



**AGENDA  
CITY COMMISSION MEETING  
WEDNESDAY, JULY 8, 2020  
ELECTRONIC**

**Members of the public can attend online at:**

<https://us02web.zoom.us/j/86752671475>

OR by calling in to 1-312-626-6799 and using the Webinar ID: 867 5267 1475

**Members of the public can also view the meeting online at:**

<https://youtu.be/zqVf3DjR2DU>

**REGULAR MEETING 6:00 P.M.**

1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. ROLL CALL
5. PROCLAMATIONS / PRESENTATIONS
6. VISITORS – (Public comments for items not listed as agenda items)
7. APPROVAL OF AGENDA
8. APPROVAL OF CONSENT AGENDA (agenda on next page)
9. UNFINISHED BUSINESS
10. NEW BUSINESS
  - A. GT Independence Abatement – Andrew Kuk
  - B. Atlantic Packaging Abatement – Andrew Kuk
  - C. Library Event – Andrew Kuk
  - D. Big Hill Well Sampling – Thomas Sikorski
  - E. Line Extension Policy – John Griffith
  - F. Sturges-Young Center for the Arts Board Appointment – Kenneth Rhodes
11. COMMISSIONER / STAFF COMMENTS
12. CLOSED SESSION – Purchase of Property
13. ADJOURN

## **CONSENT AGENDA**

**8A. Action of Minutes of Previous Meetings**

APPROVE the minutes from the June 24, 2020 regular meeting as presented.

**8B. Pay Bills**

AUTHORIZE the payment of the City bills in the amount of \$1,288,791.90 as presented.

**8C. Fine Schedule Amendment for Property Maintenance Second Reading**

CONSIDER this the second reading of and APPROVE an amendment to the City Code of Ordinances, Appendix B - Fine Schedule for Municipal Civil Infractions related to the Property Maintenance Program.

# Manager's Report

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JULY 8, 2020



CITY OF  
**Sturgis**  
MICHIGAN

Submitted by:

A handwritten signature in dark ink, appearing to read "Michael L. Hughes".

Michael L. Hughes  
City Manager

## 8. Consent Agenda

### Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for July 8, 2020 as presented.

### Staff Recommendation:

**APPROVE**

#### **8A. Action of Minutes of Previous Meetings**

##### Consent Agenda Motion:

*APPROVE the minutes from the June 24, 2020 regular meeting as presented.*

#### **8B. Pay Bills**

##### Consent Agenda Motion:

*AUTHORIZE the payment of the City bills in the amount of \$1,288,791.90 as presented.*

#### **8C. Fine Schedule Amendment for Property Maintenance Second Reading**

At the June 24<sup>th</sup> City Commission meeting a first reading was held of an amendment to Appendix B, Fine Schedule related to property maintenance. Staff is proposing the addition of a tiered fine for unregistered rentals of \$100 for a first offense, \$250 for a second offense, and \$500 for a third offense. Unregistered rentals were previously cited as “rental without compliance” with a fine of \$500.

##### Consent Agenda Motion:

*CONSIDER this the second reading of and APPROVE an amendment to the City Code of Ordinances, Appendix B - Fine Schedule for Municipal Civil Infractions related to the Property Maintenance Program.*

##### Information Included in Packet:

1. Fine Schedule

## **10. New Business**

### **A. GT Independence Abatement**

**Staff: Andrew Kuk**

The City received an application from Tartan Real Estate also known as GT Independence (215 Broadus Street) requesting a 10-year Commercial Rehabilitation Tax Exemption for an investment in a building renovation. A copy of this application is included in your packet. GT Independence invested \$1,950,000 to rehabilitate the former Sturgis Journal building located at 210 John Street. This investment is making it possible for the company to accommodate continued growth and contracts associated with fiscal intermediary services. The investment is estimated to help create 84 new jobs and retain 237 existing jobs in the company. It is a great example of an urban revitalization project that will place over 80 more people in downtown Sturgis during the work day.

Cathy Knapp of Southwest Michigan First and representatives from GT Independence will be present at the meeting.

A proposed resolution approving a 10-year Commercial Rehabilitation Exemption Certificate for GT Independence is included in your packet.

#### **Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the Resolution Approving a Commercial Rehabilitation Exemption Certificate Application for Tartan Real Estate Inc. Located at 209 John Street for a period of ten (10) years.**

#### **Staff Recommendation:**

**APPROVE**

#### **Information Included in Packet:**

1. Tartan Real Estate Application
2. Resolution

## **10. New Business**

### **B. Atlantic Packaging Abatement**

**Staff: Andrew Kuk**

The City received an application from Atlantic Corporation of Wilmington also known as Atlantic Packaging (500 International Way) requesting a 12-year tax abatement for an investment in a new building expansion. A copy of this application is included in your packet. Atlantic is investing \$4 million in two additions that equate to 107,000 sq. ft. of warehousing and manufacturing space. This investment is making it possible for the company to vacate an off-site leased warehouse space and add two paper cutters, a winder and a carton line. The investment is estimated to help create 10 new jobs and retain 75 existing jobs at the company.

Cathy Knapp of Southwest Michigan First and representatives from Atlantic Packaging will be present at the meeting.

A proposed resolution approving a 12-year IFEC for Atlantic Corporation is included in your packet.

#### **Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the Resolution Approving an Industrial Facilities Exemption Certificate Application for Atlantic Corporation of Wilmington, Inc. for a period of twelve (12) years.**

#### **Information Included in Packet:**

1. Atlantic Packaging Application
2. Resolution

## **10. New Business**

### **C. Library Event**

**Staff: Andrew Kuk**

The Sturgis District Library is requesting to host a free, family friendly event with a performer on Thursday, July 30<sup>th</sup> at 1:00 pm at Oaklawn Terrace Park. It is anticipated to last 45 minutes. The Library would need use of the amphitheater area of the park from 12:00 pm to 2:00 pm for setup, the event, and tear-down.

Staff is recommending approval of the event and waiver of any rental fees for use of the amphitheater. Approval would be contingent upon receipt of a plan for maintaining social distancing and controlling event participation in accordance with the Governor's Executive Orders.

#### **Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the use of Oaklawn Park for the Sturgis District Library Event on July 30<sup>th</sup> as presented.**

#### **Staff Recommendation:**

**APPROVE**

## 10. New Business

### D. Big Hill Well Sampling

**Staff: Thomas Sikorski**

Perfluoroalkyl and polyfluoroalkyl substances (PFAS) are a group of contaminants found in Michigan groundwater and drinking water that recently have been identified as a concern. PFAS are a group of industrial chemicals that have been used world-wide in common consumer products and manufacturing processes. Starting in 2018, the City has completed several tests on our municipal drinking water system and at the wastewater treatment plant and found no results that exceeded State or Federal standards for these contaminants.

In addition to our drinking water system, the City voluntarily tested the Big Hill Landfill Treatment Facility (BHLTF) in 2018. No significant results were found and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) required no immediate action on the City's part. As part of our annual groundwater testing in 2019 EGLE did ask the City to expand testing for PFAS in order to set a baseline for the future. As a result of these tests, and due to expected changes in the State standards related to PFAS, City staff is looking to further investigate PFAS in the area.

The two PFAS contaminants with current standards monitored by EGLE are perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS). EGLE currently has two water standards that they monitor and enforce related to PFAS which are relevant for the Big Hill Landfill. The first is a standard for water quality related to surface water and tests for PFOA and PFOS at BHLTF were well below this standard.

The second standard for water quality is related to drinking water. In 2018 the State of Michigan adopted the U.S. Environmental Protection Agency (EPA) criteria of 70 parts per trillion (ppt) for PFOA and PFOS combined. The State is currently in the process of approving new drinking water standards for seven PFAS contaminants including PFOA and PFOS. These proposed standards are significantly more restrictive, set at 8 ppt for PFOA and 16 ppt for PFOS.



In October 2019 three locations at BHLTF were tested for PFOA and PFOS. All tests were below the current EPA criteria and of the six tests, only one exceeded the most restrictive **proposed** Michigan drinking water standards; a test result for PFOA of 11.5 ppt. While no further action was requested by the State of Michigan, the City voluntarily tested three additional monitoring wells on City property south of the landfill in February. These monitoring wells are located downstream of the wells initially tested. All samples were again well below EPA criteria; only three showed any level of PFAS and of these three, only one was above the proposed State standards. This was a result for PFOA of 10.4 ppt.

It is important to note that the Big Hill Landfill site is not a drinking water site and based on the flow of the aquifer at the site, this water does not impact the City's municipal drinking water system. As a result, Sturgis water customers are not impacted by these tests. However, there are thirteen private wells located further downstream of Big Hill Landfill and the previously-tested wells. City staff are recommending that these wells be tested as a precautionary measure to check PFAS levels.

At the same time, City staff is also recommending that these private wells be tested for volatile organic compounds (VOCs) which have been found to be present in small amounts in testing wells at Big Hill Landfill and other City testing wells downstream. As with PFAS, these tests would be voluntary and precautionary.

The Big Hill Landfill property was identified as releasing VOCs, which can be harmful to human health at increased levels, into the aquifer. The State of Michigan issued a consent judgement in 1989 to enforce mitigation of the contamination. Since that time, a treatment system has been built and operated at the site with continual monitoring by the City and oversight by EGLE. EGLE is aware of VOC testing levels at Big Hill Landfill and have not required additional action.

Included in your packet is a proposal from Fleis & Vandenbrink Engineering (F&V) to complete sampling at the potentially-impacted residential wells. This includes project setup activities, the actual sampling, and reporting of results. The cost for

this proposal is \$15,278.00. There will be additional costs for laboratory work by a third party to complete the tests; this estimated to be around \$6,000.00. This work is not currently budgeted and a budget amendment with a transfer from the General Fund to the Wastewater Fund is recommended.

The intent of this work is to confirm that PFAS and VOCs have not migrated downstream in levels beyond health standards to these private wells. This is being done out of an abundance of caution and in anticipation of the new, more restrictive standards from the State related to PFAS.

City staff and representatives from F&V will be holding an informational meeting for owners and residents of the impacted wells at the Sturges-Young Center for the Arts (201 N. Nottawa St., Sturgis) on July 7<sup>th</sup> at 5:30 pm.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the proposal from Fleis & Vandenbrink Engineering for residential well sampling in the amount of fifteen thousand, two hundred and seventy-eight dollars (\$15,278.00).**

**Staff Recommendation:**

**APPROVE**

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY increasing the transfer in the FY 2019-2020 Budget from the General Fund to the Wastewater Fund in the amount of twenty-two thousand dollars (\$22,000.00).**

**Staff Recommendation:**

**APPROVE**

**Information Included in Packet:**

1. Fleis & Vendenbrink Proposal
2. Budget Amendment Memo

## **10. New Business**

### **E. Line Extension Policy**

**Staff: John Griffith**

Utility Financial Solutions (UFS) was asked to review the current line extension policy that was adopted on June 10, 2009. Their draft, with edits, is included in your packet. The proposed changes simplifies the line extension credit process. The edits change the allowable line extension credit from estimated kW and kWh to actual kW and kWh. For customers with an estimated billing demand in excess of 500 kilowatts, the line extension credit will be negotiated with assistance from a rate consultant.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the Line Extension Policy as presented.**

**Staff Recommendation:**

**APPROVE**

**Information Included in Packet:**

1. Line Extension Policy

## **10. New Business**

### **F. Sturges-Young Center for the Arts Board Appointment**

**Staff: Kenneth Rhodes**

At the second meeting in May, the Commission did not appoint an additional member to the Sturges-Young Center for the Arts Board to give the Board additional time to review the application. At their recent meeting, the Board recommended that Lindsay Metzger be appointed.

**Proposed Motion:**

**Move that the Sturgis City Commission APPOINT/NOT APPOINT Lindsay Metzger to the Sturges-Young Center for the Arts Board through May 2023.**

**Staff Recommendation:**

**APPOINT**

**Information Included in Packet:**

1. Metzger Application

## Noteworthy Meetings / Events

- Dealing with Difficult Customers Webinar | June 23<sup>rd</sup>
- Sturges-Young Center for the Arts Board Meeting | June 24<sup>th</sup>
- DDA Meeting | July 1<sup>st</sup>
- Fireworks | July 2<sup>nd</sup>

## Upcoming Events

- City Offices Closed for 4<sup>th</sup> of July Holiday | July 3<sup>rd</sup>
- Well Sampling Informational Meeting | 5:30 pm | July 7<sup>th</sup>
- Out of Office | July 9<sup>th</sup> – July 17<sup>th</sup>
- Budget Work Session | 4:30pm | July 22<sup>nd</sup>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8A**



**REGULAR MEETING - STURGIS CITY COMMISSION**  
**WEDNESDAY, JUNE 24, 2020**  
**STURGES-YOUNG CENTER FOR THE ARTS**

Mayor Hile called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was said by all present.

The Invocation was given by Pastor Luke Eicher, Grace Christian Fellowship

Commissioners present: Mullins, Bir, Klinger, Wickey, Malone, Littman, Vice-Mayor Good, Mayor Hile

Commissioners absent: None

Also present: City Attorney, City Manager, Assistant City Manager, City Controller, Public Safety Director, Electric Department Superintendent, Community Development Director, City Engineer, City Clerk

Mayor Hile presented Public Safety Director Geoffrey Smith with a commendation for saving the lives of a family from a structure fire.

Allen Balog provided his qualifications for 59<sup>th</sup> District State Representative.

Moved by Comm. Littman and seconded by Comm. Klinger to approve the agenda as presented.

**Voting yea: Seven      Voting nay: None      Absent: Wickey      MOTION CARRIED**

Moved by Comm. Littman and seconded by Comm. Klinger to approve the Consent Agenda of June 24, 2020 as presented.

**8A. Action of Minutes of Previous Meetings**

APPROVE the minutes from the June 10, 2020 regular meeting as presented.

**8B. Pay Bills**

AUTHORIZE the payment of the City bills in the amount of \$2,089,199.69 as presented.

**8C. Vehicle Sale**

APPROVE the sale of #602-06, a 2006 Ford F-250 via public auction.

**Voting yea: Seven      Voting nay: None      Absent: Wickey      MOTION CARRIED**



Mayor Hile opened the Public Hearing on the 2020 property tax millage rates.

City Clerk/Treasurer Kenneth Rhodes explained that the operating millage rate was advertised at 10.4623, which is the same as last year. Discussion followed.

There were no comments from the public.

Mayor Hile closed the Public Hearing.

Moved by Comm. Klinger and seconded by Comm. Good to set the 2020 operating millage tax rate at 10.4623 mils and set the Streets/Sidewalk Improvement Millage tax rate at 3.0 mils.

**Voting yea: Seven      Voting nay: None      Absent: Wickey      MOTION CARRIED**

Mr. Rhodes also explained that there has been a request to delay the imposition of interest on property taxes through September 14, 2020. Discussion followed. The City Commission did not choose to approve this delay.

Community Development Director Will Prichard provided details on the amendments to the Property Maintenance Code. Discussion followed.

Moved by Comm. Klinger and seconded by Comm. Littman to approve the Property Maintenance Program Policy changes as presented.

**Voting yea: Seven      Voting nay: None      Absent: Wickey      MOTION CARRIED**

Moved by Comm. Klinger and seconded by Comm. Good to consider this the first reading of an amendment to the City Code of Ordinances, Appendix B - Fine Schedule for Municipal Civil Infractions related to the Property Maintenance Program.

**Voting yea: Six      Voting nay: Mullins      Absent: Wickey      MOTION CARRIED**

City Engineer Barry Cox provided information about the string lights that will be included as part of the Pleasant Avenue reconstruction project. Discussion followed.

Moved by Comm. Good and seconded by Comm. Klinger to approve the Pleasant Avenue String Lighting Bulletin in the amount of forty nine thousand, six hundred, fifty-two dollars and 75 cents (\$49,652.75).

**Voting yea: Seven      Voting nay: None      Absent: Wickey      MOTION CARRIED**

City Engineer Barry Cox provided information about the task order related to the rehabilitation of Vinewood Avenue and East Congress Street. Discussion followed.

Moved by Comm. Klinger and seconded by Comm. Mullins to approve Task Order #93 for preliminary design, final design, and bidding services on the Vinewood Avenue and E. Congress Street Project with Fleis and Vandenbrink Engineering, Inc. in the amount of forty-one thousand, seven hundred dollars (\$41,700.00) as presented.

**Voting yea: Seven**

**Voting nay: None**

**Absent: Wickey**

**MOTION CARRIED**

Electric Department Superintendent John Griffith provided information on the bids related to the interconnection between the solar farm and the City's system. Discussion followed.

Moved by Comm. Mullins and seconded by Comm. Klinger to approve the bid of Kent Power, Inc. for electric infrastructure upgrades in the amount of one hundred and sixty-three thousand, four hundred and one dollars and thirty-seven cents (\$163,401.37) as presented.

**Voting yea: Seven**

**Voting nay: None**

**Absent: Wickey**

**MOTION CARRIED**

The meeting was adjourned at 7:40 p.m.

***Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer***

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8B**



Date	Check#	Vendor	Vendor Name	Amount
Manual Checks				
06-26-2020	PR0532M	00061	CITY OF STURGIS PAYROLL	273,512.55
06-15-2020	T12844M	04197	MI PUBLIC POWER AGENCY	84,229.54
06-22-2020	T12845M	04197	MI PUBLIC POWER AGENCY	192,361.41
06-17-2020	T12846M	00108	STATE OF MICHIGAN	45,194.98
06-24-2020	T12847M	04088	BLUE CROSS BLUE SHIELD OF MI	51,979.88
06-29-2020	T12848M	04197	MI PUBLIC POWER AGENCY	184,266.68
06-29-2020	T12849M	00063	CITY OF STURGIS TAX TRANSFER	810.75
06-22-2020	T12850M	03173	FIFTH THIRD BANK	9,842.32
06-30-2020	T12851M	04389	FRONTIER COMMUNICATIONS A	607.08
06-30-2020	T12852M	03770	MICHIGAN GAS UTILITIES	1,849.47
06-26-2020	T12853M	00062	CITY OF STURGIS-EMPLOYEE INS	52,610.01
06-26-2020	T12854M	04294	CITY OF STURGIS-BASIC/ST	161.70
06-26-2020	T12855M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,226.25
06-26-2020	T12856M	00065	DOYLE MEMBERSHIP TRANSFER	3,089.99
06-26-2020	T12857M	00063	CITY OF STURGIS TAX TRANSFER	15,479.92
06-26-2020	T12858M	05123	COMERICA BANK-INST TRUST SERV	26,773.20
06-26-2020	T12859M	03229	CITY OF STURGIS-WORKERS COMP	2,408.54
06-26-2020	T12860M	00064	INTL CITY MGMT ASSOC RETR CORP	5,408.77
Automatic Checks				
07-08-2020	237399	00110	A & K PRINTING & POOLS	629.50
07-08-2020	237400	06043	ALL SAFE INDUSTRIES INC	656.00
07-08-2020	237401	00338	APWA SOUTHWEST MICHIGAN	20.00
07-08-2020	237402	04696	APX INC	121.66
07-08-2020	237403	03576	ARROW SERVICES INC	67.55
07-08-2020	237404	05634	ATJ REAL ESTATE HOLDING	30,000.00
07-08-2020	237405	00379	AUTO PARK FORD	465.65
07-08-2020	237406	05462	AUTOZONE STORES LLC	15.72
07-08-2020	237407	05719	BAKER'S BODY SHOP LLC	3,467.77
07-08-2020	237408	04292	BASIC	76.00
07-08-2020	237409	05640	BECKETT & RAEDER	1,265.00
07-08-2020	237410	00072	BIRD SCHESKE REED &	7,250.00
07-08-2020	237411	02749	HARLAN BLOOD	60.00
07-08-2020	237412	00132	BOFA INC	148.50
07-08-2020	237413	00005	BOGEN CONCRETE INC	755.00
07-08-2020	237414	00006	BOLAND TIRE INC	1,425.92
07-08-2020	237415	00296	BRUCE O BROKER	70.64
07-08-2020	237416	05634	CENTRAL MANUFACTURING SERVICES	1,122.00
07-08-2020	237417	05108	CORRIGAN OIL CO	944.35
07-08-2020	237418	05863	COTTIN'S HARDWARE	343.38
07-08-2020	237419	00152	CULLIGAN WATER CONDITIONING	27.00
07-08-2020	237420	05816	DICKINSON WRIGHT PLLC	73.50
07-08-2020	237421	04551	DRAEGER SAFETY INC	553.00
07-08-2020	237422	00160	DURY OIL CO	59.52
07-08-2020	237423	00296	EMILIANO OLIVERA	52.30
07-08-2020	237424	05151	FAWN RIVER MECHANICAL LLC	2,455.00
07-08-2020	237425	05490	FERGUSON WATERWORKS #3386	2,250.00
07-08-2020	237426	00013	FISHBECK THOMPSON	30,850.85
07-08-2020	237427	00776	FLEIS & VANDENBRINK	14,498.75
07-08-2020	237428	05634	FORESIGHT MANAGEMENT	18,225.00
07-08-2020	237429	02082	GECKO SECURITY LLC	870.00
07-08-2020	237430	00296	GERALD F BLAKELY	77.87

Date	Check#	Vendor	Vendor Name	Amount
07-08-2020	237431	00183	W W GRAINGER INC	661.98
07-08-2020	237432	04337	GREENMARK EQUIPMENT INC	59.73
07-08-2020	237433	04348	HAGADORN MECHANICAL SERVICES	3,680.00
07-08-2020	237434	00296	HUI JIANG	72.42
07-08-2020	237435	04922	HUTSON ASSESSING INC	4,550.00
07-08-2020	237436	05171	STUART C IRBY CO	16,272.00
07-08-2020	237437	00041	JIM KNISELY	25.00
07-08-2020	237438	00020	KENDRICK STATIONERS INC	281.06
07-08-2020	237439	03794	KLOSTERMAN DISTRIBUTING	2,871.30
07-08-2020	237440	00211	KROGER LIMITED PARTNERSHIP I	154.11
07-08-2020	237441	01846	LAGRANGE CO CHAM OF COMMERCE	235.00
07-08-2020	237442	04039	LAKELAND ASPHALT CORP	1,127.84
07-08-2020	237443	05977	LAKELAND INTERNET LLC	106.94
07-08-2020	237444	00216	LAWSON PRODUCTS INC	105.21
07-08-2020	237445	00394	LAWSON-FISHER ASSOCIATES PC	21,606.28
07-08-2020	237446	03256	LIMA ELEVATOR COMPANY INC	100.00
07-08-2020	237447	04335	LINCOLN FINANCIAL GROUP	5,226.77
07-08-2020	237448	05156	M A A C PROPERTY SERVICES	2,353.50
07-08-2020	237449	00476	MARTIN SPRING & DRIVE, INC.	1,988.00
07-08-2020	237450	00296	MDI REAL ESTATE SERVICES	701.67
07-08-2020	237451	05945	MED SAFETY PLUS LLC	346.21
07-08-2020	237452	03774	STATE OF MICHIGAN	30.00
07-08-2020	237453	03774	STATE OF MICHIGAN	129.75
07-08-2020	237454	03774	STATE OF MICHIGAN	30.00
07-08-2020	237455	01641	MICHIGAN RURAL WATER ASSOC	735.00
07-08-2020	237456	00505	STATE OF MICHIGAN	5,679.45
07-08-2020	237457	02825	STATE OF MICHIGAN	95.00
07-08-2020	237458	05121	MICKEY'S LINEN	160.33
07-08-2020	237459	06026	MID-CITY SUPPLY CO INC	194.77
07-08-2020	237460	05821	MIDWEST FIRE PROTECTION CO INC	54.00
07-08-2020	237461	00241	JEFF MILLER	2,205.00
07-08-2020	237462	04014	MILLERS SALES & SERVICE	207.54
07-08-2020	237463	00992	MUNICIPAL CODE CORPORATION	6,995.30
07-08-2020	237464	05102	MCLEAN ENGINEERING CO	21,689.66
07-08-2020	237465	00296	NANCY J CURRIER	57.89
07-08-2020	237466	00032	PARTS SOURCE INCORPORATED	860.44
07-08-2020	237467	00255	NIBLOCK EXCAVATING INC	1,987.97
07-08-2020	237468	00296	PAMELA KAY PASKVAN	44.43
07-08-2020	237469	05534	JAMES PANT	15.00
07-08-2020	237470	02365	G PERSING INC	497.00
07-08-2020	237471	05042	PLANT GROWTH MANAGEMENT SYSTEM	10,769.50
07-08-2020	237472	00033	POSTNET POSTAL & BUSINESS	49.46
07-08-2020	237473	00485	POWER LINE SUPPLY	12,078.29
07-08-2020	237474	03091	PRIME QUALITY ELECTRIC LLC	394.82
07-08-2020	237475	05468	PVS TECHNOLOGIES INC	2,874.19
07-08-2020	237476	04251	RAI JETS LLC	1,260.00
07-08-2020	237477	00035	RESCO	29,557.75
07-08-2020	237478	03542	RICKETT'S LAWN CARE	385.00
07-08-2020	237479	05119	ROBERT DIETRICK CO INC	1,329.00
07-08-2020	237480	06042	S & S CUSTOM MECHANICAL LLC	2,685.60
07-08-2020	237481	06018	SILVER STAR COMMERCIAL ROOFING	7,460.00
07-08-2020	237482	02062	SPARTAN DISTRIBUTORS	15.15
07-08-2020	237483	04310	SSEO GROUP INC	2,860.00

Date	Check#	Vendor	Vendor Name	Amount
07-08-2020	237484	00296	STEVEN LINDSEY	33.47
07-08-2020	237485	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
07-08-2020	237486	00507	STURGIS OVERHEAD DOOR & LADDER	295.00
07-08-2020	237487	05277	RONALD SUSZKO	25.00
07-08-2020	237488	02819	T & R SERVICE COMPANY	80.00
07-08-2020	237489	00554	T C APPLIANCE	165.00
07-08-2020	237490	00047	CITY OF THREE RIVERS	288.00
07-08-2020	237491	05777	TRACE ANALYTICAL LABORATORIES	2,146.00
07-08-2020	237492	04865	TRINITY LUTHERAN CHURCH	555.86
07-08-2020	237493	01869	V.F.W. POST 1355	472.50
07-08-2020	237494	06035	VERSATILE ROOFING SYSTEMS INC	20,000.00
07-08-2020	237495	04994	W MICHIGAN INTERNATIONAL LLC	444.60
07-08-2020	237496	05903	WEST SIDE BEER DISTRIBUTING	319.50
07-08-2020	237497	02948	WITMER PUBLIC SAFETY GROUP INC	423.48
07-08-2020	237498	05910	JOINT APPR & TRAIN TRUST FUND	4,000.00
07-08-2020	D01511	00002	ALL-PHASE ELECTRIC SUPPLY	1,029.74
07-08-2020	D01512	00077	CARQUEST AUTO PARTS	75.59
07-08-2020	D01513	02983	CINTAS LOCATION #351	1,265.80
07-08-2020	D01514	00019	KENDALL ELECTRIC INC	14.99
07-08-2020	D01515	00212	KSS ENTERPRISES	215.40
07-08-2020	D01516	03922	MARANA GROUP	4,227.62
07-08-2020	D01517	03944	PRAXAIR DISTRIBUTION INC	58.24
Manual Total				\$952,813.04
Automatic Total				\$335,978.86
Grand Total				\$1,288,791.90

**PAYROLL DISBURSEMENT**  
**FOR PAYROLL ENDING June 21, 2020**  
**PR0532M - Paid June 26, 2020**

GENERAL	\$133,979.79
MAJOR STREET	6,570.21
LOCAL STREET	4,534.04
CEMETERY	10,880.97
DDA	570.00
AIRPORT	759.24
BUILDING	2,672.05
AUDITORIUM	3,474.13
RECREATION	4,738.06
DOYLE RECREATION CENTER	3,649.06
ELECTRIC	71,009.61
SEWER	17,302.66
WATER	10,582.05
MOTOR VEHICLE	2,790.68
<b>Payroll Sub-Total</b>	<b>\$273,512.55</b>



**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8C**



AMENDMENTS TO THE CITY CODE OF ORDINANCES FINE SCHEDULE  
PERTAINING TO PROPERTY MAINTENANCE

An ordinance to amend the City Code of Ordinances of the City of Sturgis, Appendix B – Fine Schedule, Chapter 14. – Buildings and Building Regulations, to add or amend fines related to the City’s Property Maintenance Program.

WHEREAS, the City Commission has determined that it is in the best interest of the residents of the City to modify the City Code of Ordinances to provide for a Property Maintenance Program and fines associated with the enforcement of those ordinances;

NOW, THEREFORE, the City of Sturgis, St. Joseph County, Michigan ordains:  
Appendix B, Chapter 14 of the City Code of Ordinances is amended effective as of August 1, 2020.

**APPENDIX B - FINE SCHEDULE FOR MUNICIPAL CIVIL INFRACTIONS**

...

**CHAPTER 14. - BUILDINGS AND BUILDING REGULATIONS**

...

Property Maintenance

Refuse to permit inspection .....500.00

Maintained in good repair .....100.00

Rental of unit without compliance .....500.00

Unregistered rental:

First Offense .....100.00

Second Offense .....250.00

Third Offense .....500.00

Construction in compliance with building code .....250.00

...

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10A**



STATE USE ONLY		
Application Number	Date Received	LUCI Code

## Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file one original application form (with required attachments) and one additional copy with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)				
Applicant (Company) Name (applicant must be the <b>owner</b> of the facility) Tartan Real Estate, LLC			NAICS or SIC Code	
Facility's Street Address 215 Broadus Street		City Sturgis	State MI	ZIP Code 49091
Name of City, Township or Village (taxing authority) Sturgis		County St. Joseph	School District Where Facility is Located Sturgis	
<input checked="" type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village				
Date of Rehabilitation Commencement (mm/dd/yyyy) 1/13/2020		Planned Date of Rehabilitation Completion (mm/dd/yyyy) 07/01/2020		
Estimated Cost of Rehabilitation \$1,950,000		Number of Years Exemption Requested (1-10) 10		
Expected Project Outcomes (check all that apply)				
<input checked="" type="checkbox"/> Increase Commercial Activity <input checked="" type="checkbox"/> Retain Employment <input checked="" type="checkbox"/> Revitalize Urban Areas				
<input checked="" type="checkbox"/> Create Employment <input checked="" type="checkbox"/> Prevent Loss of Employment <input checked="" type="checkbox"/> Increase Number of Residents in Facility's Community				
No. of jobs to be created due to facility's rehabilitation 84	No. of jobs to be retained due to facility's rehabilitation 237	No. of construction jobs to be created during rehabilitation 29		
PART 2: APPLICATION DOCUMENTS				
Prepare and attach the following items:				
<input checked="" type="checkbox"/> General description of the facility (year built, original use, most recent use, number of stories, square footage)		<input checked="" type="checkbox"/> Statement of the economic advantages expected from the exemption		
<input checked="" type="checkbox"/> Description of the qualified facility's proposed use		<input checked="" type="checkbox"/> Legal description		
<input checked="" type="checkbox"/> Description of the general nature and extent of the rehabilitation to be undertaken		<input checked="" type="checkbox"/> Description of the "underserved area" (Qualified Retail Food Establishments only)		
<input checked="" type="checkbox"/> Descriptive list of the fixed building equipment that will be a part of the qualified facility		<input checked="" type="checkbox"/> Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments (Form 4753) (Qualified Retail Food Establishments only)		
<input checked="" type="checkbox"/> Time schedule for undertaking and completing the facility's rehabilitation				
PART 3: APPLICANT CERTIFICATION				
Name of Authorized Company Officer (no authorized agents) Michael L. Miller		Telephone Number (269) 651-4500		
Fax Number (269) 651-4501		E-mail Address mimiller@gtindependence.com		
Street Address 215 Broadus Street		City Sturgis	State MI	ZIP Code 49091
<p>I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.</p> <p>I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.</p>				
Signature of Authorized Company Officer (no authorized agents) <i>Michael L. Miller</i>		Title Director of Treasury/CFO		Date 05/12/2020

**PART 4: ASSESSOR RECOMMENDATIONS** (assessor of LGU must complete Part 4)

Provide the Taxable Value and State Equalized Value of Commercial Property, as provided in Public Act 210 of 2005, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC).

	Taxable Value	State Equalized Value (SEV)
Land		
Building(s)		

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Rehabilitation Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Rehabilitation Exemption that would also put the same property on the Commercial Rehabilitation specific tax roll.

☐ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Rehabilitation Exemption specific tax roll and not on any other specific tax roll.

Name of Local Government Body

Name of Assessor (first and last name)

Telephone Number

Fax Number

E-mail Address

*I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.*

Assessor's Signature

Date

**PART 5: LOCAL GOVERNMENT ACTION** (clerk of LGU must complete Part 5)

Action Taken By LGU (attach a certified copy of the resolution):

☐ Exemption approved for \_\_\_\_\_ years, ending December 30, \_\_\_\_\_ (not to exceed 10 years)

☐ Exemption Denied

Date District Established (attach resolution for district)

Local Unit Classification Identification (LUCI) Code

School Code

**PART 6: LOCAL GOVERNMENT CLERK CERTIFICATION** (clerk of LGU must complete Part 6)

Clerk's Name (first and last)

Telephone Number

Fax Number

E-mail Address

Mailing Address

City

State

ZIP Code

LGU Contact Person for Additional Information

LGU Contact Person Telephone Number

Fax Number

*I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate and hereby request the State Tax Commission issue a Commercial Rehabilitation Exemption Certificate, as provided by Public Act 210 of 2005, as amended.*

Clerk's Signature

Date

The clerk must retain the original application at the local unit and mail one copy of the completed application with attachments to:

State Tax Commission  
P.O. Box 30471  
Lansing, MI 48909

## **PART 2: APPLICATION DOCUMENTS**

### General Description of the Facility (year built, original use, most recent use, number of stories, square footage)

The original building of approximately 6,000 square feet was constructed in the early 1970s for use as the Sturgis Journal newspaper offices and newspaper printing. Later in the 1970s, an additional 1,000 square feet was added to provide additional space for newspaper printing. Around 1984, a 6,000 square foot addition was constructed to facilitate newspaper sorting and warehousing. The entire building covers 1 story and is approximately 13,000 square feet. The building and additions are of a pole barn type construction with steel members and steel cladding. In 2015, the building was purchased by Inquire Partners and its use as office and warehouse space was maintained.

### Description of the Qualified Properties Use

GT Independence acquired the property in October 2019. GT Independence is upgrading the building to modern standards and will utilize the building for commercial office, training and meeting space.

### Description of the General Nature and Extent of the Rehabilitation to be undertaken

The building was completely deconstructed down to the structural members and the roof deck was maintained. The exterior shell is being reframed and reskinned to provide for greater natural lighting and modern, more energy efficient architectural cladding. The approximately 2 acres of parking was also completely deconstructed and is in the process of being rebuilt. Total rehabilitation costs are approximately \$2.5M.

### Description list of the fixed building equipment that will be part of the qualified facility

Consistent with commercial office space, the building equipment will consist of HVAC units, computers, printers, video monitors and other related equipment.

### Time Schedule for undertaking and completing the facility's rehabilitation

Work commenced in January 2020 and is expected to be completed by August 2020.

### Statement of the Economic Advantages Expected from the Exemption

The financial investment being made to return an obsolete downtown facility to modern requirements is significantly greater than utilizing more typical pole type construction often seen in rural, business park manufacturing/commercial spaces. The investment adds to the commercial core of downtown Sturgis and adds over 80 daily employees who will visit downtown businesses and restaurants. The exemption helps offset the additional costs incurred for this project that would not have been incurred by other similar commercial office projects.



**Resolution Approving Commercial Rehabilitation Exemption Certificate  
Application for Tartan Real Estate Inc. Located at 209 John Street.**

WHEREAS, the City of Sturgis legally established the Commercial Rehabilitation District Monday, November 25, 2019 after a public hearing held on Monday, November 25, 2019; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property previously exempt and currently in force under Public Act 210 of 2005 does not exceed 5% of the total taxable value of the City of Sturgis; and

WHEREAS, a public hearing was held on the application as provided by section 4(2) of Public Act 210 of 2005 on Wednesday, July 8, 2020; and

WHEREAS, the Tartan Real Estate Inc. is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for commercial property as defined in section 2(a) of Public Act 210 of 2005; and

WHEREAS, the applicant Tartan Real Estate Inc. has provided answers to all required questions under the application instructions to the City of Sturgis; and

WHEREAS, the City of Sturgis requires that rehabilitation of the facility shall be completed by December 31, 2020; and

WHEREAS, the commencement of the rehabilitation of the facility did not occur more than six months prior to the filing of the application for exemption; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a qualified facility within the meaning of Public Act 210 of 2005 and that is situated within a Commercial Rehabilitation District established under Public Act 210 of 2005; and

WHEREAS, completion of the qualified facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, and increase the number of residents in the community in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(j) of Public Act 210 of 2005.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Sturgis

Be and hereby is granted a Commercial Rehabilitation  
Exemption for the real property, excluding land, located in  
Commercial Rehabilitation District at  
209 John Street for a period of 10years, beginning  
December 31, 2020 and ending December  
30, 2030 pursuant to the provisions of PA 210 of 2005, as amended.

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10B**



# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and one copy of this form and the required attachments (two complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires one complete set (one original). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call 517-335-7460.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION


All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Atlantic Corporation of Wilmington, Inc.		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 322299													
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 500 International Way, Sturgis, MI 49091		1d. City/Township/Village (indicate which) City of Sturgis	1e. County St. Joseph												
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		3a. School District where facility is located Sturgis	3b. School Code 75010												
		4. Amount of years requested for exemption (1-12 Years) 12													
<p>5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.</p> <p>Atlantic Packaging is constructing a warehousing expansion project which includes over 107,000 sq. ft. of space for finished goods and inventory storage. This allows them to vacate an off-site leased warehouse, thus reducing utility, transportation and rental costs. Equipment associated with the project that will be transferred from another company facility includes two paper cutters, a winder and a carton line.</p>															
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		4,000,000.00 Real Property Costs													
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		Personal Property Costs													
6c. Total Project Costs * Round Costs to Nearest Dollar		4,000,000.00 Total of Real & Personal Costs													
<p>7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.</p> <table border="0"> <tr> <td></td> <td>Begin Date (M/D/Y)</td> <td>End Date (M/D/Y)</td> <td></td> </tr> <tr> <td>Real Property Improvements</td> <td>04/02/2020</td> <td>09/30/2020</td> <td><input checked="" type="checkbox"/> Owned    <input type="checkbox"/> Leased</td> </tr> <tr> <td>Personal Property Improvements</td> <td></td> <td></td> <td><input type="checkbox"/> Owned    <input type="checkbox"/> Leased</td> </tr> </table>					Begin Date (M/D/Y)	End Date (M/D/Y)		Real Property Improvements	04/02/2020	09/30/2020	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased	Personal Property Improvements			<input type="checkbox"/> Owned <input type="checkbox"/> Leased
	Begin Date (M/D/Y)	End Date (M/D/Y)													
Real Property Improvements	04/02/2020	09/30/2020	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased												
Personal Property Improvements			<input type="checkbox"/> Owned <input type="checkbox"/> Leased												
<p>8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>															
9. No. of existing jobs at this facility that will be retained as a result of this project. 75		10. No. of new jobs at this facility expected to create within 2 years of completion. 10													
<p>11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.</p> <p>a. TV of Real Property (excluding land) _____</p> <p>b. TV of Personal Property (excluding inventory) _____</p> <p>c. Total TV _____</p>															
<p>12a. Check the type of District the facility is located in:</p> <p><input checked="" type="checkbox"/> Industrial Development District      <input type="checkbox"/> Plant Rehabilitation District</p>															
12b. Date district was established by local government unit (contact local unit) 01/24/2018		12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No													

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>Doug Flint</b>	13b. Telephone Number <b>1 269 659 1402</b>	13c. Fax Number <b>1 269 651 4804</b>	13d. E-mail Address <b>dougf@atlanticpkg.com</b>
14a. Name of Contact Person <b>Doug Flint</b>	14b. Telephone Number <b>1 269 659 1402</b>	14c. Fax Number <b>1 269 651 4804</b>	14d. E-mail Address <b>dougf@atlanticpkg.com</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>Doug Flint</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number <b>1 269 651 4804</b>	15d. Date <b>6/9/20</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>500 International Way Sturgis MI 49091</b>		15f. Telephone Number <b>1 269 659 1402</b>	15g. E-mail Address <b>dougf@atlanticpkg.com</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

**Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.**

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original of the completed application and all required attachments to:

**Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

**Resolution Approving Industrial Facilities Exemption Certificate Application  
for Atlantic Corporation of Wilmington, Inc.**

**WHEREAS**, Atlantic Corporation of Wilmington, Inc. in conformity with Act 198 of the Public Acts of 1974, as amended (Act 198) has submitted an application providing all information and requirements necessary for granting of an Industrial Facilities Exemption Certificate by the City of Sturgis, County of St. Joseph, State of Michigan to Atlantic Corporation of Wilmington, Inc., and **WHEREAS**, on January 24, 2018, the City Commission established the Industrial Development District for the industrial property of Atlantic Corporation of Wilmington, Inc. and **WHEREAS**, the Sturgis City Assessor, and representatives of all affected taxing units were notified by certified mail of the time and place of the hearing on the application, and **WHEREAS**, a hearing was held by the Sturgis City Commission providing the Assessor, and representatives of all affected taxing units the opportunity to be heard as required by the statute, and **WHEREAS**, comments on granting of the Industrial Facilities Exemption Certificate have been heard and considered, and **WHEREAS**, the aggregate SEV of real and personal property exempt from ad valorem taxes within the (governmental unit), after granting this certificate, will exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted; and **WHEREAS**, it is hereby found and determined by the Sturgis City Commission that the granting of this Industrial Facilities Exemption Certificate, considered together with the aggregate amount of the Industrial Facilities Exemption Certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of the City of Sturgis, or of impairing the financial soundness of a taxing unit which levies an ad valorem property tax in the City of Sturgis, and **WHEREAS**, the Sturgis City Commission, under Section 16 (1) of Act 198, of the P.A. of 1974 and Act No. 255 of the Public Acts of 1978, as amended, has determined that the length of the Industrial Facilities Exemption Certificate shall remain in force and effect for a period of 12 years. **NOW, THEREFORE BE IT RESOLVED**, that the Sturgis City Commission does hereby approve the application of Atlantic Corporation of Wilmington, Inc. for an “Industrial Facilities Exemption Certificate”.

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10D**







June 23, 2020

Mr. Tom Sikorski  
Superintendent  
City of Sturgis  
70250 South Treatment Plant Road  
Sturgis, MI 49091

**Re: Big Hill Landfill Residential Well Sampling 2020**

Dear Tom:

Fleis & VandenBrink Engineering, Inc. (F&V) appreciates the opportunity to provide you with this Work Plan (WP) which includes our Statement of Understanding, Scope of Work, Schedule and Project Budget for the above referenced project.

#### **STATEMENT OF UNDERSTANDING**

We understand the City of Sturgis (City) is seeking F&V's engineering services to assist in evaluating residential drinking water wells surrounding the Big Hill Landfill (BHLF).

Recent samples from extraction well and groundwater monitoring wells located at the BHLF Treatment System (System) have indicated the presence of per- and polyfluoroalkyl substances (PFAS). Additionally, historical presence of volatile organic compounds (VOCs) have been present in the upper aquifer downgradient from the System. As such, we are proposing to address both of these items at the same time.

Data collected will be shared with the City. Individual results will be sent to the residence and property owners.

#### **SCOPE OF WORK**

Based on our Statement of Understanding, we have prepared this WP into coordinated Tasks:

- Task 1 – Project Setup
- Task 2 – Sampling
- Task 3 – Technical Memorandum

#### **Task 1: Project Setup**

F&V will conduct the following sub-tasks related to project setup and administration/management:

- Work with you to confirm private potable wells within the BHLF study area.
- Attend a City of Sturgis meeting with local residents and City officials to review the upcoming residential sampling.
- Identify site conditions which may affect anticipated work.
- Update the Site-specific Health and Safety Plan to address COVID Safe Work Practices.
- Prepare a site-specific Sampling and Analysis Plan (SAP) including a map illustrating the sampling locations.

2960 Lucerne Dr. SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
www.fveng.com

## **Task 2: Sampling**

Preparation and coordination for sampling that includes:

- Assist the City in preparation of a pre-sample questionnaire letter and mail the request letters to approximately 13 homes identified for sampling. F&V will coordinate and track access responses from property owners.
- Contact and coordinate on behalf of the City with residents/property owners to arrange sampling times and answer sampling-related questions.

Residential drinking water well sampling & analysis

- Schedule and arrange for sample containers and subsequent delivery of collected drinking water PFAS samples to SGS Laboratory under chain-of-custody control.
- Schedule and arrange for sample containers and subsequent delivery of collected drinking water VOC samples to a private Drinking Water Laboratory (TRACE) under chain-of-custody control.
- Sample an estimated 13 residential drinking water wells for PFAS and VOCs. Actual number of homes sampled may vary depending on access and research as detailed in **Task 1**. PFAS samples will be collected in accordance with the 2018 EGLE Guidance Document for Residential Well PFAS Sampling. F&V assumes that sampling will take place over several days and follow up visits may be necessary for properties with late responses.

Data management

- Perform limited quality analysis / quality control review of drinking water results.
- Summarize residential drinking well water results and create a dot-style data map of residential drinking well water results for inclusion in the Tech Memo.

Project coordination and communication

- Coordinate with the City and provide status updates via calls, emails, and/or meetings. We will keep the City up to date with information as it arrives and will keep the City aware of the status and results of the sampling. We may also make suggestions based on the results of the sampling.
- Draft and send summary letters with the results via US Mail to the addresses associated with the drinking water wells (homeowners). However, if detections of PFAS are observed, F&V will call the homeowner to review the analytical data. Copies of the letters will also be provided to the City.

## **Task 3: Technical Memorandum**

F&V will prepare a brief letter-style tech memo to include the following:

- Brief summary of work conducted.
- Summary data tables and figures.
- Laboratory reports/chains of custodies.
- Field notes.
- Recommendations.

## **SCHEDULE**

The **Task 1** activities are anticipated to begin upon authorization to proceed.

The **Task 2** activities are anticipated to begin after the completion of **Task 1** activities. These tasks are anticipated to begin in the summer of 2020. Sampling events will be evaluated with Owners and City to determine whether sampling can be completed in a safe manner and within restrictions at that time.

**Task 3** activities are anticipated to begin after **Task 2** activities are completed.

## BUDGET

Based on the above, we propose an estimated budget of \$15,278 to complete the Scope of Work as described in this WP. Laboratory analysis costs are not included in our budget as they will be direct billed to the City. The estimated laboratory costs are approximately \$6,000. Additional activities (if any) can be evaluated and budgeted as requested. The budget is summarized on the table below:

Task	Work Activity	Labor	Equipment	Total
Task 1	1. Project Set Up	\$3,679	\$250	\$4,029
Task 2	1. Preparation & Coordination for Sampling	\$1,137	\$0	\$1,137
	2. Residential Drinking Water Well Sampling & Analysis	\$3,285	\$441	\$3,726
	3. Data Management	\$1,797	\$10	\$1,807
	4. Project Coordination & Communication	\$2,023	\$5	\$2,028
Task 3	1. Tech Memo	\$2,551	\$0	\$2,551
	<b>Total Estimated Cost</b>	<b>\$14,472</b>	<b>\$806</b>	<b>\$15,278</b>

F&V's professional services will be invoiced monthly. Laboratory costs will be directed to the City for payment. A task order would be prepared, and the work would be completed under the terms of our existing master services agreement. We can begin upon your authorizing the work by signing the last page of this letter and returning it to F&V (attention Ms. Anne Hagedorn at [ahagedorn@fveng.com](mailto:ahagedorn@fveng.com)) This proposal is valid for 90 days.

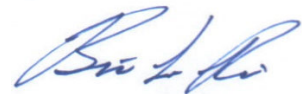
We appreciate the opportunity to continue to provide these professional services to you. If you need any additional information, please contact us.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Eric Walters, CPG  
Environmental Operations Manager / Associate



Brian Rice, P.E.  
Manager, Environmental Services Group

cc: Dave Harvey, F&V

## WORK AUTHORIZATION

*Fleis & VandenBrink (F&V) is hereby authorized to perform Additional Services as detailed in their letter dated **June 23, 2020** and authorized under the existing Master Services Agreement with F&V dated **February 15, 2008**.*

\_\_\_\_\_  
Michael Hughes/ City Manager

\_\_\_\_\_  
Date



TO: Michael L. Hughes, City Manager  
 FROM: Holly Keyser, City Controller  
 SUBJECT: 2019-2020 Proposed Budget Amendment  
 DATE: July 2, 2020

In accordance with the Uniform Budgeting and Accounting Act, the following governmental funds need to be amended to reflect changes in the expected revenue and operating expenditures anticipated in the 2019-2020 fiscal year, as compared to those originally estimated in the 2019-2020 approved budgets as previously amended.

	Original Budget As Amended	Increase/ (Reduction)	Proposed Budget
<b>General Fund - 101</b>			
Revenue	9,038,440	-	9,038,440
Expenditures	9,176,110	22,000	9,198,110
Change in Fund Balance	(137,670)	(22,000)	(159,670)
Beginning Fund Balance	1,875,965	-	1,875,965
Projected Ending Fund Balance	1,738,295	(22,000)	1,716,295

The General Fund budgeted expenditures were modified due to the following:

Contribution to Sewer Fund for residential well sampling	22,000.00
	22,000.00

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10E**



## CITY OF STURGIS ELECTRIC LINE EXTENSION POLICY

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### EXECUTIVE SUMMARY

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#### Proposed Policy

- a) The electric service to a customer of the City of Sturgis is subject to the following maximum contributions to serve the load. Costs in excess of the amounts listed below are subject to a contribution in aid of construction by the customer.
  - a. Residential  
For standard overhead electric service, the City of Sturgis will contribute up to \$1,318 to connect the customer.
  - b. Subdivisions  
The City of Sturgis will contribute up to \$1,087 per new home in a residential subdivision.
  - c. Commercial  
For standard electric service, the City of Sturgis will contribute up to \$0.1434 per kWh ~~of estimated annual~~ for all net kWh during the subsequent 12 month period ~~usage~~ to connect the customer.
  - d. Demand Metered below 500 kW  
For standard electric service, the City of Sturgis will contribute up to \$22.23 per kW ~~of estimated annual~~ for all net kW during the subsequent 12 month period ~~kW usage~~ to connect the customer.
  - e. Demand metered customers above 500 kW of projected load the contributed amounts and methodology will be negotiated
  - f. Customers receiving service under the City's Economic Development Rider may be required to enter into a five year contract to be eligible for a contribution from the City of Sturgis.
- b) The City of Sturgis' contribution for customers requesting a service upgrade to serve additional load will be based on (a) through (f) above. There will be no City of Sturgis contribution if there is no additional load.
- c) The City of Sturgis will connect facilities up to the point of demarcation; costs beyond the point of demarcation are the responsibility of the customer and not subject to contributions from the City of Sturgis.

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10F**





# City of Sturgis Appointed Boards/Commissions Application

Name: Lindsay (First) J (Middle) Metzger (Last)  
 Address: 101 Cottage (Street) Sturgis (City) MI 49091 (Zip) E-Mail: Lindzmails23@gmail.com  
 Are you a city resident? Yes Home Phone: 269-503-9761  
 Occupation: Self Work Phone: \_\_\_\_\_  
 Employment: \_\_\_\_\_  
 (Name of Employer)

\_\_\_\_\_  
 (Street) (City) (Zip)  
 Please list your qualifications for effective Board membership (Include all City Boards you serve on and any relevant experience/expertise in the area you wish to serve):  
I am a very organized, personable person. I am a cert. life coach, a cert. professional organizer and have worked in this community for my adulthood. I believe I would be a great asset

Reasons for seeking appointment (Areas of interest, goals, etc.):  
I have many ideas and goals I would like to see happen with this community. I am very resourceful and I know what I bring to the table will be useful.

Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission which you listed? No If yes, please explain.

References (Non-family, these may be personal or professional):

<u>Travis Klinger</u>	<u>Sturgis</u>	<u>520-252-6280</u>
(Name)	(Address)	(Phone)
<u>Dave Gushwa</u>	<u>Sturgis</u>	<u>269-625-4174</u>
(Name)	(Address)	(Phone)

Signature: [Signature] Date: 7-18-19

Please acknowledge that you have read the attached Boards/Commissions Policy. Yes X No \_\_\_\_\_

**Choose any boards/commissions that you are interested in, numbering them in order of preference, 1 being the most preferred.**

- ☐ Airport Advisory Board
- ☒ Auditorium Board
- ☐ Board of Review
- ☐ Cemetery and Parks Board
- ☐ Construction Board of Appeals
- ☐ District Library Board
- ☒ Downtown Development Authority Board of Directors
- ☒ Doyle and Recreation Advisory Board
- ☒ Economic Development Corporation & B.R.A.
- ☐ Elected Officials Compensation Commission

- ☐ Election Commission
- ☐ Employees' Retirement System
- ☐ Health Facilities & Hospital Finance Authority
- ☒ Housing Project Review Committee
- ☒ Planning Commission
- ☐ Recycling Committee
- ☐ Sister City Committee
- ☒ Sturgis Housing Commission
- ☐ Zoning Board of Appeals

**Note: Applications will be held on file for one year only.**

Please return to: CITY CLERK'S OFFICE, 130 N. NOTTAWA STREET, STURGIS, MI 49091, (269) 651-2321