

Neighborhood Provisions will ensure compliance with all regulatory requirements prior to dispensing any marihuana or manufactured marihuana products. Neighborhood Provisions will ensure compliance with the following dispensing procedures:



- Registered employees shall dispense marihuana and manufactured marihuana products only to a qualified, registered patient or primary caregiver who has presented a government-issued identification card.
- Before any distribution of medical marihuana, Neighborhood Provisions agent(s) shall verify that:
  - The qualified, registered patient or caregiver is currently registered with LARA.
  - The amount of marihuana and manufactured marihuana products that have already been dispensed does not exceed sales limits established by the regulations.
    - 2.5 ounces per daily maximum purchasing limit
    - Ten (10) ounces within a consecutive thirty (30) day period

Neighborhood Provisions agent(s) will provide information on:

- The available types of marihuana, marihuana varieties, and manufactured marihuana products
- Methods by which medical marihuana may be consumed.
- How unused marihuana may be properly disposed of, either at home or returned to us.
- Registered employees may decline to dispense marihuana products to a qualified, registered patient or caregiver if, in the opinion of the designated employee, the qualified patient or caregiver appears to be impaired.
- Neighborhood Provisions will not distribute any samples of marihuana or manufactured marihuana products or offer any marihuana products free of charge.

## **PATIENT-FOCUSED FACILITY FEATURES**

The Provisioning Center facility is designed to make patients feel safe and comfortable. The physical features of the facilities will promote a warm, compassionate and comforting space. The Provisioning Center provides a waiting room to accommodate patient's caregivers, family members, and drivers while they wait. Patients and their companions will have access to a clean ADA restroom, refreshments, and informational videos and supplemental materials.

Upon entering the facility, patients will be greeted by a Provisioning Center employee. The employee will verify the patient or legal representative's credentials before allowing access to the secured patient area. The secured patient area of the dispensing facility will feature clean and well -designed service counters. It will also offer a private consultation area and multiple point-of-sale stations for efficient patient throughput.

The dispensing facility, its parking lot, and its entrances are designed to be in full compliance with the Americans with Disability Act (ADA) and all zoning and building ordinances. The facility restrooms will fully comply with all ADA requirements for convenient wheelchair access.

## **SALES AND DISTRIBUTION**

Neighborhood Provisions sales and distribution policies, detailed below, ensure that no unlawful sales transactions are permitted or tolerated by the Provisioning Center facility. Provisions have been established to ensure the dispensing facility will not display more than one sample of each product offered for sale and that products are displayed in accordance with best practice. Required identification and verification measures are addressed in company policies and procedures, and prohibited transactions are comprehensively described. Additional measures address delivery sales, preparation of taxes, and sales accounting. The sale and distribution of all medical marihuana and manufactured marihuana products shall comply with all state and local laws and regulations. Management will properly train and educate all employees on proper sales and





distribution procedures. All employees will be fully trained prior to commencing any sales or distribution activities. The Provisioning Center Manager will ensure the accuracy and maintenance of all sales and distribution records.

## **PATIENT EDUCATION**

### **Required Materials and Information**

- Patients must be made aware that Marihuana has not been approved for use by the FDA. Patients must be made aware that there may be health risks associated with the use of Marihuana, and that it should be kept away from children.
- Patients must be informed that operating a motor vehicle or machinery while under the influence of Marihuana is strictly prohibited.
- Patients will be instructed on the potential varying effects and applications of each strain of Marihuana offered by the Provisioning Center.
- Information will be provided describing proper dosage and different delivery systems. Counseling will focus on using the smallest amount of medication possible to achieve the desired symptom relief.
- Patients will be presented with facts regarding substance abuse signs and symptoms, as well as contact information for substance abuse treatment programs and hotline.
- Patients will be instructed that qualifying patients may not distribute Marihuana to any other individual, and that they must return any unused, contaminated, or excess product to Neighborhood Provisions location from which it was purchased for destruction.

### **Additional Educational Materials**

Neighborhood Provisions intends to provide the following educational training and material to registered patients and caregivers in the form of a Welcome Packet during the Intake Process:

- Welcome Letter
- Copy of signed Patient/Caregiver Code of Conduct Agreement
- Member Discounts and Services
- List of Frequently Asked Questions (designed by State of Michigan LARA)
- Federal Government Marihuana Enforcement Policy
- Patient's rights
- Information on the Human Endocannabinoid System
- Know Your Medicine – Ailments and Corresponding cannabinoids and terpenes.
- Ways to Consume Medical Marihuana
- Traveling with Medical Marihuana: Rights and responsibilities

Neighborhood Provisions intends to offer the following, but not limited to, Outreach Services to patients and caregivers free of charge:

***Medical Marihuana 101*** for all new patients of Neighborhood Provisions.

This program will educate new patients on the different medical marihuana strains, associated treatments, potential side effects, different methods of usage and associated paraphernalia, and the human Endocannabinoid system or ECS.

***Senior Support Program*** specifically for seniors who are new to medical Marihuana and have family who are not



supportive of it. The goal will be for a support counselor, as well as other seniors, to share experiences and stories etc. in an effort to encourage positive thoughts and energy for the mind, body, and spirit (conducted by an experienced and licensed counselor).

***Patient Needs Program:*** Because of its commitment to transparency and education, Neighborhood Provisions Staff will offer ready access to information about its Marihuana and Marihuana products, and the methods by which it is obtained and manufactured, to anyone who inquires. Neighborhood Provisions Staff will be an active participant with other community organizations to promote a positive and safe environment not only for users of medical Marihuana but for the neighbors of locations where it transacts business. It will participate with and promote industry and trade associations that advocate for sensible taxation and regulatory oversight mechanisms on both a local and regional level. More specifically, for each patient Neighborhood Provisions Staff will:

- Identify the patient's particular ailment and his or her recommending physician;
- Identify the strain or strains of Marihuana most suitable for treatment of that ailment;
- Discuss the use of Marihuana as a treatment for the patient's ailment;
- Discuss the role of THC and CBD, their medicinal effects and interrelationship;
- Determine whether the ailment necessitates short- or long-term usage of Marihuana
- Prepare a treatment plan with the patient/caregiver and their families;
- Provide all statutorily required advisories and handouts to the patient;
- Provide additional information to patients through seminars at the dispensary;
- Conduct periodic reviews of the patient's care plan with the patient;
- Develop procedures for receiving and addressing patient concerns or complaints;
- Identify and discuss potential treatment alternatives to Marihuana use;
- Identify, discuss, and facilitate treatment modalities for use with Marihuana;
- Identify and discuss signs of misuse or dependence
- Seek input from the patient as to the products and services provided;
- Conduct patient surveys as to the products and services provided;
- Provide empathy and compassion to the patient.

## **EDUCATION MATERIAL RESTRICTIONS**

All educational materials created or presented to patients by Neighborhood Provisions will **NOT** include:

- Statements, graphics, pictures, or illustrations that promote the recreational use of Marihuana.
- Statements, graphics, pictures, or illustrations that promote the use of Marihuana for any other use other than treating an approved medical condition or related symptoms.
- Statements, graphics, pictures, or illustrations portraying or referring to the use of Marihuana by anyone under 18 years of age.

## **DOCUMENTATION**

All Educational materials presented to a qualifying patient will require the patients' signature and date that they received the materials as well as the signature and the presenter. These records will be kept for six years and presented upon request.



## Compliance

Neighborhood Provisions will ensure compliance with all Michigan state and local laws and regulations. Neighborhood Provisions will make all books and records available to the Department of LARA or its authorized representatives for monitoring, audits, and on-site inspections at any time upon request. Neighborhood Provisions will only dispense approved marihuana products, per requirements set forth in, in an enclosed, secure indoor facility located in the State of Michigan and in the City of Alpena. Neighborhood Provisions will only dispense marihuana products to qualifying, registered patients and primary caregivers from retail Provisioning Center address stated in this application.

**Registered Employees**—all employees hired and retained by Neighborhood Provisions will be free of any criminal felony convictions and their hiring will be conditional upon successfully passing a background check.

**Visitors and Activity at a Licensed Provisioning Center**—all visitors at Neighborhood Provisions must be state-certified or accompanying someone who is, prior to entering the facility. Visitors will be required to adhere to a visitor procedure and check-in and out with a registered employee. A designated employee will escort visitors and maintain visual contact at all times. Neighborhood Provisions will not permit the consumption of marihuana or manufactured marihuana products at any registered Provisioning Center facility.

**Qualifying Patient Intake**—Qualifying patients and caregivers wishing to purchase products at a Neighborhood Provisions Provisioning Center location will need to have a valid state medical marihuana registration card. Patients entering the retail Provisioning Center location will not be allowed beyond the waiting room until an employee verifies each patient's medical marihuana registration card's validity through the state electronic verification system. After the verification process has been completed, the patient and caregiver will be allowed entry into the retail dispensing portion of the premises.

The retail dispensing location manager will create and maintain a database within the inventory control system (Metric) for inventory and tracking purposes. This will enable registered employees to adhere to all laws regarding the quantities of marihuana and manufactured marihuana products registered patients and primary caregivers are allowed to have and purchase in a given time period.

## PACKAGING AND LABELING

Neighborhood Provisions will package all marihuana products in child-resistant packaging before dispensing products to a qualified, registered patient or caregiver. Child-resistant packaging is special packing used to reduce the risk of children ingesting dangerous items. For safety purposes, child-resistant packaging and exit bags will be used to reduce the risk of children or pets ingesting marihuana and manufactured marihuana products.

**Retail Provisioning Center Packaging**—Neighborhood Provisions will package all marihuana products in child-resistant packaging. Neighborhood Provisions will also utilize exit packaging for all marihuana products leaving retail Provisioning Center locations. The exit packaging will be opaque and aid in product safety.

**Labeling**—Neighborhood Provisions will label all marihuana and manufactured marihuana products as required by state law. We will utilize the inventory control and POS system to generate all product and qualified patient labels. Our inventory control and POS system will be able to automatically generate both the product-specific and patient-specific labels as required by MMFLA regulations. Neighborhood Provisions will ensure that every marihuana and manufactured marihuana product package will be affixed with the required labels containing all necessary information on the aforementioned label.



Neighborhood Provisions will ensure that the information printed on the package shall be in English, in black lettering with at least 11-point font. If requested by a qualified, registered patient or caregiver, Neighborhood Provisions will print a product-specific label for every package of marihuana and manufactured marihuana products as well as patient-specific labeling registered patient or caregiver. We may also print in another language if requested by the patient. We will not distribute a package of marihuana and manufactured marihuana products without a label securely attached. We will state on all labels of a package the following as required under current regulations:

- Information on the contents and potency of the marihuana and manufactured marihuana product, including (in some form or another) but not limited to:
  - Net weight in ounces and grams or volume; and for manufactured marihuana products.
  - The concentration of tetrahydrocannabinol or  $\Delta^9$  tetrahydrocannabinol, total tetrahydrocannabinol (THC) and activated tetrahydrocannabinol-A and cannabidiol (CBD);
  - Neighborhood Provisions license number and the name and license number of the Processing Center where the marihuana in the product was produced;
  - The batch number and date of packaging;
  - A computer tracking inventory identification number barcode generated by tracking software;
  - Date of harvest or manufacture and a “use by date”;
  - Instructions for use;
  - The phrases “For medical use only” and “Not for resale or transfer to another person” and “Keep out of reach of Children.
  - A disclosure of the type of extraction method, including any solvents, gases, or other chemicals or compounds used to produce the manufactured marihuana product; and the name of the laboratory that performed the testing
  - The following warnings:
    - “This product may be unlawful outside of the State of Michigan and is unlawful to possess or use under federal law”
    - “This product has intoxicating effects and may be habit forming”
    - There may be health risks associated with consumption of this product
    - “Marihuana can impair concentration, coordination, and judgment. Do not operate a vehicle or machinery under the influence of this drug”
    - “When eaten or swallowed, the effects of this drug may be delayed by two or more hours”

All labels will not contain any false or misleading statement or design or include any statement, image or design that may not be included on the package.