



AGENDA
CITY COMMISSION MEETING
WEDNESDAY, SEPTEMBER 28, 2022
CITY HALL - WIESLOCH RAUM
130 N. NOTTAWA ST.

WORK SESSION 5:00 P.M.

1. Purchasing Policy Review

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 below)
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - A. 105 W. Chicago Rd. OPRA Application – Andrew Kuk
 - B. Parks and Cemetery Board Meeting Time – Michael Hughes
 - C. Electric Technology Services Specialist Position – Chris McArthur
 - D. Water Tower Roof Vents – Rick Miller
 - E. State Line Business Park RFP – Andrew Kuk
 - F. Airport Non-Aviation Use Policy – Andrew Kuk
 - G. PA 152 Election – Holly Keyser
 - H. FY 2021-22 Year End Budget Amendments – Holly Keyser
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

CONSENT AGENDA

8A. Action of Minutes of Previous Meetings

APPROVE the minutes from the September 14, 2022 regular meeting as presented.

8B. Pay Bills

AUTHORIZE the payment of the City bills in the amount of \$2,501,642.78 as presented.

8C. Bylaws Updates

APPROVE the bylaws for the Sturgis Planning Commission and Sturgis Zoning Board of Appeals as presented.

8D. GIS Aerial Photography

APPROVE a bid waiver for and the proposal of the State of Michigan for aerial photography in the amount of eighteen thousand, one hundred and fifty-two dollars and ninety-four cents (\$18,152.94).

8E. 2022 Sturgis Downtown Trick-or-Treat Event

APPROVE the request for the 2022 Sturgis Downtown Trick or Treat Event.

8F. Board Resignations

ACCEPT the resignation of Chuck Huber from the Sturgis Housing Commission and Zoning Board of Appeals and SEND a letter of recognition for his service.

8F. MML Liability and Property Pool Board of Directors Election

APPROVE submittal of ballot for the Michigan Municipal League Liability Property Pool Board of Directors as presented and AUTHORIZE the City Manager to sign all necessary documents.

8H. City Facility Asphalt Sealing and Striping Bids

Move that the Sturgis City Commission REJECT the bids for asphalt sealing and re-striping as presented and rebid the project with proposed changes.

Manager's Report

SEPTEMBER 28, 2022



CITY OF
Sturgis
MICHIGAN

Submitted by:

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

Michael L. Hughes
City Manager

Work Session

1. Purchasing Policy Review

The Commission requested an overview of the City's purchasing policy for spending authority and approval procedures. Included in your packet is a history of the revisions to the policy as well as the most current version.

The work session will provide the opportunity to review the existing purchasing policy and identify areas staff see potential for change as well as get direction from the Commission on potential changes to the policy. Staff intends to use this work session for discussion and bring any changes back to the Commission at a future date.

Included in your packet:

1. Purchasing Policy History
2. Current Purchasing Policy
3. Information on State of Michigan Purchasing Threshold for Schools

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for September 28, 2022 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the September 14, 2022 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$2,501,642.78 as presented.

8C. Bylaws Updates

As part of the State's Redevelopment Ready Community (RRC) certification, the bylaws of the Planning Commission and Zoning Board of Appeals (ZBA) must include certain elements. Each of these boards are governed by the provisions of their respective State statutes and the City Code of Ordinances. However the RRC program requires that these boards also have bylaws that further regulate their functions and actions.

The Sturgis ZBA previously only abided by the provisions of the statute and ordinance. The proposed bylaws reflect what is included in those regulations and the RRC requirements.

The Sturgis Planning Commission bylaws were updated to further define the roles and responsibilities of the officers as well as to add a "Staff Secretary" who would take some of the responsibilities of the "Official Secretary". City

Staff has taken on these responsibilities for some time, but this outlines this practice in the bylaws.

Both the Planning Commission and ZBA have reviewed the bylaws and recommended that the updated bylaws be approved. The RRC has also approved the changes to the bylaws.

Consent Agenda Motion:

APPROVE the bylaws for the Sturgis Planning Commission and Sturgis Zoning Board of Appeals as presented.

Included in your packet:

1. Planning Commission Bylaws
2. ZBA Bylaws

8D. GIS Aerial Photography

The City of Sturgis Geographic Information Service (GIS) Department partnered with the State of Michigan through the Michigan Statewide Authoritative Imagery and LiDAR (MiSAIL) program back in 2019. By participating in this partnership program, the City receives aerial photography at a reduced cost as opposed to obtaining a vendor on the open market.

Aerial photography collections through the MiSAIL program occur on a 4-year cycle and coincide with a typical need for aerial updates to the City's basemaps which are used in the internal and external GIS systems. Many changes have occurred within the City of Sturgis since the last aerial run and it's important for both city staff and the public to receive the most up to date information possible from a service and accuracy standpoint.

City staff has budgeted \$15,000.00 in the capital budget for GIS to complete the aerial photography work. Since the last aerial collection event in 2019, costs have increased. The proposed work through the MiSAIL program is \$18,152.94.

Consent Agenda Motion:

APPROVE a bid waiver for and the proposal of the State of Michigan for aerial photography in the amount of eighteen thousand, one hundred and fifty-two dollars and ninety-four cents (\$18,152.94).

Included in your packet:

1. State of Michigan MiSAIL Quote

8E. 2022 Sturgis Downtown Trick-or-Treat Event

The Sturgis Downtown Development Authority (DDA) will be holding the following event in downtown titled “Trick or Treat” on Friday, October 28th, 2022 from 4:00 pm to 6:00 pm. As part of the event, the DDA is requesting use of 3 parking spots on US-12 on the corner of US-12 and North St. (west of North St.) for a food truck vendor from 2:00 pm to 8:00 pm.

Consent Agenda Motion:

APPROVE the request for the 2022 Sturgis Downtown Trick or Treat Event.

8F. Board Resignations

Chuck Huber has submitted a letter of resignation from the Sturgis Housing Commission and the Zoning Board of Appeals due to personal obligations. He thanked the City Commission for allowing him to serve.

The open board positions will be advertised and applicants brought to the Commission at a future date.

Consent Agenda Motion:

ACCEPT the resignation of Chuck Huber from the Sturgis Housing Commission and Zoning Board of Appeals and SEND a letter of recognition for his service.

8G. MML Liability and Property Pool Board of Directors Election

Included in your packet is information and a proposed ballot for the Michigan Municipal League Liability and Property Pool Board of Directors. As a member of the pool, the City has voting rights for board representatives. Staff is recommending voting for the incumbent Jean Stegeman, Mayor, City of Menominee, as well as appointee Brenda Stumbo, Supervisor, Charter Township of Ypsilanti.

Consent Agenda Motion:

APPROVE submittal of ballot for the Michigan Municipal League Liability Property Pool Board of Directors as presented and AUTHORIZE the City Manager to sign all necessary documents.

Included in your packet:

1. Information Letter and Ballot

8H. City Facility Asphalt Sealing and Striping Bids

In an effort to preserve and maintain the asphalt in the Cemetery drives, the Thurston Woods Park walking path, and City owned parking lots, seal-coating and re-striping of these areas is needed. Staff placed the project out for bid, identifying treatment areas where necessary.

Bid documents for the project were put together and sent to eight local bidders. Four bidders responded and provided pricing that ranged from \$48,330.00 to \$184,694.96. Thompson Construction from Coldwater provided the low bid price. A bid tab is included in your packet.

Due to the wide variance in bid pricing, staff contacted the apparent low bidder to discuss his bid. Thompson construction seemed confident in their pricing, stating they are a Brewer Cote dealer and felt they could get the project completed this season. However, in looking at the Brewer Cote product sheet they provided, it clearly states pavement temperatures need

to remain above sixty degrees for at least 24 hours after application. Staff was concerned that would not be possible this time of year.

Staff also contacted several of the other contractors to get their thoughts on pricing and why they did or didn't bid. The majority indicated it is too late in the season for the product to cure correctly and if the product doesn't cure it wears off very quickly in high traffic areas. Another concern of contractors was the timing of the bid and their work schedules. All contractors are busy at this time and the bid as it was written didn't allow for any of the work to be carried over into 2023. The final thing that all agreed on is that two coats of product should be required to properly seal the lots and drives. The bid document as written only required one coat of product.

Based on this information staff is recommending not to award a bid at this time and to rebid the project with changes to scope and timeframe to address the concerns and recommendations of the contractors. This would include requiring two coats of sealant and rebidding the project in March or April as an early-season 2023 project.

Consent Agenda Motion:

Move that the Sturgis City Commission REJECT the bids for asphalt sealing and re-striping as presented and rebid the project with proposed changes.

Included in your packet:

1. Sealing and Restriping Bid Tab

10. New Business

A. 105 W. Chicago Rd. OPRA Application

Staff: Andrew Kuk

OPEN PUBLIC HEARING

The Obsolete Property Rehabilitation Act (OPRA), Public Act 146 of 2000, provides for a tax incentive designed to assist in the redevelopment of older buildings in which a facility is contaminated, blighted or functionally obsolete. The goal is to rehabilitate older buildings into vibrant commercial and mixed-use projects. The tax incentives under OPRA essentially freeze the local property taxes for up to 12 years, exempting the property from local property tax on all real property improvements.

In June the City Commission approved an OPRA district for the property at 105 W. Chicago Rd. This property is owned by Harrison Investment Properties (HIP), who has submitted an application for an OPRA certificate and is redeveloping the property. HIP is white boxing the first-floor retail space for a retail/commercial/restaurant tenant, creating two one-bedroom apartments on the second floor, and one two-bedroom apartment on the third floor. Additional improvements will include cleanup of the front façade, new roof and new windows for the building. It is anticipated that the investment in the project will be \$600,000.00.

As part of the application at the State, a local resolution must be adopted approving the exemption and setting the number of years for the tax abatement. A draft resolution is included in your packet. Staff is recommending the OPRA certificate be approved for 12 years.

CLOSE PUBLIC HEARING

Proposed Motion:

Move that the Sturgis City Commission ADOPT/NOT ADOPT the Resolution for an OPRA Exemption for 105 W. Chicago Rd. as presented.

Staff Recommendation:

ADOPT

Included in your packet:

1. OPRA Application
2. Resolution for an OPRA Exemption for 105 W. Chicago Rd.

10. New Business

B. Parks and Cemetery Board Meeting Time

Staff: Michael Hughes

At the last meeting, Commissioners placed discussion of the Parks and Cemetery Board meeting time on the agenda. This item allows for that discussion.

10. New Business

C. Electric Technology Services Specialist Position

Staff: Chris McArthur

As staff has evaluated the current positions within the Electric Department, we have identified a need for a position to support its more technology-related operations. As the industry changes and both the equipment as well as the software needed to operate equipment becomes more technical in nature, this role is a critical need now and into the future.

Currently the Commission approved as part of the FY 2022-23 budget an Electrical Engineer position for the Electric Department. With the need for technology-related support, staff is recommending replacement of the programmed Electrical Engineer position with an Electric Technology Services Specialist position. A copy of the proposed job description is included in your packet.

The Electric Technology Services Specialist would be responsible for coordinating and/or utilizing all aspects of the City's data acquisition systems and control systems including but not limited to: Supervisory Control and Data Acquisition (SCADA), Computerized Maintenance Management System (CMMS), Outage Management System (OMS), and the City's fiber infrastructure.

In addition, the position would also focus on technology-driven innovation and exploring new technologies for the Electric Department. The position would be responsible for identifying, implementing, and working with technology that can improve service provision and create solutions for the department.

The position would report to the Electric Department Superintendent. If the position change is approved, a budget amendment would not be required at this time.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/NOT APPROVE the elimination of the proposed Electrical Engineer position and the hiring of an Electric Technology Services Specialist as presented.

Staff Recommendation:

APPROVE

Included in your packet:

1. Electric Technology Services Specialist Job Description

10. New Business

D. Water Tower Roof Vents

Staff: Rick Miller

Following the October 2020 sanitary survey of the City's water system conducted by the Department of Environment, Great Lakes, and Energy (EGLE), the City is required to replace the pressure /vacuum vent and repair additional tank vents on the water tower. The vents are no longer in compliance and must be altered or replaced for sanitary reasons and to prevent damage to the tank under certain conditions.

Dixon Engineering was hired to put together bid specifications for the project. Bid Documents were then sent to three prospective bidders. Ray's Welding from Benton Harbor, MI provided the only bid for the project in the amount of \$10,600.00. Dixon has worked with Ray's Welding on other projects and is confident of their work. Their bid was also in line with the project estimate provided by Dixon for budgeting purposes.

This project was budgeted within the Water Tower Repairs line item of the Water budget for \$10,100.00. Staff is not recommending a budget amendment at this time.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid of Ray's Welding for water tower vent repair and replacement in the amount of ten thousand, six hundred dollars (\$10,600.00).

Staff Recommendation:

APPROVE

Included in your packet:

1. Roof Vent Bidding Documents w/Photos

10. New Business

E. State Line Business Park RFP

Staff: Andrew Kuk

Recently the City purchased approximately 100 acres of property on the state line for development as a business park. It is intended that this property will have split development use, with roughly the first quarter of the property developed for retail/commercial with the remainder of the property developed for industrial use.

The next step in development of the property is to work on a formal layout of the site to consider and plan elements such as parcel layout plans, access to the site, circulation on the site, site utilities, etc.

Staff prepared a draft request for proposals (RFP) to engage a consultant firm to complete this process. A copy is included in your packet. The RFP outlines the anticipated scope of work and deliverables expected from the selected consultant.

The intent is to find a firm familiar with developing sites both for “big box” retail as well as industrial parks so that the final layout of the park will meet the needs for both types of development. In addition, staff is looking for the final design concept to provide flexibility in development to be able to serve unforeseen opportunities in the future.

As part of the review process, staff is looking to have a committee comprised of City staff, a City Commission representative, and representatives from the Sturgis Economic Development Corporation (EDC) and Local Development Finance Authority (LDFA) to help recommend a consultant to the City Commission.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY issuance of the State Line Business Park Planning Request for Proposals as presented.

Staff Recommendation:

APPROVE

Included in your packet:

1. State Line Business Park Planning RFP

10. New Business

F. Airport Non-Aviation Use Policy

Staff: Andrew Kuk

Included in your packet is a draft policy regarding non-aviation uses at Kirsch Municipal Airport.

Recently a hangar owner inquired about City sign-off on a secondary use of his hangar for office space of a state-licensed business; the owner stores an aircraft in the hangar as its primary use. After consulting with the Planning Department, it was determined that the use was acceptable if airport standards would allow it.

Staff reviewed Federal Aviation Administration (FAA) policy regarding non-aviation uses of airport hangars and while clear standards exist, there is some ability for local regulation and discretion in some cases. Staff further consulted with Michigan Department of Transportation Aeronautics (MDOT Aero) zoning and planning staff regarding this specific case. They indicated that because of the primary use of the hangar was aviation-related, it was at the airport's discretion as to the additional use.

In order to address this case and future cases where non-aviation uses at the airport may need to be addressed, staff developed the draft policy. The policy outlines the procedure for determining when its provisions are to be used, how to handle unapproved non-aeronautical uses on the field, and the procedure for review and approval of a potential use determined to be within the airport's discretion.

Procedurally, any use found to be questionable would be taken by staff to MDOT Aero and if necessary the FAA to determine if the airport has discretion to allow it. If such discretion existed and was necessary, the use would be presented to the Airport Advisory Committee for its review. Several standards related to impact on the airport and aviation use are included for consideration. If approved, an agreement for use would be entered into with the hangar owner, outlining the

conditions of allowing the use. For example, certain hours of operation, requirements regarding visitors to the hangar in relation to the use, etc. The Airport Advisory Committee reviewed and recommended the policy for approval by the City Commission at their September meeting.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Airport Non-Aviation Use Policy as presented.

Staff Recommendation:

APPROVE

Included in your packet:

1. Airport Non-Aviation Use Policy

10. New Business

G. 2023 PA 152 Election

Staff: Holly Keyser

Public Act 152 limits the amount public employers may pay for government employee medical benefits. This legislation provides a maximum per year amount (hard cap) that a public employer would pay for health insurance benefits, including premiums and contributions to flexible benefits or health savings accounts. For 2022, these maximum levels are \$7,399.47 for single, \$15,474.60 for two person, or \$20,180.43 for a family; the City's current premiums for the PPO plan are above these levels.

The legislation also provides two alternatives for local municipalities. First, by a majority vote of the City Commission, the City could "opt-in" to an 80/20% cost-sharing arrangement where the City would pay no more than 80 percent of the total annual costs of all the medical benefit plans. The second alternative is that with two-thirds vote of the City Commission, the City can "opt-out" and exempt the City from the requirements of this Act for the next year. The law requires action on either alternative be taken by December 31, 2022 for 2023.

Last year the Commission approved a resolution which included exercising the opt-out provision, setting employee contributions at 20% for 2022, and establishing modified contribution levels for a high deductible plan option. City staff is recommending that the Commission opt-out again this year in order to continue this hybrid approach. With no action by the Commission, the hard caps would go into effect January 1, 2023 for non-union employees.

Currently, the City offers a high-deductible plan with a health savings account to all eligible employees. Because of the savings associated with this plan, combined with the significant increases in deductibles, City staff is recommending that the employee contribution be set at \$200.00 for a single contract or \$300.00 for all others. Under this recommendation, if an employee participates in the available health incentives, the employee contribution would be zero.

For employees opting out of coverage, the rebate they receive for opting out of medical insurance is recommended to remain at \$3,500.00 for 2023. City staff is recommending the City contribute \$1,200 to the Health Savings Accounts in 2023, a continuation of the amount approved for 2022.

The resolution included in the packet addresses all of the above recommendations.

Proposed Motion:

Move that the Sturgis City Commission ADOPT/NOT ADOPT the Resolution to Control Municipal Health Care Costs as presented.

Staff Recommendation:

ADOPT

Included in your packet:

1. 2023 Resolution
2. Public Employer Contributions to Medical Benefit Plans Annual Cost Limitations.

10. New Business

H. FY 2021-22 Year End Budget Amendments

Staff: Holly Keyser

Included in your packet is a memo from City Controller Holly Keyser regarding final budget amendments for Fiscal Year 2021-22, which ends September 30th. In accordance with the Uniform Budgeting and Accounting Act, governmental funds need to be amended to reflect changes in the expected revenue and operating expenditures incurred in the 2021-22 fiscal year, as compared to those originally estimated in the approved budget as previously amended.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the budget amendments as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. FY 2021-22 Budget Amendment Memo

Noteworthy Meetings / Events

- Exchange Club Mum Sale | September 15th
- St. Joseph County EDGE Board Meeting | September 16th
- Lion's Club Presentation | September 21st
- St. Joseph County Brownfield Redevelopment Board Meeting | September 22nd

Upcoming Events

- Cemetery Walking Tours | Oak Lawn Cemetery | 4:00pm-6:00pm | September 24th
- Unveiling of Public Art | Chicago Rd. & N. Clay St. | 3:00pm | September 30th
- Barbecue Fest | Downtown | 2:00pm-7:00pm | October 1st
- MML Annual Convention | Muskegon | October 19th-21st

City of Sturgis City Commission Work Session

Agenda Item 1

City of Sturgis Purchasing Policy

Summary of Policy Adoption and Revisions

Notes	
ADOPTED 4/22/2006	Purchase authority

Revisions	Notes
1/28/2009	
Local buying preference of 5% added	Section 3.4 In cases where a local business, as defined in section 2.1, provides a responsive bid that is within five percent (5%) of the lowest responsive bid, the local business will be considered the lowest bidder if it agrees to reduce its bid to match the lowest bid.
4/12/2010	
Electric Department Inventory Purchases bidding level raised to \$30,000	<p>In order to streamline the purchase of regular equipment in the Electric Department purchases between \$10,000 and \$30,000 which are used to replenish general inventory will be exempted from the purchasing guidelines of Section III of this policy. Instead, purchasing guidelines described in this subsection will be used. This subsection is not intended to be used to purchase material and equipment for specific projects and applies to only the following items:</p> <ul style="list-style-type: none"> a. Overhead and Underground Conductors b. Pole and Pad Mount Transformers with associated Box Pads c. Metering Cabinets d. Utility Poles e. Pad Mount Switchgear <p>If the cost of an inventory purchase is greater than \$10,000 and is less than \$30,000, a minimum of three (3) written quotations will be obtained for the equipment or material. After review, a copy of the quotations and purchase recommendation will be submitted to the City Controller for approval. The Inventory Controller will maintain a file for all documents related to the purchase.</p>
7/13/2016	
Bidding threshold increased to \$30,000	Section 3.3 Budgeted purchases between \$5,000 and \$30,000 require three quotes and approval by the City Controller. Section 3.4 increased to \$30,000 for sealed bidding. Deleted section 4.10 for Electric stock inventory purchases due to redundant language.
Sealed bidding not required for available cooperative purchasing programs like MiDeal	Section 4.2 If Department Heads use a cooperative procurement program, they are not subject to the bidding requirements outlined in sections 3.3 and 3.4. If choosing to use a cooperative purchasing program, staff must first contact local businesses and offer the opportunity to provide a quote on an equivalent product.
Removed section 4.10 for Electric Department inventory purchases for redundancy	Section 4.10 Reserved



CITY OF STURGIS PURCHASING POLICY & GUIDELINES

Effective Date: 1/28/2009
Last Revised: 7/13/16

Office of Origin: Controllers Office
Authorized By: City Commission

Applicable Departments:
Policy Keywords: *searchable keywords associated with policy; i.e. Policy, Template, Standard*

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SECTION I: GOALS

This Purchasing Manual has been designed to provide a guide establishing criteria and requirements by which procurement practices of the City of Sturgis are regulated. With proper implementation, it will insure that all City departments meet the policies set by the City of Sturgis with regard to the expenditure of public funds.

1.1 BASIC GOALS

The basic goals of the City's purchasing program are:

1. To comply with the legal requirements of public purchasing.
2. To assure vendors that impartial and equal treatment will be afforded to all who wish to do business with the City.
3. To receive maximum value for each public dollar spent.
4. To provide City departments required goods and services at the time and place needed in the proper quantity and quality.
5. To purchase only goods and services for which funds have been approved and not previously encumbered.

If the procedures and guidelines established in this manual are followed, each department will efficiently manage, control and plan their available resources to meet present and future departmental needs and help the City meet these goals.

SECTION II: GENERAL GUIDELINES

These general guidelines should be considered Administrative Rules and Regulations and are to be adhered to as closely as possible by all departments in the procurement of goods and services. Please note that the following rules and procedures also apply to purchases accomplished through the use of a City of Sturgis credit card.

2.1 LOCAL BUYING

It is generally the desire of the City to purchase from CITY OF STURGIS vendors whenever practical. A City of Sturgis vendor is defined as "a Sturgis based business or vendor that has a physical and economic relationship to the City of Sturgis determined by the business having its plant or office located within the City of Sturgis boundaries and one which pays City of Sturgis real and/or personal property taxes. Meeting this goal can be accomplished by insuring that local vendors who have goods or services available which are needed by the City are included in the competitive shopping process which will precede purchases.

2.2 PLANNING

Planning for purchases should be done on both a short term and a long-term basis. Small orders and last minute purchases should be minimized, thereby increasing the capability of each department to purchase its goods and services in larger quantities in order to obtain the maximum discounts possible. This of course is balanced with good inventory practices that may require periodic turnover of stock. Planning will also reduce the number of trips required to obtain materials and minimize the amount of clerical and supervisory time spent on documenting purchases. The purchasing process begins with the preparation of the Annual Operating Budget.

2.3 OVERDRAFTS PROHIBITED

No purchase will be authorized which would overdraw a budgetary account. Department Heads who are contemplating a purchase that will exceed a budgetary account appropriation shall first receive authorization to do so by presenting a plan of reduced expenditures in other line items in that department to cover the over-expenditure. That document shall be discussed with the City Manager and/or City Controller to insure that provision is made for the necessary budget allocation prior to initiating the purchase.

2.4 BUYING THE PROPER QUALITY

Quality and service are just as important as price and it is the duty of the requisitioning department to secure the best quality for the purpose intended. Quality buying is the buying of goods or services that will meet but not exceed the requirements for which they are intended. In some instances the primary consideration is durability. With other purchases, it may be a question of immediate availability, ease of installation, frequency of repair, or efficiency of operation that must be given primary consideration. In the case of motor vehicles and other capital expenditures, departments may want to investigate life cycle costs or EPA mileage ratings to compare bids as opposed to utilizing price as the sole criterion for determining the lowest responsible bidder. It is the responsibility of each Department Head to become familiar enough with available equipment to determine the appropriate quality required when developing specifications.

2.5 BRIBERY

Bribery in any form represents malfeasance in office and means that public funds are being mismanaged. Bribery by vendors in order to secure favorable consideration is seldom attempted. Vendors may attempt to secure favoritism by offering gifts or providing entertainment to City officials. Attempts to influence decisions regarding the expenditures of public funds may be directed towards any employee who has influence over the selection of vendors. The penalty for accepting a bribe is immediate termination.

2.6 SALES TAX

The City is exempt from all local and state sales taxes or federal excise taxes. If a department receives a request for an exemption certificate it shall complete said document and present it for signature by the City Controller. Departments will provide the necessary exemption documents to any vendor, upon request.

2.7 PUBLIC ACCESS

All specifications, bid documents, purchase orders and supporting documents are public records which will be made available to citizens, vendors or the media, upon an approved request through appropriate policies or procedures.

2.8 ENDORSEMENTS

It is City policy not to endorse or in any way permit an employee's name or position, or the City's name to be used and advertised as supporting a product or vendor.

2.9 PERSONAL PURCHASES

Purchases for employees by the City are not allowed. City employees are prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases. This does not mean an employee cannot obtain services from the City; rather an employee of the City of Sturgis cannot obtain a service or benefit from the city of Sturgis that is not available to the general public.

2.10 REPORTING INAPPROPRIATE ACTIVITY

If an employee, vendor, or citizen has reason to believe that a City of Sturgis employee is not adhering to the guidelines established in this purchasing policy, they should immediately bring it to the attention of their direct supervisor so that the matter may be reviewed. If the individual does not receive a satisfactory explanation, the issue should then be brought to the next level of supervision.

SECTION III: PURCHASING PROCEDURES

Following are specific guidelines to be followed depending on the value of goods or services to be purchased. The splitting of purchases into smaller orders to avoid these requirements is prohibited.

Purchasing through the State of Michigan purchasing system may be substituted for the bid process, but are subject to sections 3.1, 3.2, and 3.3. Department Heads are expected to operate within their approved budgets. Recognizing that there may be unanticipated expenditures from time to time, Department Heads should manage their budgets within the overall allocation approved during the annual budget process. This may require periodic budget amendments internal to a Department budget to ensure budget control.

3.1 ALL BUDGETED PURCHASES UNDER \$5,000

Department Heads or his (her) designee are authorized to issue a purchase order/make a purchase directly from vendors for budgeted purchases of \$5,000 or less. It is the responsibility, however, of each Department Head to insure control over this segment of the purchasing process. Department Heads should designate employees who will be allowed to make purchases and to provide internal control procedures to insure that all purchases are for legitimate public purposes, that monthly statements from vendors are reconciled, and have been approved through the budgeting process. All Purchases must be entered into the "CMI" accounting and financial software at the Department level, unless other arrangements are made through the City Controller's office. Department Heads may wish to consider an internal requisition system which would insure that a numbered, controlled document is set aside for each purchase made, including small items purchased under open accounts. Any department that routinely makes purchases costing less than \$1,000 or purchases frequently under open accounts should establish such a system.

3.2 BUDGETED PURCHASES OF \$1,000 TO \$5,000

On any budgeted purchase in excess of \$1,000, the department making the purchase is required to obtain 3 written quotes for the material or services. The requesting department should competitively shop to insure that vendors with which the City deals are maintaining competitive pricing and appropriate quality. When seeking informal quotes, the practice of "auctioneering" (disclosing to a vendor prices quoted by a competitor) is not allowed. In the event that 3 written quotes cannot be obtained due to special circumstances, (sole source, specialization, etc.) justification shall be documented and made available to the City Controller upon request. It is also understood that certain items are purchased on an ongoing basis. Under this type of circumstance, it may not be efficient to receive written quotes on each occasion, but that justification shall be documented and made available to the City Controller upon request. The goal is that even these items are periodically shopped.

3.3 BUDGETED PURCHASES OF \$5,000 TO \$30,000

Budgeted purchases/purchase orders for goods or services having a value of \$5,000 to \$30,000 must be reviewed by the City Controller prior to placing an order with a vendor. Before submitting a requisition, Department Heads must obtain three written quotes for the goods or services required. The purchase order awarding the purchase to the lowest responsive quote should then be forwarded to the City Controller (quotes included). The City Controller may require official public bidding if in his/her discretion believes a better price can be garnered. When a situation arises in which taking quotes are not practical (sole source, specialization, etc.), the department requesting to purchase must first submit an "Internal Quote Waiver" form for approval by the City Controller and the City Manager.

3.4 PURCHASES IN EXCESS OF \$30,000

Department Heads anticipating the purchase of goods or services exceeding \$30,000 in value should prepare specifications based upon standards appropriate to meet the City's needs. Specifications should be forwarded to the City Manager's office for review, comment and

approval. The City Manager's office will then authorize the preparation of a bid package, public notices and advertisements to meet the City purchasing policy and will authorize bid invitations being sent to qualified vendors. Department Heads should submit a copy of their list of such vendors along with the specifications. A bid packet containing an invitation to bid, specifications, and general bid documents will be sent to vendors, as well as those that respond to the legal notice. Formal Bids will be advertised for at least ten (10) business days prior to bid opening. After the bids are opened by the City Commission Bid Committee in public, they will be turned over to the Department Head for review. The Department Head will prepare a written tabulation of all bids, including their place of business, and draft a memorandum to the City Manager, which will include the Department Head's recommendation for the bid award. All purchases over \$30,000 must be approved by the City Commission at a public meeting.

The award of a purchase contract will normally be made to the low bidder meeting specifications. In the event that a bidder does not meet the bid specifications, the Department Head will document the reason(s) for disqualification. In cases where a local business, as defined in section 2.1, provides a responsive bid that is within five percent (5%) of the lowest responsive bid, the local business will be considered the lowest bidder if it agrees to reduce its bid to match the lowest bid.

When a situation arises in which the public bid process is not practical (sole source, specialization, ongoing contracts, etc.), the City Commission may approve waiving the bid process unless specified in the annual operating budget. Items considered typical obligated expenses approved in the annual budget such as liability insurance, health insurance, auditing services, etc. will be bid as appropriate.

SAMPLE "AGENDA ITEM REQUEST FORM"

City Commission Agenda Item Request Form

- 1) Requesting/Presenting Staff Member:
- 2) Agenda Item Title *(please be short and general)*:
- 3) Justification Summary:
 - a. For Manager's Report; provide Information on the following if applicable
 - Overview of request (What it is, why it is needed or important, etc.)
 - Relevant history/prior Commission action on this item
 - For bids, include an overview of the number of bidders, the recommended bid, and whether the recommended bid is the low bid. If not the low bid, why not?
 - Please remember that your information should be written with the Commission in mind; be sure that someone unfamiliar with the project would understand what is going on and why you are requesting what you are requesting.
 - b. Amount Requested:
 - c. Provider/Vendor *(include vendor location, i.e. Kalamazoo, Michigan)*:
 - d. Budget Line Item and Account Number:
- 4) Bid Waiver Requested *(Check if Yes)*: ☐
 - a. Justification for Bid Waiver Request *(To be inserted into Manager's Report; reasons include sole source, specialty, etc)*:
- 5) Budget Amendment Required *(Check if Yes)*: ☐
 - a. Explanation for Budget Amendment *(To be inserted into Manager's Report)*:
 - b. Budget Amendment Details:

Line Item Name	Original Budget	Amended Budget	Increase/ (Decrease)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$
- 6) Staff Recommendation *(Motion for Commission)*:
Move that the Sturgis City Commission
- 7) Attachments:
Filenames of documents to be included in Commission packet; please name all files with the Item title, followed by what it is. For example: Water Tower Fence_Bid Tab.xls

SECTION IV: SPECIAL PROCUREMENT PROCEDURES

Occasionally, the City may need to purchase goods or services under circumstances which do not clearly fit the City's procurement process or for which normal competitive shopping procedures do not apply. The following guidelines are provided with regard to making such purchases.

4.1 SOLE SOURCE

In the event that there is only one vendor capable of providing a particular good or service, the competitive shopping procedures outlined in this manual may be waived by the City Controller and the City Manager for purchases under \$30,000 through the approval of an "Internal Quote Waiver" form.

Whenever a Department Head determines that he must purchase goods or services from a "sole source vendor", he should document why only one company or individual is capable of providing the goods or services required. The documentation should be attached to the requisition. The City Controller and the City Manager must approve all sole source purchases between \$5,000 and \$30,000.

4.2 COOPERATIVE PROCUREMENT PROGRAMS

It shall be the City's policy that Department Heads are encouraged to use cooperative purchasing programs sponsored by the State of Michigan. Cooperative purchasing can prove advantageous to the City both by relieving Department Heads of the paperwork necessary to document the purchase and by taking advantage of the large quantity purchases made by State Government. Purchases made through these programs have met the requirements of competitive shopping. Department Heads are encouraged to check with the State regarding cooperative procurement contracts in effect prior to making any large purchase. If Department Heads use a cooperative procurement program, they are not subject to the bidding requirements outlined in sections 3.3 and 3.4. If choosing to use a cooperative purchasing program, staff must first contact local businesses and offer the opportunity to provide a quote on an equivalent product.

4.3 PROFESSIONAL SERVICES

Normal competitive procedures cannot be utilized in securing professional services such as attorneys, engineers, certified public accountants, appraisers, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process.

Various processes are available for securing professional services such as Requests for Proposals (RFP), Information (RFI), or Qualifications (RFQ). These can be prepared much the same way as specifications, including requirements and minimum standards for the services to be provided. These documents should be submitted to the City Manager for review and approval prior to distribution. When an RFP or RFI for professional services is approved, a limited number of qualified professionals known to the City will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the City's needs. In securing professional services it is the primary goal of the City to obtain these services from a provider who has a proven

record of providing, in a professional way, those services required.

A contract will be negotiated with the professional deemed to best meet the City's needs. If an agreement on the cost and conditions cannot be reached, then these negotiations will be terminated and negotiations will commence with the next most qualified professional.

The City Manager is authorized to approve contracts for Professional Services valued at \$10,000 or under. A memorandum setting forth a Department Head's recommendation should accompany a requisition for such services. For contracts exceeding \$10,000, Commission approval is required.

For contracts exceeding \$10,000, the Department Head, with the approval of the City Manager will prepare a "short list" of three (3) qualified professionals to be interviewed. The City Manager will select the professional with whom the City will negotiate a contract, subject to approval by the City Commission. The City Commission may determine a specific selection process for individual situations.

4.4 OPEN PURCHASE ORDERS

Open Purchase Orders are for long-term contracts for goods or services awarded after receiving competitive bids. The purchase order remains open for a period of up to one year to purchase the goods or services specified on an "as needed" basis, but in no case shall the open purchase order extend beyond the end of the then current fiscal year. Examples of Open Purchase Orders include construction materials such as rock, concrete and asphalt, trees and other landscaping materials, automotive supplies such as tires and batteries, hardware, and electrical components frequently or routinely utilized by the City and for which the initiation of competitive shopping each time the goods or services are required would be cumbersome and inefficient.

4.5 EMERGENCY PURCHASES

The bid procedures outlined in this manual may be waived by the City Manager under emergency conditions when a delay may threaten the basic mission of a department.

True emergency situations are rare. Occasionally, equipment will require emergency repairs or other circumstances will necessitate purchasing which cannot await compliance with these regulations. Department Heads faced with an emergency purchase are to notify the City Manager as quickly as possible. The City Manager will be required to report such specific activity to the City Commission.

4.6 PETTY CASH ACCOUNTS

Very often, there is a need for immediate availability of funds. Petty cash funds will be issued to the following departments. No other petty cash funds are authorized.

Clerk/Treasurer's Department
Police Department

Doyle Center & Recreation Department (combined)
Sturges-Young Auditorium

Petty cash funds should be used to avoid the time and expense of issuing purchase orders for items totaling Thirty dollars (\$30.00) or less. Petty cash requests are to be completed by the person responsible for the fund in each department; these should include the amount, description of item, budget account number, and signatures of the persons receiving the funds and the person issuing the funds. Petty cash funds will be balanced and replenished at least monthly. Each individual receipt must be summarized on the Petty Cash Reimbursement Request Form. A check will then be prepared, made payable to the individual responsible for the department's petty cash. It will be that person's responsibility to cash the check and assure that the funds are placed back into the departmental petty cash fund. The City Controller's Department may conduct unannounced audits of petty cash funds to assure that moneys are being properly accounted for. The use of petty cash funds for personal use, even for very short periods of time, is contrary to City policy and grounds for termination.

4.7 PURCHASE OF USED EQUIPMENT

New equipment is to be preferred over used equipment. However, there are situations where the purchase of used equipment should be considered. These include:

- a. When price is of prime importance and the difference in cost between new and used equipment is significant.
- b. Where equipment will be used infrequently, for a limited time, for training or for auxiliary operations.
- c. When faster delivery is essential.

The purchase of used equipment requires careful shopping and the requisitioning department should make every effort to secure a minimum warranty or guarantee that the equipment will perform as needed and that service or replacement parts are reasonably available. Additionally, documentations must be obtained that demonstrates that a fair price is being paid for the equipment. A minimum of 2 alternate sources for the same or similar used equipment must be provided.

4.8 CHANGE ORDERS

Change Orders are amendments to contracts for the purchase of goods or services that are made after the contract has been awarded. Change Orders result from the discovery of unforeseen conditions. Change Orders may not be used to overdraw a budgetary account, to avoid the City's competitive bidding process, or to materially alter the purpose of the original bid or contract.

The City Manager must approve all Change Orders. The City Commission must approve all Change Orders in excess of \$30,000.

4.9 SERVICE CONTRACTS

Contracts for services that are periodic in nature, and that are for the purchase of ongoing services shall, in general, comply with the overall terms of this policy, except that they shall be renewed when necessary or in the best interest of the City, which may not be on an annual basis.

4.10 ELECTRIC DEPARTMENT PURCHASES FOR INVENTORY

Section reserved.

SECTION V: SPECIFICATIONS

5.1 FORMAL COMPETITIVE BIDDING

When goods or services are obtained under the formal competitive bidding process specifications must be prepared. Specifications, regardless of the type, should do the following four things:

- a. identify minimum requirements;
- b. allow for a competitive bid;
- c. be capable of objective review; and
- d. provide for an equitable award at the lowest possible cost.

5.2 GENERAL GUIDELINES

- a. Keep specifications as simple as possible while maintaining the exactness required keeping bidders from utilizing a loophole to avoid providing the quality goods or services required or in another fashion to take advantage of their competitors.
- b. Whenever possible, identify the equipment or material required with some name brand or known standard already on the market. All specifications that utilize a name brand must include the term "or equivalent" to avoid being restrictive and eliminating fair competition.
- c. Specifications should promote competition. Specifications will normally allow several bidders to provide the City with alternatives and insure that the City obtains the lowest possible price for the goods or services required.
- d. Flexibility in the specifications is desirable in instances where new technologies are being sought. Specifications should be specific enough to guarantee the quality required but sufficiently flexible to allow vendors to be creative in their proposals. If a proposal does not meet the City's needs, it can be rejected and the bid which closely follows the specifications accepted. These procedures should be used sparingly and Department Heads contemplating flexible specifications should contact the City Manager to discuss the format and degree of flexibility anticipated prior to the completion of a final draft.
- e. Specifications should be reasonable. Using proprietary terms is expensive.
- f. Specifications should be written with clear, simple language, free of vague terms or

those subject to variation in interpretation.

5.3 TYPES OF SPECIFICATIONS

There are several ways of structuring specifications to protect the purchasing process and to insure that the needs of the City are met. Different methods of structuring specifications include:

- a. Qualified Products or Acceptable Brands List. These lists are developed only where it is not possible to write specifications adequate to identify the quality and performance required of the goods or services to be purchased. Acceptable Brands Lists are also used when tests necessary to determine compliance with technical specifications are lengthy, costly or require complicated technical equipment.
- b. Specification by Brand or Trade Name. Brand or trade names should be used where brand name products have been found to be superior to others for the purpose intended, or when their composition is secret, unknown or patented. The use of brand names establishes a quality standard but is not intended to limit or eliminate competition. Whenever this method of establishing specifications is used, the specifications should specifically provide for bidding of competitive "or equivalent" grades. It is incumbent on a vendor who bids on goods of supposed equal quality to those specified to document that the goods or services being bid are, in fact, of equal quality.
- c. Specification by Blueprint or Dimension Sheet. Specifications of construction projects for everything from buildings and streets to custom built cabinets, furniture, machines or other equipment should be written to reference the blueprints or dimension sheets prepared by the engineer or architect. Such specifications provide an appropriate method of evaluating all bids, and later of verifying the quality of the construction work or the equipment or fixtures delivered.
- d. Specifications by Chemical Analysis or Physical Properties. Specifications which include the chemical analysis or physical properties of the goods requested clearly place responsibility on the supplier to provide exactly those items requested. Care must be taken in preparing specifications utilizing this method to insure that competition remains a part of the bidding process. If the specifications are drawn too narrowly and only one bidder is qualified to meet the technical specifications, the cost of obtaining these items may be higher than necessary due to the lack of competition.
- e. Specifications by Performance, Purpose or Use. Specifications which include a set of performance criteria for the goods or services required will provide flexibility for vendors to design products or programs specifically aimed at meeting the purpose or performance standards the City has established. Generally, specifications which center on performance standards generate greater competition since they allow vendors to exercise creativity in the types of services or goods included in their bids.

Department Heads are cautioned to exercise care by including technical specifications which will provide a floor or bottom line quality determination. The use of

performance specifications without minimum standards could result in items being installed, paid for, and later determined not to meet City expectations. It can then be very difficult to go back to a vendor and argue that the item bid did not meet the performance criteria established. At that point the determination of satisfactory performance can become extremely subjective, with the vendor insisting that his item is acceptable even though actual experience indicates otherwise.

- f. Specification by Identification with Industry Standards. Specifications will often refer to industry-wide standards or to standards set by other public jurisdictions. Some examples of these would be lumber grading, standards set by the asphalt or concrete industries or by referencing standard specifications of the Michigan Department of Transportation or other State or Federal Agencies.
- g. Specifications by Samples. Whenever appropriate, a sample is a good way to make requirements perfectly clear. A good example is printing bids for which artwork or an existing form is attached. Whenever samples are utilized, Department Heads should provide an adequate supply so that originals can be sent with all bid invitations to vendors who request bidding documents.

SECTION VI: PURCHASE ORDERS

When used, the city purchase order must be completed by entering the necessary data via computer terminal and signed by the Department Head under the procedures established in this manual. In order to insure expeditious processing of purchase orders, it is important that all forms are completed accurately by the requisitioning department.

A purchase order is a contract between the City and a vendor. The contract is not binding until it is accepted by the vendor. The issuance of purchase orders by unauthorized individuals will not be recognized by the City and payment of these obligations will not be approved. Unauthorized purchases are classified as personal expenses.

Purchase orders are classified as either "original" or "confirming" based on whether or not the vendor has previously been notified of the City's intent to purchase goods or services from them. Confirming purchase orders are used to prevent double purchasing of the same item. The use of confirming purchase orders should be minimized.

SECTION VII: DELIVERY AND PERFORMANCE

A contract or purchase order that is complete in all respects and that is accepted by the parties concerned still must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies or equipment.

The importance of the delivery schedule should be emphasized to the vendor. Delivery requirements must be clearly written and fully understood by all contract participants. If several

items are required by the contract, there may be a different delivery schedule for each item. The delivery schedule will normally be shown in calendar days from a specific date or transaction, such as receipt of order by the vendor. It is also important that you clearly show the place for delivery and the receiving time schedule at the delivery points. If there are liquidated damages for non delivery or late delivery, call these terms to the attention of the vendor and stress their importance. All parties should know where the material will be accepted - FOB (free on board) origin or destination. The FOB location is where title to the goods passes from the vendor to the City. Generally, the FOB location will be City Hall or a job site.

7.1 FOLLOW-UP AND EXPEDITING

Follow-up is the monitoring of the delivery schedule to assure compliance. Expediting involves an attempt to improve or to reduce the contractually stipulated delivery time for various reasons, and to which the vendor is not legally obligated to comply.

The primary objectives of the follow-up function are:

- a. to assure full compliance by the vendor;
- b. To develop documentation for future evaluation of the vendor's performance.

The early detection of possible delivery delays will provide the City with a greater opportunity for resolving the problem and for developing satisfactory alternatives.

The initial follow-up action would be to reaffirm the delivery schedule and to establish proper liaison with the seller's representative.

If delivery problems develop, there are techniques that may be used to help solve them:

- a. Contact the salesman for assistance.
- b. Initiate collect phone calls. (Fax or letters may also be used.)
- c. Visit the vendor's plant. This might help solve the problem and will assist in verifying any reasons for the delay.
- d. Upon the review and approval of the City Attorney's office, the contract may be canceled for nonperformance.

7.2 DELINQUENT DELIVERIES

When follow-up efforts have failed and deliveries have become delinquent, one of two actions must be taken:

- a. authorize additional time for delivery; or
- b. Provided, however, that cancellation because of delinquent delivery shall only be made upon review and approval of the City Attorney's office.

In making the decision as to which of these actions should be taken, several factors must be considered:

- a. needs and requirements of the City;
- b. agreements with the vendor;
- c. availability of the items from other sources; and
- d. the time it would take for delivery if reordered from another source.

In all cases, the reasons for delinquent deliveries should be documented. This information may be needed in evaluating future bids submitted by that vendor.

7.3 PARTIAL DELIVERIES

Some purchase orders may list several items. In this event it may be possible for the vendor to complete timely delivery on some of the items, which would be referred to as "partial deliveries" on the complete bid. If these items can be used separately, partial payments can and should be authorized. However, if the separate items are part of a system, then partial deliveries would be of little value to the City. In this case, partial payments should not be authorized.

7.4 SUBSTITUTION

To meet the contractual delivery schedule, it may be appropriate in some situations to consider substitute items. The specifications should cover this eventuality and would govern the legality of the transaction. However, substitutions may be necessary, regardless of the specifications, if it is absolutely necessary for the City to have the material by a specified date. Other reasons for substitution may be design changes, raw material shortages, or health and safety priorities.

Whenever substitutions are necessary, due to shortcomings of the vendor, it is the responsibility of the purchaser to seek and obtain an adjustment for lower prices on the substituted items. This action will serve to meet the legal requirements of the contract and to discourage future substitutions by the same vendor. In addition, this action will serve notice on the other bidders that no favoritism was shown and that compliance with specifications is expected from all vendors.

7.5 NONPERFORMANCE

Should the vendor fail to meet any requirement of the specifications, the vendor can be cited for nonperformance. The seriousness of nonperformance must be evaluated based on the circumstances surrounding each violation. However, there should always be some recourse to the City when a vendor fails to perform in accordance with the terms and conditions of a contract.

These recourses include:

- a. The City may exercise its rights under a liquidated damages clause or under the terms of a performance bond.
- b. The City may obtain the needed items from another source and charge the delinquent vendor the excess difference in cost. However, obtaining the delinquent items from another source is not always an acceptable solution, since additional delivery time may be required. A revised delivery schedule with the vendor may be the best remedy.

- c. Subject to review by the City Attorney's office, the City may terminate the contract for default if it is in the best interest of the City and provided that the items can be obtained under more favorable conditions from other sources.

SECTION VIII: INSPECTION AND TESTING

Human lives as well as the success of expensive projects may depend upon how well the purchased items meet design and performance specifications.

Goods and materials should be checked at the time of receipt to detect any damage or defects. Inspection also includes assuring that the material is in compliance with the specifications.

A variety of tests may be conducted to determine if the merchandise meets specifications. Certain forms of inspection and testing will only be conducted on a percentage of the items, as the procedure may make the items unusable. Inspecting/testing every item received is neither economical nor practical.

Inspection and testing may be performed at origin or destination. These tests are classified as sampling, chemical/lab, functional, and endurance tests. In some cases a certification of compliance will be accepted.

All requirements for inspection and testing must be clearly stated in the specifications.

Both inspection and testing are costly, but the benefits far outweigh the expense when defects can be detected before they cause loss of life, injury, or equipment failure.

Inspection, testing, and acceptance are conclusive, except for latent defects or fraud.

8.1 REPORTS, REJECTION AND RETURN AUTHORIZATION

Whenever an inspection is performed, all reports to properly support claims or actions must be thoroughly documented. Sufficient time should be scheduled to allow for an inspection immediately upon arrival of the goods, taking into consideration required tests as necessary.

Goods should be inspected for damage, quantity, quality, price, and for all other requirements listed in the specifications. A copy of the inspection report will normally be used to substantiate payment for the goods and verification of receipt.

In the event of rejection, for whatever purpose, certain steps must be taken to inform and to protect the rights of the vendor as well as of the City. The City Attorney's office shall review the reasons for rejection and the contract prior to rejection. Reasons for rejection must be listed and these reasons should reference specific requirements of the contract.

8.2 DAMAGE DURING SHIPMENT

One of the major reasons for inspection at the time of receipt is to detect any visible damage. It's important that damage be completely described on the receiving report. Any evidence of concealed damage should also be noted at this time. This notation is necessary to support the filing of damage claims against the carrier. The carrier should be notified immediately, and a joint inspection should be scheduled with the carrier's representative.

When it is apparent that the extent of the damage causes the goods to be worthless, they should not be accepted. If the shipment is "FOB destination", the vendor is responsible for assisting with the settlement of the claim and for full replacement of the damaged items. Payment will be withheld until the claims are settled.

8.3 LATENT DEFECTS

Latent defects may be the result of damages in transit or of failure of the manufacturer to conform to specifications. Consequently, it is sometimes very difficult to fix responsibility for the defective material. If the carrier is suspected to be the one at fault, then the carrier's representative should be invited to come in for a joint inspection. Subsequently, a claim describing the situation should be filed with the respective carrier.

A similar procedure should be followed if the vendor/manufacturer is suspected to be at fault. The importance of "FOB destination" shipments should be reiterated at this point, for on such shipments, the vendors are responsible for rectifying the situation or for correcting the defect. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the City may have to file a claim against all parties, seeking their cooperation in resolving the situation.

SECTION IX: DISPOSAL OF SURPLUS GOODS

Goods become obsolete or they wear out. Occasionally this is the result of overstocked items, obsolete technology, accumulation of scrap or "waste", and goods whose useful life has been exceeded. All of these conditions may lead to the need for disposal.

The City is interested in full realization of the value of goods it purchases and disposes of; therefore the competitive selling of surplus, obsolete or usable goods is required. This may be achieved through sealed bids, auction, including internet sites or open market sales. The disposal of all goods requires the approval of the City Manager and documentation by memorandum of the sale price, method of sale, and purchaser of the goods.

The sale of personal property valued in excess of \$10,000 requires approval of the City Commission.

SECTION X: CITY OF STURGIS CREDIT CARD POLICY

The following section is a reiteration of the City's Credit Card Policy as passed by the Sturgis City Commission and is intended as a reminder that credit cards are just another form of purchasing and their use in carrying out the business of the city is guided by the terms of this document.

10.1 PURPOSE

The purpose of this policy is to identify the terms and conditions under which a city credit card may be used and prevent the unauthorized use of the a city's credit card as well as providing security and accountability for purchases made with that instrument.

10.2 LOCATION OF CARDS

City credit cards will be located at the following departments or with the following employees:

- City Manager's Office
- Community Development Department
- City Controller's Office
- Electric Department
- Fire Department
- Police Department
- City Engineer's Office
- Department of Public Works
- Department of Economic Development
- Sturges-Young Auditorium
- Library
- City Clerk/Treasurer's Office
- Parks and Cemetery Department
- Doyle and Recreation Department
- Wastewater Treatment Department
- Human Resources Director

10.3 PROCEDURE FOR OBTAINING AND UTILIZING

All employees and department heads are to safeguard the city's credit cards and their usage. Requests for use of the city credit card must be in writing to the Department Head.

NOTE: The department will be responsible for any purchases made with city credit card and/or the misuse of said instrument.

A sign-out sheet entitled "Use of City Credit Card" shall be found at all credit card locations. The employee requesting the card shall sign for the card noting the department, date and a description of purchases. All documentation of the purchase must be returned with the card. Signing out and using the credit card shall constitute agreement to the remedy of undocumented purchases being deducted from the employee's next paycheck.

Each Department will submit a request for check including purchase documentation, not

monthly statements for each individual card where reimbursement is sought. Failure to do so will forfeit the use of said card by that department.

The Department Head and the employee may be liable for costs for undocumented purchases. Such costs shall be deducted from the next regular payroll for the individuals.

The credit card may only be used to purchase goods or services relating to official business of the City and may not be used for any personal business.

10.4 CHARGES NOT ALLOWED ON CITY CARDS

The following charges and uses of the city card are prohibited:

- Alcoholic beverages. Such usage shall not be charged on the city credit card and should be paid separately by the user.
- Cash advances. Under no circumstance shall cash advances be given on the city credit card. Personal Use, such as personal expenses such as clothing or other items shall not be purchased with the city credit card.

10.5 PENALTIES

Employees and department heads shall be aware that misuse of the city's credit card may result in prosecution. There are a number of statutes related to such misuse that range from misdemeanor (90 days or less in jail and \$500 fines) to felonies (more than one year in jail more than \$500 in fines and immediate termination from jobs).

Employees may be terminated for misuse of the city credit card.

10.6 RETURN OF CARD

Should any officer or employee that is designated to have a Credit Card for the City of Sturgis resign or terminate his/her employment with the City, such card shall be immediately returned to the City Controller. Failure to return such card shall result in the non-payment of discretionary benefits covered under the City Employee Handbook. When turned in, a credit card use report shall be requested of the bank verifying that no outstanding balances are owed on the card. If a card is lost or stolen, the employee shall immediately notify the City Controller.

10.7 BALANCES

Under no circumstance shall a balance be allowed to remain on the City Credit card more than sixty (60) days. Further, at no time may a credit card charge exceed \$1,000 without written permission from the City Manager.

10.8 FREEDOM OF INFORMATION

We all operate under the auspices of the Freedom of Information Act as well as Open Meetings Act provisions. Everything we do can be reviewed by the public and all persons connected with the city should work to ensure that they keep their actions free from reproach. While we may be

criticized, with proper documentation and work, such criticism can be easily taken into perspective for most rational individuals.

10.9 MONITORING OF CREDIT CARD POLICY

The City Controller is responsible for the monitoring and general overseeing of compliance with this credit card policy. Each department shall maintain a “USE LOG” including the following information.

Use of City Credit Card

Name of User	Department	Date Out	Date In	Purpose
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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 7, 2021

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Kyle L. Guerrant, Deputy Superintendent
Finance and operations KG

SUBJECT: FY 2021-22 Thresholds for Competitive Bids, Posting Travel Expenses,
and Value of Awards

The Michigan Department of Education (MDE) is providing updated information on statutory requirements that determine thresholds for competitive bids, travel expenses, and the value of awards.

Sections 623a, 1267, and 1274 (MCLs [380.623a](#), [380.1267](#), and [380.1274](#)) of Michigan's Revised School Code establish a base above which competitive bids must be obtained for school construction projects (including renovation, repair, or remodeling) and procurement of supplies, materials, and equipment. The law also provides for an increase in the base amount that corresponds with increases in the Consumer Price Index (CPI). The fiscal year 2021-22 base amount for section 1267 (pertaining to construction, renovation, repair, or remodeling) and for sections 623a and 1274 (pertaining to procurement of supplies, materials, and equipment) is \$26,046.

Our analysis shows the average CPI for the 12-month period ending August 31, 2020 was \$257.72. The similar average for the 12 months ending August 31, 2021 was \$265.45, a percentage increase of 3%. Therefore, the fiscal year 2020-21 base of \$25,288 for sections 623a, 1267, and 1274 items increases by \$758, to \$26,046 for fiscal year 2021-22.

Section 620(1) of Michigan's Revised School Code [MCL [380.620\(1\)](#)] establishes a base above which travel expenses paid with intermediate funds must be posted to the intermediate school district (ISD) website. Section 620(1) provides for an increase in the base amount that corresponds with increases in the CPI. For fiscal year 2021-2022, the base amount for travel increases by \$125, to \$4,263.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
TIFFANY D. TILLEY – SECRETARY • TOM MCMILLIN – TREASURER
JUDITH PRITCHETT – NASBE DELEGATE • ELLEN COGEN LIPTON
NIKKI SNYDER • JASON STRAYHORN

There are changes to the limits on the value of awards given by an ISD to an employee, volunteer, or pupil, as well as the value above which an ISD administrator may not accept a gift from a vendor or potential vendor. Section 634 of the Revised School Code (MCL [380.634](#)) places an upper limit on the value of awards given by an ISD to an employee, volunteer, or pupil, as well as the value above which an ISD administrator may not accept a gift from a vendor or potential vendor. The previous fiscal year 2020-2021 cap of \$143 for awards now increases to \$148 and the cap of \$62 for gifts increases to \$64 due to the increase in the average CPI.

Please note that all thresholds and caps mentioned in this communication are effective as of October 7, 2021 and are in effect until the next communication revises them.

If you have any questions, please contact Phil Boone in MDE's Office of Financial Management, at 517-335-4059 or boonep2@michigan.gov.

	Section	Requirement	Base Amount	2005-06 Base	2020-2021 Thresholds	2021-2022 Thresholds
ISD Travel expenditures	620	Posting	\$ 3,000	\$ 3,093	\$4,138	\$4,263
ISD Procurement of supplies, materials, and equipment	623a	Comp. Bid	\$ 17,932	\$ 18,489	\$25,288	\$26,046
ISD Award value limit	634, 1814	Award Cap	\$ 100	\$ 105	\$143	\$148
ISD Gift value limit (monthly)	634	Gift Cap	\$ 44	\$ 46	\$62	\$64
School building construction, addition, renovation, or repair	1267	Comp. Bid	\$ 17,932	\$ 18,915	\$25,288	\$26,046
School District or PSA Procurement of supplies, materials, and equipment	1274	Comp. Bid	\$ 17,932	\$ 18,489	\$25,288	\$26,046

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Director

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, SEPTEMBER 14, 2022
WIESLOCH RAUM – CITY HALL

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

The Pledge of Allegiance was said by all present.

The Invocation was given by Mayor Mullins.

Commissioners present: Bir, Kinsey, Malone, Smith, Hile, Perez, Vice-Mayor Miller, Mayor Mullins

Commissioners absent: Klinger

Also present: Assistant to the City Attorney, City Manager, Assistant City Manager, Deputy Director of Police Operations, Electric Department Superintendent, City Engineer, City Controller, City Clerk

State Representative Steve Carra spoke and said he was available for comments.

Moved by Comm. Hile and seconded by Comm. Smith to approve the agenda as presented.

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Smith to approve the Consent Agenda of September 14, 2022 as presented.

8A. Action of Minutes of Previous Meetings

APPROVE the minutes from the August 24, 2022 regular meeting as presented.

8B. Pay Bills

AUTHORIZE the payment of the City bills in the amount of \$3,157,302.18 as presented.

8C. 2022 BBQ Fest

APPROVE the requests for the 2022 BBQ Fest as presented.

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

Wastewater Superintendent Tom Sikorski provided information on the bids related to remove and land apply biosolids from the facility's storage tank for the next four years, complete a one-time storage tank cleaning, and complete a one-time dredging of the treatment plant's polishing pond. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve the bid from Wealing Brothers, LLC for removal, transportation, and land application of biosolids as presented.

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

Electric Superintendent Chris McArthur provided information on Tree Management Services, Line Clearance, and Public Tree Maintenance and associated bids. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Bir to approve the Right-of-Way Management Services contract with Plant Growth Management Systems Management Services for FY 2022-23 as presented.

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Bid to approve the bid of Willams Tree Co. LLC for Line Clearance services as presented.

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Bir to approve the one-year extension with Asplundh Tree Expert Company as presented.

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

City Engineer Barry Cox provided information on bids related to 2022 Crack Sealing Program. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve the bid of Asphalt Restoration, Inc. for the 2022 Crack Sealing Program for the unit price contract amount not-to-exceed seventy-seven thousand, eight hundred dollars (\$77,800.00) and authorize the City Manager to sign all necessary documents.

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

City Engineer Barry Cox provided information on Task Order #98b from F&V for construction-phase services associated with the roundabout construction. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve the Task Order #98b with Fleis and VandenBrink Engineering, Inc. for construction phase services on the N. Franks Avenue Roundabout construction project in the amount of one hundred and twelve thousand, two hundred dollars (\$112,200.00) and authorize the City Manager to sign all necessary documents.

Voting yea: Seven Voting nay: Smith Absent: Klinger MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Kinsey to approve an amended materials testing budget for the N. Franks Avenue Roundabout construction project of fifteen thousand dollars (\$15,000.00).

Voting yea: Seven Voting nay: Smith Absent: Klinger MOTION CARRIED

City Engineer Barry Cox provided information on the White Elephant stormwater detention pond improvements. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve the bid of Hoffman Bros., Inc. for the White Elephant Detention Basin Improvements - Phase 2 project in the amount of five hundred thirty thousand dollars (\$530,000.00) and authorize the City Manager to sign all necessary documents.

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Kinsey to approve the Professional Services Proposal with Fishbeck, Inc. for construction-phase services associated with the White Elephant Detention Basin Improvements Phase 2 project in the amount of fifty-four thousand, nine hundred dollars (\$54,900.00).

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Kinsey to approve a construction contingency budget for the White Elephant Detention Basin Improvements Phase 2 project of fifty-three thousand dollars (\$53,000.00).

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

City Engineer Barry Cox provided information on 2023 Street Improvement Program Design Engineering. Discussion followed.

The City Commission had consensus to hold a Public Hearing to consider the installation of bike lanes on North Lakeview.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve Task Order #09 with Fleis and VandenBrink Engineering, Inc. for preliminary design, final design, and bidding services on the 2023 Street Improvement Program in the amount of thirty-seven thousand, four hundred dollars (\$37,400.00).

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

City Engineer Barry Cox provided information on the Bullard Industrial Park Water and Sanitary Sewer Design. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve a bid waiver for and recommend the proposal of LRE Engineers & Surveyors for design and bid-phase services for the Bullard Industrial Park Water and Sanitary Sewer project in the amount of thirty-one thousand, four hundred dollars (\$31,400.00) to the LDFA.

Voting yea: Eight Voting nay: None Absent: Klinger MOTION CARRIED

The City Commission had consensus to discuss the time for the Cemetery/Parks Board meetings at their next meeting.

Moved by Comm. Hile and seconded by Comm. Bir to go into Closed Session to discuss union negotiations.

Voting yea: Bir, Kinsey, Malone, Smith, Hile, Perez, Miller, Mullins

Voting nay: None

Absent: Klinger

MOTION CARRIED

Meeting recessed at 7:23 p.m.

Meeting reconvened at 8:08 p.m.

The meeting was adjourned at 8:08 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				
09-02-2022	PR0591M	00061	CITY OF STURGIS PAYROLL	303,646.53
09-16-2022	PR0592M	00061	CITY OF STURGIS PAYROLL	320,570.87
09-09-2022	T15087M	00108	STATE OF MICHIGAN	65,054.04
09-05-2022	T15088M	04197	MI PUBLIC POWER AGENCY	241,188.05
09-12-2022	T15089M	00512	CAMOCO FUEL SYSTEM	20,197.99
09-01-2022	T15090M	06138	MUTUAL OF OMAHA INSURANCE CO	10,063.96
09-28-2022	T15091M	04389	FRONTIER COMMUNICATIONS A	44.91
09-21-2022	T15092M	04389	FRONTIER COMMUNICATIONS A	53.41
09-26-2022	T15093M	04389	FRONTIER COMMUNICATIONS A	51.41
09-26-2022	T15094M	04389	FRONTIER COMMUNICATIONS A	51.41
09-26-2022	T15095M	04389	FRONTIER COMMUNICATIONS A	226.53
09-22-2022	T15096M	03770	MICHIGAN GAS UTILITIES	154.31
09-23-2022	T15097M	03770	MICHIGAN GAS UTILITIES	38.12
09-23-2022	T15098M	03770	MICHIGAN GAS UTILITIES	98.85
09-20-2022	T15099M	03770	MICHIGAN GAS UTILITIES	17.76
09-23-2022	T15100M	03770	MICHIGAN GAS UTILITIES	88.90
09-02-2022	T15101M	00062	CITY OF STURGIS-EMPLOYEE INS	64,831.02
09-02-2022	T15102M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,634.55
09-02-2022	T15103M	06190	HEALTH EQUITY/HSA PR TRANSFER	400.00
09-02-2022	T15104M	00065	DOYLE MEMBERSHIP TRANSFER	2,582.57
09-02-2022	T15105M	00063	CITY OF STURGIS TAX TRANSFER	17,103.44
09-02-2022	T15106M	05123	COMERICA BANK-INST TRUST SERV	32,326.68
09-02-2022	T15107M	03229	CITY OF STURGIS-WORKERS COMP	2,476.80
09-02-2022	T15108M	00064	INTL CITY MGMT ASSOC RETR CORP	7,269.66
09-25-2022	T15109M	04197	MI PUBLIC POWER AGENCY	2,100.00
09-07-2022	T15110M	01127	STATE OF MICHIGAN	464.95
09-12-2022	T15111M	00449	CENTURY BANK & TRUST	3,402.13
09-12-2022	T15112M	04197	MI PUBLIC POWER AGENCY	305,049.97
09-11-2022	T15113M	00181	GORDON FOOD SERVICE	1,007.16
09-25-2022	T15114M	04197	MI PUBLIC POWER AGENCY	31,390.39
09-30-2022	T15115M	03770	MICHIGAN GAS UTILITIES	3.89
09-16-2022	T15116M	00062	CITY OF STURGIS-EMPLOYEE INS	64,831.02
09-16-2022	T15117M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,745.70
09-16-2022	T15118M	00065	DOYLE MEMBERSHIP TRANSFER	2,597.25
09-16-2022	T15119M	00063	CITY OF STURGIS TAX TRANSFER	17,950.78
09-16-2022	T15120M	05123	COMERICA BANK-INST TRUST SERV	34,322.44
09-16-2022	T15121M	00064	INTL CITY MGMT ASSOC RETR CORP	7,506.89
09-16-2022	T15122M	03229	CITY OF STURGIS-WORKERS COMP	2,612.40
09-19-2022	T15123M	06093	PEPSI BEVERAGES COMPANY	139.93
09-15-2022	T15124M	05892	PAYCOR	536.66
09-22-2022	T15125M	03858	FARMERS STATE BANK	7,781.90
09-19-2022	T15126M	04197	MI PUBLIC POWER AGENCY	263,024.75
09-01-2022	T15127M	06030	VERIZON CONNECT NWF INC	113.33
Automatic Checks				
09-28-2022	243976	00066	ACTION QUICK PRINT PLUS	173.75
09-28-2022	243977	03382	AGILE SAFETY LLC	324.80
09-28-2022	243978	06156	AGILE TICKETING SOLUTIONS LLC	206.65
09-28-2022	243979	05583	ALL THINGS FITNESS LLC	938.50
09-28-2022	243980	05221	ALLMAX SOFTWARE	2,330.00
09-28-2022	243981	05986	ALPHA BUILDING CENTER-NOTTAWA	2,026.13
09-28-2022	243982	00335	ALTEC INDUSTRIES, INC.	165.03

Date	Check#	Vendor	Vendor Name	Amount
09-28-2022	243983	06119	AMAZON.COM SALES INC	3,634.61
09-28-2022	243984	06318	AMBULANCE BILLING NETWORK LLC	1,974.46
09-28-2022	243985	00624	AQUA BLAST CARWASH SYSTEMS INC	208.00
09-28-2022	243986	02292	ASPLUNDH TREE EXPERT CO	28,457.55
09-28-2022	243987	05719	BAKER'S BODY SHOP LLC	440.00
09-28-2022	243988	05640	BECKETT & RAEDER	1,980.00
09-28-2022	243989	06117	BENITA ANN LEWIS	30.00
09-28-2022	243990	02749	HARLAN BLOOD	15.00
09-28-2022	243991	00132	BOFA INC	936.00
09-28-2022	243992	00005	BOGEN CONCRETE INC	412.00
09-28-2022	243993	00041	BRADYN WEBB	80.00
09-28-2022	243994	04271	GREG BROOKS	48.00
09-28-2022	243995	01283	BYCE & ASSOCIATES INC	9,820.00
09-28-2022	243996	03343	BYLER ELECTRIC INC	46,665.00
09-28-2022	243997	00315	CENTURYLINK	35.09
09-28-2022	243998	00041	CHRISTA PARHAM	25.00
09-28-2022	243999	04971	MARTIE CLARK	2,750.00
09-28-2022	244000	04520	CMP DISTRIBUTORS CO	2,852.76
09-28-2022	244001	03833	COCM	15.00
09-28-2022	244002	00041	COLE SHAFER	80.00
09-28-2022	244003	05108	CORRIGAN OIL CO	938.90
09-28-2022	244004	05863	COTTINS DO IT BEST HARDWARE	402.25
09-28-2022	244005	06158	CULLIGAN WATER OF STURGIS	273.74
09-28-2022	244006	05909	TONY D'HAESE	48.00
09-28-2022	244007	01119	DAVID W LUDDERS	69.92
09-28-2022	244008	02005	DELL MARKETING LP	3,799.00
09-28-2022	244009	01535	DULTMEIER SALES LLC	3,518.99
09-28-2022	244010	00364	CAROL DUSTIN	300.00
09-28-2022	244011	00166	ELHORN ENGINEERING CO	1,345.00
09-28-2022	244012	03929	EMERGENCY MEDICAL PRODUCTS INC	911.02
09-28-2022	244013	04955	ENVIRO-CLEAN	2,784.00
09-28-2022	244014	04863	EVOQUA WATER TECHNOLOGIES	582.96
09-28-2022	244015	00296	EYECARE PARTNERS LLC	484.62
09-28-2022	244016	00296	EYECARE PARTNERS LLC	609.19
09-28-2022	244017	03928	F&V CONSTRUCTION MANAGEMENT	59,963.92
09-28-2022	244018	04225	FARWEST LINE SPECIALTIES LLC	614.44
09-28-2022	244019	05151	FAWN RIVER MECHANICAL LLC	110.00
09-28-2022	244020	05490	FERGUSON WATERWORKS #3386	37.94
09-28-2022	244021	00776	FLEIS & VANDENBRINK	1,867.50
09-28-2022	244022	06287	FOCAL POINT STUDIOS	5,000.00
09-28-2022	244023	02082	GECKO SECURITY LLC	6,368.00
09-28-2022	244024	04002	GENESIS LAMP CORP	1,551.80
09-28-2022	244025	00183	W W GRAINGER INC	354.83
09-28-2022	244026	05634	GREEN PROJECTS GROUP	300.00
09-28-2022	244027	04243	GRP ENGINEERING INC	12,940.00
09-28-2022	244028	05637	HANDY EXCAVATING	11,850.00
09-28-2022	244029	05586	MARY M HAYLETT	40.00
09-28-2022	244030	00016	WILLIAM A HICKMAN	3,870.00
09-28-2022	244031	06136	HURD MEDIA GROUP LLC	99.50
09-28-2022	244032	03608	ID NETWORKS INC	175.00
09-28-2022	244033	05253	INTEGRITY ROOFING	3,900.00
09-28-2022	244034	05522	INTERSTATE BATTERIES-GREAT LKS	86.44
09-28-2022	244035	05171	STUART C IRBY CO	21,807.00

Date	Check#	Vendor	Vendor Name	Amount
09-28-2022	244036	04543	J & B MEDICAL SUPPLY INC	1,020.00
09-28-2022	244037	00041	JACOB MORALES	80.00
09-28-2022	244038	06199	JANSEN PLUMBING, HEATING &	1,713.05
09-28-2022	244039	00296	JEANETTE WALTERS	712.21
09-28-2022	244040	00041	JERRY CHRISTNER	25.00
09-28-2022	244041	00296	JOCELYN L HUNT	27.04
09-28-2022	244042	06314	JODIE M JOHNSON	20.00
09-28-2022	244043	06316	JONES & BARTLETT LEARNING LLC	843.73
09-28-2022	244044	00296	JORDAN O AVERY	37.00
09-28-2022	244045	00041	KARL STAUFFER	25.00
09-28-2022	244046	00020	KENDRICK STATIONERS INC	626.73
09-28-2022	244047	00581	KRONTZ GENERAL MACHINE & TOOL	88.00
09-28-2022	244048	00212	KSS ENTERPRISES	943.83
09-28-2022	244049	05977	LAKELAND INTERNET LLC	106.94
09-28-2022	244050	00394	LAWSON-FISHER ASSOCIATES PC	727.35
09-28-2022	244051	00041	LEROY MILLER	25.00
09-28-2022	244052	00220	LITHO PRINTERS INC	234.65
09-28-2022	244053	00023	LONESPRUCE	1,231.44
09-28-2022	244054	06238	LUBRICATION ENGINEERS, INC	279.55
09-28-2022	244055	06087	MALLORY SAFETY AND SUPPLY, LLC	188.67
09-28-2022	244056	00635	MCMASTER-CARR SUPPLY COMPANY	678.22
09-28-2022	244057	03537	MEADOWBROOK INC	79.95
09-28-2022	244058	05945	MED SAFETY PLUS LLC	49.67
09-28-2022	244059	03774	STATE OF MICHIGAN	1,220.25
09-28-2022	244060	00024	STATE OF MICHIGAN - MDOT	14,419.45
09-28-2022	244061	05121	MICKEY'S LINEN	225.42
09-28-2022	244062	06026	MID-CITY SUPPLY CO INC	107.27
09-28-2022	244063	04702	MILLER JOHNSON ATTORNEYS	8,380.50
09-28-2022	244064	04772	MIKE MILLER	40.00
09-28-2022	244065	01596	MOTION INDUSTRIES INC	50.75
09-28-2022	244066	05102	MCLEAN ENGINEERING CO	495.00
09-28-2022	244067	06069	NAPA AUTO PARTS	189.11
09-28-2022	244068	00593	NEWKIRK ELECTRIC ASSOCIATES	37,725.00
09-28-2022	244069	00255	NIBLOCK EXCAVATING INC	824.74
09-28-2022	244070	05671	PACE ANALYTICAL SERVICES LLC	332.32
09-28-2022	244071	03935	PARAGON LABORATORIES INC	83.00
09-28-2022	244072	05988	PIVOT POINT PARTNERS LLC	1,330.00
09-28-2022	244073	05042	PLANT GROWTH MANAGEMENT SYSTEM	18,330.03
09-28-2022	244074	02741	PLATEMATE	109.50
09-28-2022	244075	00033	POSTNET POSTAL & BUSINESS	157.30
09-28-2022	244076	00485	POWER LINE SUPPLY	1,995.50
09-28-2022	244077	05752	PREMIER POWER MAINTENANCE CORP	34,292.26
09-28-2022	244078	06310	PROLEC-GE WAUKESHA, INC	14,155.40
09-28-2022	244079	00537	REGULATORY COMPLIANCE SERVICES	395.00
09-28-2022	244080	05739	RENEWABLE WORLD ENERGIES LLC	4,803.33
09-28-2022	244081	00035	RESCO	22,293.74
09-28-2022	244082	06038	REVOLUTION HEALTH, P.C.	375.00
09-28-2022	244083	05765	SELKING INTERNATIONAL	675.44
09-28-2022	244084	05168	SLS PRODUCTION SERVICES LLC	22,121.62
09-28-2022	244085	02179	SPRINT	829.80
09-28-2022	244086	01458	STURGIS AREA CHAMBER	11,900.00
09-28-2022	244087	00936	STURGIS COMMUNITY POOL	128.00
09-28-2022	244088	00291	STURGIS JOURNAL	1,661.76

Date	Check#	Vendor	Vendor Name	Amount
09-28-2022	244089	00292	STURGIS PRESS INC	240.00
09-28-2022	244090	06031	STYKEMAIN OF STURGIS LLC	66.37
09-28-2022	244091	05989	SURVALENT TECHNOLOGY INC	59,560.00
09-28-2022	244092	04140	SWICK BROADCASTING COMPANY	600.00
09-28-2022	244093	06125	THE COPY IMAGE INC	1,684.00
09-28-2022	244094	01791	TITANIUM SOLUTIONS INC	550.00
09-28-2022	244095	05664	TREECORE LLC	96,480.70
09-28-2022	244096	01238	UNITED PARCEL SERVICE	12.72
09-28-2022	244097	06150	UNITED WHOLESALE GROCERY	543.26
09-28-2022	244098	03362	UTILITY FINANCIAL SOLUTIONSLLC	2,900.00
09-28-2022	244099	05745	ERICA VARGAS SARCO	80.00
09-28-2022	244100	04453	VERIZON WIRELESS	2,835.71
09-28-2022	244101	00041	WALKER TRUCKEY	44.00
09-28-2022	244102	03511	WASTE MANAGEMENT	19,484.88
09-28-2022	244103	06147	WAYNE DUCHARME	96.00
09-28-2022	244104	03872	JORY WEBB	144.00
09-28-2022	244105	06107	YEOMAN, TALIA	360.00
09-28-2022	244106	06127	ZEIGLER KALAMAZOO II, INC	863.37
09-28-2022	D01880	02983	CINTAS LOCATION #351	2,005.04
09-28-2022	D01881	00157	JACK DOHENY COMPANIES INC	1,784.02
09-28-2022	D01882	00019	KENDALL ELECTRIC INC	796.78
09-28-2022	D01883	03944	LINDE GAS & EQUIPMENT INC	109.79
09-28-2022	D01884	06250	MARANA GROUP	3,306.06
09-28-2022	D01885	01080	NYE UNIFORM CO	1,032.56
09-28-2022	D01886	00494	THEKA ASSOCIATES INC	4,273.40
Manual Total				\$1,838,753.31
Automatic Total				\$662,889.47
Grand Total				\$2,501,642.78

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 08/28/2022
PR0591M PAYROLL DATE 09/02/2022

GENERAL	\$144,551.41
MAJOR STREET	9,857.25
LOCAL STREET	7,745.67
CEMETERY	6,494.50
DDA	885.87
AIRPORT	1,064.58
BUILDING	2,763.14
STURGES-YOUNG CENTER FOR THE ARTS	4,499.24
RECREATION	2,123.24
DOYLE RECREATION CENTER	9,270.52
AMBULANCE	6,220.13
ELECTRIC	78,449.70
SEWER	14,170.81
WATER	12,989.27
MOTOR VEHICLE	2,561.20
Payroll Sub-Total	\$303,646.53

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 09/11/2022
PR0592M PAYROLL DATE 09/16/2022

GENERAL	\$148,389.90
MAJOR STREET	12,717.31
LOCAL STREET	8,247.30
CEMETERY	10,292.81
DDA	874.53
AIRPORT	1,117.49
BUILDING	2,763.14
STURGES-YOUNG CENTER FOR THE ARTS	5,447.68
RECREATION	2,019.86
DOYLE RECREATION CENTER	9,557.78
AMBULANCE	7,743.69
ELECTRIC	85,866.60
SEWER	15,087.33
WATER	7,778.25
MOTOR VEHICLE	2,667.20
Payroll Sub-Total	\$320,570.87

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8C

CITY OF STURGIS
STURGIS PLANNING COMMISSION BY-LAWS

SECTION I – SCOPE

The rules of this Board for the transaction of business shall be in accordance with the rules pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended, the Zoning Enabling Act, Public Act 110 of 2006, as amended, the Open Meeting Act, Public Act 267 of 1976, as amended, and with the “The Sturgis Municipal Code, 2004.

SECTIONS II – OFFICERS

1. The Planning Commission shall organize and elect a Chairman, and an Official Secretary (also serves as Vice-Chair), at the first regular meeting. The Director of Community Development will preside during the annual meeting until a Chairman is elected.
 - a. Chairperson Duties:
 - i. Preside over all meetings and public hearings.
 - ii. Decide all points of order or procedure.
 - iii. Sign all official papers of the Board.
 - b. Official Secretary, also serves as the Vice-Chair, Duties:
 - i. Assume the duties of the Chairman if the Chairman is absent from any meeting.
 - ii. Sign all official documents as required.
 - iii. Duties set forth by Planning Enabling Act.
 1. With permission from the Planning Commission, delegate all responsibilities set forth by the Planning Enabling Act regarding Master Plan development and implementation.
 - c. Staff Secretary Duties:

Shall be a City Employee designated by the Director of Community Development or his/her designee.

 - i. Keep the minutes of the Board.
 - ii. Prepare all required public notices, meetings, notices, and the proposed agenda.
 - iii. Carry on the correspondence of the Board.
 - iv. Maintain the files of the Board.
 - v. Furnish all Commission members with access to City of Sturgis Code of Ordinances and a copy of the Sturgis Master Plan.

- vi. Notify the Director of Community Development if any member of the Board is absent for three consecutive meetings or for 25% of all scheduled meetings in one year.

SECTION III – MEETINGS

1. The regular meeting of the Planning Commission will be held on the third Tuesday of each month at the time and place so designated in the meeting notice. Meeting notification shall be made to each member prior to the scheduled meeting.
2. Special meetings shall be call by the Secretary at the request of the Chairman or any two members of the Commission abiding by the notice standards of the Open Meetings Act or other public notice requirements.
3. A quorum shall consist of more than half the members of the Commission.
4. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present, by approval of the minutes of the meeting at which a quorum was not present.
5. All plans, reports, and recommendations of the Commission must be approved by a majority of those present or such a greater number as specifically required by law. Any approval of or amendment to the Master Plan must be approved by six members. In the event of a tie on any issues it shall be considered a motion defeat.
6. The suggested order of business for all regular meetings shall be as follows:
 - a. Opening by Chairman.
 - b. Approval of minutes.
 - c. Communications to Board.
 - d. Committee reports.
 - e. New business.
 - f. Old Business
7. The Commission may adopt rules of order as deemed necessary.
8. Persons addressing a meeting or hearing shall identify themselves by name and address. To assure that all those in attendance will have an opportunity to be heard, the presiding officer is authorized to announce and impose reasonable restrictions with respect to the conduct of the meeting, which restrictions may include limitations as the length of presentations and the number of persons to be heard.
9. When a conflict of interest exists regarding a particular matter, the member of the Commission who is subject to the conflict shall do all the following immediately, upon first knowledge or realization that a conflict exists:

- a. Declare that a conflict exists, and the member should seek guidance from the other board members and/or the City Attorney to determine if recusal is necessary.
 - b. Disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and recusal.
 - c. Will have the same privileges to participate as a member of the public.
- 10. The Community Development Director shall assist the Commission in carrying out its powers and duties. To that effect, the Community Development Director shall report the recommendations of the Commission, carry out its directives and be responsible for the professional and administrative work and coordinating the work, plans, policies, procedures, directives, and recommendations of the Commission.

SECTION IV – COMMITTEES

- 1. Special committees will be appointed by the Chairman of the Planning Commission as deemed necessary to fulfill the Commission's charged responsibilities.
- 2. No standing committee shall exist.

SECTION V – FILING OF REQUESTS

- 1. All requests for action by the Planning Commission shall utilize the application provided by the Community Development Department, be in writing, and shall be filed with the Secretary of the Planning Commission for delivery to the Planning Commission.
- 2. Written requests for changes in zoning must state what change is being requested, the reasons therefore, the intended use of the property if rezoned and shall include a map outlining the property involved. Said written request shall clearly set forth the legal description of the property and any other information might be useful to the Planning Commission.
- 3. Written request for site plan approval shall comply with the Zoning ordinance requirements.

SECTION VI – PROFESSIONAL ASSISTANCE

- 1. When required, the services of a consulting firm will be used.

SECTION VII –REPORT

- 1. An annual review of the Master Plan shall be conducted at least one meeting per year.

7/16/2022

Date Adopted

[Signature]

Chairman

Nancy Allen

Official Secretary

City of Sturgis
ZONING BOARD OF APPEALS (ZBA) BY-LAWS

Article 1.
General Overview

The Michigan Zoning Enabling Act, known as MZEA (Public Act 110 of 2006; MCL 125.3101 et seq.), empowers the City of Sturgis to establish a zoning ordinance to regulate the development of land within its boundaries. The creation of a Zoning Board of Appeals is a required component of a valid zoning ordinance.

The City Commission adopted zoning ordinance 1.1405 effective May 22, 2013. Section 1.1405 (A) through (K) of the ordinance established general procedures, standards, and administrative organization for the Zoning Board of Appeals.

These by-laws and procedures serve to provide additional standards for the conduct of the business of the Zoning Board of Appeals to aid it in carrying out its responsibilities in clear, consistent, and fair fashion.

Article 2. Membership and Appointments

Pursuant to state law, the zoning board of appeals consists of at least five members appointed by the City Commission for a term of three years running from the date of appointment and extending for a further period until a successor shall be appointed. The City Commission may appoint not more than 2 alternate members for the same term. The officers of the Board, in their line of authority, shall be the Chairperson, and Vice-Chairperson.

Members of the board must be residents of the City; members moving outside the City boundaries may finish their terms but will not be reappointed.

Article 3. Officers of the Board

Chairman:

- A. Presides over all meetings of the Board
- B. Appoints all committees or advisory committees established and provided for the Board
- C. Shall have the right to vote as a Board member on all matters before the Board
- D. Shall have the same right to introduce a motion as any other Board member
- E. Shall perform all the additional duties and responsibilities which are a normal part of that office and as directed by the Board

Official Secretary, also serves as Vice-Chairman:

- A. Assumes the duties and responsibilities of the Chairperson in the event of absence of the Chairperson.
- B. Shall have the right to vote as a Board member on all matters before the Board.
- C. Shall have the same right to introduce a motion as any other Board member.
- D. Shall perform all the additional duties and responsibilities which are a normal part of that office and as directed by the Board.
- E. Sign all official documents as directed.

Staff Secretary:

Shall be a City Employee designated by the Director of Community Development or his/her designee.

- A. Keep the minutes of the Board meeting.
- B. Prepare all required public notices, meetings, notices, and the proposed agenda.
- C. Carry on the correspondence of the Board.
- D. Maintain the files of the Board.
- E. Furnish all Board members with access to the City of Sturgis Code of Ordinances.
- F. Notify the City Commission if any member of the Board is absent for three consecutive meetings or for 25% of all scheduled meetings in one year.

Article 4. Election of Officers

- A. Schedule: The Board shall elect its officers annually at the first regularly scheduled meeting after appointment or reappointment of the board by the City Commission. The election of officers shall appear on the published agenda for that meeting. The Board may choose to postpone the election by resolution if there is a need for nominees or additional voting members to be present.
- B. Nomination: Officers shall be nominated orally at the election meeting. Any nominee shall accept or decline the nomination prior to the vote for such office.

- C. Election: Election for each office shall be held immediately after nominations. The election shall be by roll call vote unless a member of the board requests vote by written ballot instead. A simple majority of the Board is needed to elect an officer.
- D. Special Elections: A special election shall be held to fill a vacancy at the next regularly scheduled meeting of the Board at which the item can be placed on the published agenda. Special elections shall follow the normal election procedure as set forth herein.

Article 5. Terms of Office

- A. All officers shall serve until the first regular meeting of the succeeding calendar year, or until successors are elected.
- B. All current officers of the Board shall be eligible for re-election or for any vacancy of office.
- C. Alternate Zoning Board members may not serve as officers of the Board.
- D. Any member of the Board, who is also a member of the zoning commission, or the planning commission, shall not participate in a public hearing on or vote on the same matter that the member voted on as a member of the zoning commission, or the planning commission.
- E. All members of the Board shall serve without compensation.

Article 6. Ethics and Conflicts of Interest

- A. A member of the ZBA shall abstain from discussion or voting on any matter where that member is involved in a real or apparent conflict of interest. Decisions regarding conflicts of interest shall be evaluated on a case-by-case basis with reasonable application of the principles in this Section. A conflict of interest shall at a minimum include, but is not necessarily limited to:
 - 1) Discussing, voting on, or otherwise acting on a matter in which a member or any member of his/her immediate family, his/her partner, or an entity with whom the member has family or business ties has a direct or indirect financial or beneficial interest. Immediate family shall include the member's spouse, parent, grandparent, child, grandchild, brother or sister or the spouse of any of them.
 - 2) Discussing, voting on, or otherwise acting on a matter involving work on property which is owned by that member, or which is adjacent to

property owned by that member.

- 3) Discussing, voting on, or otherwise acting on a matter where the member's employee or employer is an applicant or agent for an applicant, or has a direct financial or beneficial interest in the outcome.
- B. When a conflict of interest exists with regard to a particular matter, the member of the Board who is subject to the conflict, shall do all of the following immediately, upon first knowledge or realization that a conflict exists:
- 1) Declare that a conflict exists, and the member should seek guidance from the other board members and/or the City Attorney to determine if recusal is necessary.
 - 2) Disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and recusal.
 - 3) Cease to participate in any matter when the matter is discussed, voted on, or otherwise acted on at a meeting, or any other forum.
- C. Before discussion on an item or voting, a member shall disclose all pertinent facts regarding the potential conflict of interest, except where it violates a confidence, and those facts shall be included in the minutes.
- D. Where a question has arisen as to whether a member is ineligible to participate in discussion or vote on a matter because of a conflict of interest, the Board may determine that the member is ineligible due to a conflict of interest by a vote of a majority of the other members. Upon such a determination, the ineligible member shall not participate in discussion or vote on the matter.
- E. If the recusal of a member of the Board results in the loss of a quorum, then the matter shall be postponed until the next regularly scheduled meeting, and testimony shall not be heard without a quorum.
- F. A member of the Board shall neither solicit nor accept gratuities, favors, or anything of monetary value from entities in a position to benefit from a decision of the Board.
- G. A member of the Board shall not obtain, for himself or herself or for any person with whom he/she has business or family ties, any financial or beneficial interest in a matter which may be affected by a decision of the Board. This restriction shall apply during the

member's tenure on the Board and for one year thereafter.

- H. Members shall conduct themselves in a fair, courteous, and understanding manner at all times in the discharge of their duties, and shall avoid exchanges or actions based upon personal differences.

Article 7. Meetings

Section 1. Regular Meetings

- A. Regular meetings are held twice per month, unless the Board cancels the meeting for lack of a quorum or lack of business to be conducted.

Section 2. Special Meetings

- A. Special meetings may be held as called by the Chairperson or by any three Board members.
- B. Special meetings of the Board shall be noticed to the public and held in accordance with the Michigan Zoning Enabling Act (MZEA), and the Open Meetings Act. The public notice requirements of the MZEA require that notices be published and mailed at minimum of 15 days prior to the meeting, this constrains when special meetings may be scheduled relative to the monthly scheduled regular meetings of the board which may lead to the appeal in question being placed on the next regular meeting agenda instead of at a separate meeting.

Section 3. Conduct/Format of Meetings

- A. General agenda for a Board Meeting:
 - 1) Call the meeting to order
 - 2) Call the roll (determine if there is a quorum to proceed with the business on the agenda, three Board members constitute a quorum for all business except use variances which requires the vote of four members, MCL 125.3604 (10)).
 - 3) Review and approval of the minutes of the prior meeting
 - 4) Other business (elections, announcements, comments from the public not related to a specific appeal)
 - 5) Appeal hearings (on agenda in the order of appeal number, which are assigned by staff sequentially as the applications are submitted)

6) Meeting adjourned

B. General format of appeal hearings:

- 1) Appeal is announced by the Chairperson
- 2) Appellant(s) come to podium and introduces themselves
- 3) Chairperson presents a summary of the appeal
- 4) Appellant(s) present evidence for their appeal
- 5) Call for public comment related to the appeal under consideration
- 6) Chairman asks staff for any outside correspondence related to the appeal
- 7) Public comment closed
- 8) Board deliberates
- 9) Chairman calls for a motion on the appeal
- 10) Motion is made, no further discussion unrelated to the motion occurs until the motion is acted on or fails due to lack of support or votes to approve or deny.
- 11) Once a motion has been approved or denied, that action is final and the hearing for that appeal is complete.
- 12) An applicant may withdraw his or her application at any time prior to action thereon with the consent of the Board, but if a motion that has been made is pending either to grant or deny, the motion will have precedence.
- 13) All voting shall be by voice and shall be recorded as yes or no. Roll call votes will be taken and recorded upon every non-unanimous decision.

C. Public participation

- 1) All persons shall be permitted to attend any meeting and may not be

excluded, except for a breach of the peace committed at such a meeting.

- 1) Any person attending a meeting, unless excluded under the proceeding section, may speak in accordance with the established rules of the Board.
- 2) Any person attending a meeting may speak upon an item during the public comment period for such case. Otherwise, a person attending a meeting may speak only during the general public comment period during the Other Business period at the end of the meeting agenda.
 - a. To assure that all those in attendance will have an opportunity to be heard, the Chairperson may announce and impose reasonable restrictions with respect to the conduct of the meeting, which restrictions may include imposition of a three (3) minute time limit on public participation by each speaker and a limit on the number of persons to be heard. Typically, the limitation on the number of speakers or the imposition of a three (3) minute time limit may be imposed by asking for a spokesperson if there are a large number of persons who wish to comment during the public participation portions of the meeting or to ensure they all have a chance to be heard.
 - b. The Chairperson may limit comments to appeals being heard or matters relating to functions of the Board.
 - c. The Chairperson may request any person disrupting the meeting to leave the meeting room. If such person does not leave, the meeting may be recessed until the disturbance has been quelled and/or the disruptive person removed.

8.23.22

Date Adopted

Robert A. Jenkins

Chairman

Mary Allen

Official Secretary

These by-laws supersede any and all previous by-laws and amendments.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8D

From: Zay, Ulrika (DTMB) <ZayU@michigan.gov>
Sent: Thursday, September 1, 2022 3:52 PM
To: Jeff Davis <jdavis@sturgismi.gov>
Cc: Root, Everett (DTMB) <RootE@michigan.gov>
Subject: RE: Spring 2023 Aerial Imagery Acquisition - State of Michigan - Sturgis Buyup Estimates

Hi Jeff,

Thank you for sending the additional AOI for an alternative 3-inch buyup estimate. A graphic is attached and the new estimate is:

AOI	NUMBER OF TILES	SQ MILES	COST/SQ MILE	TOTAL COST	COMMENT
Sturgis3InchAOITest2	454	102	\$21.41	\$0.00	12" base product - MiSAIL Data Exchange Partners (no cost)
3-inch Resolution	454	102	\$177.97	\$18,152.94	3" buyup - flown w/in 12" AOI 101-500 sq miles
TOTAL				\$18,152.94	

Please let us know if you would like to see any additional AOI's. I will be out of the office beginning tomorrow for the holiday, but will be back Tuesday morning.

Enjoy the weekend,
 Ulri

Ms. Ulrika Zay, Geospatial Outreach
 Office of Technology Partnerships
 State of Michigan | DTMB | Center for Shared Solutions
 111 S. Capitol Avenue, Romney Building, 10th Floor
 Lansing, MI 48933
 517-335-7011 (desk)
 517-242-2027 (mobile)



**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8G

To: Members of the MML Liability & Property Pool
From: Michael J. Forster, Fund Administrator
Date: September 12, 2022
Subject: Pool Director Election

RECEIVED MAIL

SEP, 19 2022

CITY OF STURGIS

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. One (1) incumbent Director has agreed to seek re-election and one (1) appointee is seeking election to her first term. You also may write in one or more candidates if you wish.

A brief biographical sketch of the candidates is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 5. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Liability & Property Pool*; the link to the ballot form is in the yellow banner.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster
Pool Administrator
mforster@mml.org

We love where you live.



THE CANDIDATES

Three-year terms beginning January 1, 2023



Jean Stegeman, Mayor, City of Menominee

Jean has more than ten years of experience as a municipal official, currently serving as Mayor in the City of Menominee. She was a member of and served as chair of the Menominee planning commission for several years prior to becoming mayor. She is also active in several local civic organizations. Jean is seeking re-election to her fourth term as director.



Brenda Stumbo, Supervisor, Charter Township of Ypsilanti

Brenda has been an elected public servant for more than 34 years and has been Ypsilanti Township's Supervisor since 2008. She previously served as the township's Clerk from 1992-98 and on its Board of Trustees from 1988-92. Brenda has also served on the Planning Commission, Zoning Board of Appeals, Ypsilanti Community Utilities Authority Board, Ann Arbor Spark, Destination Ann Arbor, Local Development Finance Authority Committee, and the Washtenaw Urban Executive Committee. Brenda also volunteers for many community events and attends Neighborhood Watch meetings regularly. Brenda has been a Ypsilanti Township resident since the age of five. She completed her bachelor's degree at Central Michigan University, majoring in Parks and Recreation. Brenda seeks election to her first term as director.

Michigan Municipal League
Liability & Property Pool

OFFICIAL BALLOT - 2022

Vote for two Directors by marking the line to the left of the name for three-year terms beginning January 1, 2023.

____ **Jean Stegeman, Incumbent**
Mayor, City of Menominee

____ **Brenda Stumbo, Appointee**
Supervisor, Charter Township of Ypsilanti

Write-in Candidate

I hereby certify that:

(Municipality/Agency)

by action of its governing body, has authorized its vote to be cast for the above persons to serve as Director of the Michigan Municipal League Liability and Property Pool.

Official Signature
Date:

Ballot deadline:
November 3, 2022

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8H

City of Sturgis

Bid Tab (Parking Lot Sealcoating & Re-Striping)

A-1 Asphalt Inc. 4634 Division Grand Rapids, MI 49348 1-800-871-4401 Brian@a1asphaltinc.com	Total Bid Price \$ 92,428.00	TM's Asphalt Sealing 24890 Flach Rd. Mendon, MI 49072 269-496-7281	Total Bid Price \$
AIM Asphalt Maintenance 8528 Verona Rd. Battle Creek MI 49014 269-963-2600 Stephen@aimasphalt.com	Total Bid Price \$	Topcote Asphalt Sealers 71449 Stubey Rd. Sturgis, MI 49091 269-625-5570	Total Bid Price \$
Arnt Asphalt Sealing Inc. 1240 S. Crystal Ave. Benton Harbor, MI 49022 269-927-1532 Lois79@arntasphaltco.com	Total Bid Price \$ 184,694.96	Tustins Asphalt Sealing Inc. 931 Industrial Parkway Plainwell MI 49080 269-343-1900 Matt@tustins.com	Total Bid Price \$
Asphalt Solutions Plus LLC. P.O. Box 151 Marshall, MI 49068 269-789-7325	Total Bid Price \$	Quality Asphalt Paving Inc. 5990 M-99 N Homer, MI 49245 517-568-5884 Smileysealcoating@yahoo.com	Total Bid Price \$
Excell Paving Plus 237 N Angola Rd. Coldwater MI 49036 517-278-3134 Rsell@excellpaving.com	Total Bid Price \$ 98,270.00		
K&B Asphalt Sealcoating Inc. 1451 Benner Highway Clayton, MI 49235 517-264-2541 Rocky@kbasphaltsealcoating.com	Total Bid Price \$		Total Bid Price \$
Thompson Construction 455 W. Chicago St. Coldwater, MI 49036 989-239-1060 Msignor101@outlook.com	Total Bid Price \$ 48,330.00		Total Bid Price \$

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A

Application for Obsolete Property Rehabilitation Exemption Certificate

Issued under authority of Public Act 146 of 2000, as amended.

This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) See State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.

Applicant (Company) Name (applicant must be the OWNER of the facility)		
Harrison Investment Properties		
Company Mailing Address (Number and Street, P.O. Box, City, State, ZIP Code)		
71005 Miller Rd Sturgis, MI 49091		
Location of obsolete facility (Number and Street, City, State, ZIP Code)		
105 W. Chicago Rd Sturgis 49091		
City, Township, Village (indicate which)		County
Sturgis		St Joseph
Date of Commencement of Rehabilitation (mm/dd/yyyy)	Planned date of Completion of Rehabilitation (mm/dd/yyyy)	School District where facility is located (include school code)
5-1-2022	31-2023 DEC. 29, 2023	Sturgis 75010
Estimated Cost of Rehabilitation		Number of years exemption requested
\$500,000 \$600,000 Glt		12
Attach legal description of obsolete property on separate sheet.		
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 a loss of employment	<input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated
Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment. <u>15</u>		
<input checked="" type="checkbox"/> Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the box at left if you wish to be considered for this exclusion.		
APPLICANT CERTIFICATION		
<p>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 of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.</p> <p>The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.</p> <p>It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, 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 Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.</p>		
Name of Company Officer (No authorized agents)	Telephone Number	Fax Number
Eugene R Harrison	(269) 689-9326	
Mailing Address	E-mail Address	
71005 Miller Rd	gene.harrison.hip@hotmail.com	
Signature of Company Officer (no authorized agents)	Title	
	owner	
LOCAL GOVERNMENT UNIT CLERK CERTIFICATION		
The Clerk must also complete Parts 1, 2 and 4 on page 2. Part 3 is to be completed by the Assessor.		
Signature	Date Application Received	
FOR STATE TAX COMMISSION USE		
Application Number	Date Received	LUCI Code

LOCAL GOVERNMENT ACTION

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and instruction items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.

PART 1: ACTION TAKEN

Action Date

☐ Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)

☐ Denied

Date District Established

LUCI Code

School Code

PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)

A statement that the local unit is a Qualified Local Governmental Unit.

A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000.

A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.

A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.

A statement that a public hearing was held on the application as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing.

A statement that the applicant is not delinquent in any taxes related to the facility.

If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.

A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.

A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.

A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.

A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district.

A statement that completion of the rehabilitated 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, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.

A statement that 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(l) of Public Act 146 of 2000.

A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.

PART 3: ASSESSOR RECOMMENDATIONS

Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC)

Building Taxable Value

Building State Equalized Value

\$

\$

Name of Government Unit

Date of Action Application

Date of Statement of Obsolescence

PART 4: CLERK CERTIFICATION

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act of 2000 may be in jeopardy.

Name of Clerk

Telephone Number

Clerk Mailing Address

Mailing Address

Telephone Number

Fax Number

E-mail Address

Clerk Signature

Date

For faster service, email completed application and attachments to PTE@michigan.gov. An additional submission option is to mail the completed application and attachments to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909. If you have any questions, call 517-335-7491.

CITY OF STURGIS
Resolution for an OPRA Exemption for 105 W. Chicago Rd.

WHEREAS, pursuant to PA 146 of 2000, the City of Sturgis is a Qualified Local Governmental Unit eligible to establish one or more Obsolete Property Rehabilitation Districts; and

WHEREAS, the City of Sturgis legally established the Obsolete Property Rehabilitation District on June 8, 2022, after a public hearing held on June 8, 2022; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the City of Sturgis; and

WHEREAS, exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit; and

WHEREAS, the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000 on February 28, 2018; and

WHEREAS, the Harrison Investment Properties is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000; and

WHEREAS, the applicant Harrison Investment Properties 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, 2023; and

WHEREAS, the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Sturgis eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, completion of the rehabilitated 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, and revitalize urban areas 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(l) of Public Act 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Sturgis that Harrison Investment Properties hereby is granted an Obsolete Property Rehabilitation Exemption for the real property, excluding land, located in Obsolete Property Rehabilitation District at 105 West Chicago Road for a period of 12 years, beginning December 31, 2022, and ending December 31, 2033 pursuant to the provisions of PA 146 of 2000, as amended.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C

CITY OF STURGIS
JOB DESCRIPTION

ELECTRIC TECHNOLOGY SERVICES SPECIALIST

Supervised By: Electric Department Superintendent

Position Summary:

The Electric Technology Services Specialist (Specialist) is responsible for focusing on technology-driven innovation and exploring new technologies. He or she will be responsible for working with innovative technology that can be leveraged to create solutions and value that Sturgis customers and employees need. Under the direction of the Electric Department Superintendent the Specialist will coordinate and/or utilize all aspects of the City's data acquisition, control systems including the following: Supervisory Control and Data Acquisition (SCADA), Computerized Maintenance Management System (CMMS), Outage Management System (OMS), and the City's fiber infrastructure.

Essential Functions:

This position requires a broad range of knowledge, and technical skills to successfully sustain and provide valuable oversight for the existing systems within the City of Sturgis while innovating, implementing, and supporting new technology services. The Specialist has the overall responsibility for ensuring that key technology work elements such as SCADA, CMMS and OMS are managed, maintained, and enhanced to meet agreed-upon City requirements. The following list of specific responsibilities does not constitute all the duties for which the Specialist may be expected to perform but serves as a reasonable foundation from which to build for the future.

- Collaborate and partner with City Electric Department on technology scope of work areas as appropriate.
- Connect technologies with business problems and promote the application of technologies that address business problems in a way that both technical and non-technical stakeholders understand.
- Identify, develop, influence, and/or make the case for operationalization of emerging technologies that will enhance customer experience, deliver operational efficiencies, and enable next generation product offerings.
- Stay abreast of emerging technologies by attending industry-related conferences/workshops and network with other utility professionals.
- Define key performance indicators aligned with department and city goals.

Employment Qualifications:

- Strong analytical and problem-solving skills with proven ability to conceptualize and design pragmatic solutions.
- Experience with programming development and knowledge with current technologies such as:
 - Artificial Intelligence
 - Data Analytics
 - Geographic Information Systems
 - Automated Metering Infrastructure
 - Outage Management Systems
 - Relational Databases
 - Office Applications
 - Cloud Computing
- Demonstrated ability to effectively communicate with local, state, and federal government officials, engineers, developers, contractors, and the public.
- Demonstrated ability to establish and maintain effective working relationships with staff, contractors, other professionals, and the general public.
- Demonstrated oral and written communication skills.
- Valid driver's license.

Education:

A combination of equivalent education and experience may be taken into consideration beyond the following listed educational requirements:

- Bachelor's degree from an accredited institution with a major in Engineering, Electric Engineering, Computer Science, Computer Engineering, Information Technology, or related field.
- A minimum of five (5) years of progressive experience in a technology field.
- Coursework and/or internship work should be primarily focused on computer programming, electrical distribution, and substation functions.

Working Environment:

Work is primarily in an office environment along with field work which is performed outdoors and may be in a variety of weather conditions that may be extreme at times.

FLSA Status: Exempt

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10D

INVITATION TO BID and BID
For
REPAIR & REPLACEMENT of ROOF VENTS on WATER TOWER

Bid of _____ (Bidder), organized and existing under the laws of or a resident of the State of _____, doing business as a corporation, a partnership or an individual (circle one).

To the City of Sturgis (City).

1. City will receive sealed Bids for REPAIR & REPLACEMENT of ROOF VENTS on WATER TOWER at the City of Sturgis, City Manager's Office, 130 N. Nottawa Street, Sturgis, Michigan 49091 until Monday, September 12th, 2022, 4:00 p.m., local time. No Bids will be received after this date and time. Bids must be submitted on this form and shall be enclosed in an opaque, sealed envelope, marked with "BID ENCLOSED – REPAIR & REPLACEMENT of ROOF VENTS on WATER TOWER", and the name and address of the Bidder. Do not submit an envelope so marked unless a valid Bid is enclosed.
2. Bids may not be withdrawn for a period of 30 days after the actual date of opening thereof. This time period may be extended by mutual agreement of the City and any Bidder or Bidders. It is anticipated that a recommendation for award will be submitted to the Sturgis City Commission for consideration at its meeting on, September 28th, 2022.
3. The City reserves the right to waive any irregularities and to reject any and all Bids. Subject to CITY OF STURGIS Purchasing Policy & Guidelines section 2.1
4. The undersigned Bidder proposes and agrees, if this Bid is accepted, to Repair & Replace Roof Vents on the Water Tower on or before November 30th, 2022.
5. Bidder has visited the site and/or has become familiar with and is satisfied as to the general, local, and site conditions that may affect progress or performance as it relates to the repair and replacement of roof vents as specified.
6. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the City.
7. Specifications: See attached Exhibit A, Specifications and Photographs.
8. Bidder shall provide Certificates of Insurance in accordance with City standards, which are summarized below. Detailed insurance requirements will be provided upon request.
 - Worker's Compensation: Statutory.
 - Comprehensive General Liability: \$500,000/\$1,000,000.
 - Comprehensive Automobile Liability: \$500,000/\$1,000,000.
 - Pollution Liability Insurance with a minimum combined single limit of \$2,000,000 including the Broad Form Property Damage Endorsement.

9. If Bidders have questions, they may contact Mr. Rick Miller, Director of Public Services, (269) 651-2879.

Base Bid _____ (\$ _____)
words (figures)

SUBMITTED _____, 2022_ By: _____
Date* Name of Bidder*

Street* Signature

City, State, and Zip* Name and Title of Signatory*

Telephone Number*

*Typed or printed in ink.

Exhibit A

Specifications and Photographs

SECTION 00 00 40

PROJECT SUMMARY

PART 1 – GENERAL

This Project Summary is an overview of the entire Project and is intended but is not guaranteed, to place all project specifics in one location to aid Bidders.

1.01 SCOPE of WORK

Tank Information:

The structure is a 1,500,000 gallon composite water storage tank located at 400 N. Franks Ave. in Sturgis, Michigan.

The work includes:

- 1) Replace the roof vent.
- 2) Remove the vent from the top of the wet interior roof hatch cover.
- 3) Install a bolted plate over the vacuum pressure relief mechanism near the roof edge.

Access to the site to verify measurements and conditions can be coordinated through Rick G. Miller, City of Sturgis Director of Public Services; Direct Line (269) 659-7291.

SECTION 00 54 00
SCHEDULE OF VALUES

PART 1

1.01 LINE ITEMS

A. Bidder agrees to perform all work as described in the Contract Documents, including all labor and material for the following items – Section 05 00 00:

1. ROOF VENT
\$
2. WET INTERIOR ROOF HATCH COVER
\$
3. HATCH VENT REMOVAL
\$

PROJECT TOTAL INCLUDING #1 THROUGH #3:

\$

Contractor Signature

Company

Date

SECTION 05 00 00

METAL REPAIRS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Steel and Miscellaneous Repairs.

1.02 REFERENCES

- A. AWWA D100 Weld Standard
- B. AWS Weld Standard
- C. API 650 Standard

1.03 OMISSIONS

- A. The specifications include all work and materials necessary for completion of the work. Any incidental item(s) of material, labor, or detail(s) required for the proper execution and completion of the work are included.

1.04 DEFINITIONS

- A. Ground Flush: Ground even with adjacent metal with no transition. This preparation is intended for all removed items.
- B. Ground Smooth: Ground welds to the point that no cuts or scratches occur when rubbing your hand over the weld. Rebuild with weld any concavity discovered during grinding. This preparation is intended for all newly added steel.

1.05 WORK INCLUDED

- 1) Replace the roof vent.
- 2) Remove the vent from the top of the wet interior roof hatch cover.
- 3) Install a bolted plate over the vacuum pressure relief mechanism near the roof edge.

1.06 WORKMANSHIP

- A. Provide material and workmanship necessary to produce a first-class job.
- B. All weld spatter is to be removed prior to coating application.
- C. All removed steel items are to be ground flush with surrounding surface. All new welds are to be ground smooth.
- D. The Contractor is to properly dispose of all removed items.

1.07 WELDER QUALIFICATIONS

- A. Certified for type and position of weld specified.

- B. The welder is to be specialized in industrial or heavy commercial welding and experienced in rigging and elevated work.

1.08 SUBMITTALS

- A. Submit the following ten (10) days prior to coordinating the completion of the Scope of Work:
 - 1. Provide for employees one (1) copy of all data sheets at the job site for employee access.
 - 2. Provide an electronic copy to the Engineer.
 - 3. No work may commence without the complete filing. All SDS are to conform to requirements of SARA (EPCRA) Right-to-Know Act.
 - 4. Safety Data Sheets (SDS) and Product Data Sheets:
 - a. Safety Data Sheets (SDS) for all chemicals or products that contain chemicals.
 - b. Product Data Sheets (PDS) or Technical Data Sheets (TDS) for all items.
 - 5. Welder's certification.

PART 2 – PRODUCTS

2.01 SUBSTITUTIONS

- A. All products specified herein have been determined to meet a minimal standard. The products specified are the standard to which all proposed substitutions are to be compared.

2.02 STEEL PLATING and OTHER STRUCTURAL SHAPES

- A. General Steel: ASTM – A36.
- B. General Stainless Steel: ASTM – 316.

2.03 BOLTS and NUTS

- A. Stainless Steel
 - 1. ASTM F594G – 316 Stainless Steel Bolts.
 - 2. ASTM F594G – 316 Stainless Steel Nuts.
- B. Galvanized Steel
 - 1. ASTM A307 Grade A zinc coated Steel Bolts.
 - 2. ASTM A307 Grade A zinc coated Nuts.

2.04 WELDING ROD

- A. Final – E70XX Electrodes.
- B. Root – E60XX Electrodes.
- C. Wire – ER70S Electrodes.

2.05 ROOF HATCH GASKET

- A. Roof hatch manway gaskets for access points above the high-water level (not in contact with potable water).
- B. There are two options:
 - 1. Full sheet adhered to the interior of the hatch cover:
Gaskets to be meet ASTM D2000 requirements. Gaskets to be ¼ inch thick Ethylene Propylene Diene (EPDM) AB-553 item number 354-16-362 as manufactured/supplied by American Biltrite www.american-biltrite.com (888) 275-7075, or approved equal.
 - 2. Gasket adhered to the edge of the hatch curb:
EPDM foam and vinyl rubber Water and Weather Resistant Rubber Push-on Seal as manufactured/supplied by McMaster-Carr. www.mcmaster.com (562) 692-5911, or approved equal.
- C. Adhesive for gasket to be 3M Super Weather strip and Gasket Adhesive as Manufactured by 3M www.3m.com (888) 364-3577, or approved equal.

2.06 VENT SCREEN

- A. Aluminum wire, maximum twenty-four (24) mesh or smaller.
- B. Manufactured/supplied by McMaster-Carr. www.mcmaster.com (562) 692-5911, manufactured by McNichols www.mcnichols.com (877) 219-6821, or approved equal.

PART 3 - EXECUTION

3.01 PRESSURE VACUUM ROOF VENT

- A. Remove the existing roof vent.
- B. Furnish and install a pressure vacuum roof vent on a new bolted flange. The existing opening is 29.75 in. x 30.25 in. "square" with a curb but no flange. Field verify sizes. A new flange will need to be installed on the existing opening curb.
- C. Note that the existing roof handrail is close to the vent location and a "low profile" vent will need to be installed to avoid contact with the handrail. The height to the bottom edge of the top handrail plate is 34 inches, field verify.
- D. The Contractor may also submit modification of the roof handrail to accommodate the new vent if a "low profile" vent cannot be manufactured. The Owner is to approve any alteration to the handrail, but if cut a new vertical post will be required at the end of the removed railing.
- E. See Drawings 01a-01d.
- F. Payment is a separate line item "Roof Vent" which the Owner reserves the right to delete.

3.02 WET INTERIOR ROOF HATCH VENT REMOVAL

- A. Remove the vent from the wet interior roof hatch cover. The hatch cover is constructed of aluminum.
- B. Remove the vent and grind any attachment framing flush with the cover.
- C. Install a ¼ inch aluminum plate on the exterior of the cover over the opening. The new plate is to be 2 inches larger than the opening all around. Attach using a minimum of four ½ inch aluminum bolts (at each corner). Install a gasket between the plate and the cover.
- D. Install a gasket between the cover and the curb. Install roof hatch gasket using adhesive.
- E. Payment is a separate line item "Hatch Vent Removal" which the Owner reserves the right to delete.

3.03 ROOF VENTILATION HATCH COVER

- A. Remove the existing vacuum relief valve bolted on a flanged square opening near the roof edge. Install a bolted plate over the opening.
- B. The existing opening is approximately 30 in. x 30 in. Field verify the size. The flange size is to be field determined.
- C. Install a ¼ in. steel plate over the opening. The plate is to be flush with the outer edge of the flange all around.
- D. Drill holes in the new plate to match the existing flange holes. Attach with galvanized steel bolts and nuts.
- E. Install a gasket after the exterior coating is dry to the touch. Adhesive is not required on the gasket.
- F. See Drawing 02.
- G. Payment is a separate line item "Bolted Roof Hatch Cover" which the Owner reserves the right to delete.

PART 4 – SPECIAL PROVISIONS

4.01 STEEL REPLACEMENT COATING

- A. All new steel to be shop primed using the specified prime coat over a SSPC-SP10 near white surface preparation.
- B. Do not prime 3 in. from area to be welded.
- C. After installation, spot clean welded areas to a SSPC-SP11 and apply coating as specified.
- D. Use only one manufacturer for repair coating.
- E. Payment is incidental to metal repairs.

4.02 WELD PREPARATION PRIOR to COATING

- A. Prepare all new welds per NACE RPO 0178 prior to coating application. Grind welds to category D.

4.03 COATING REPAIR – WET INTERIOR

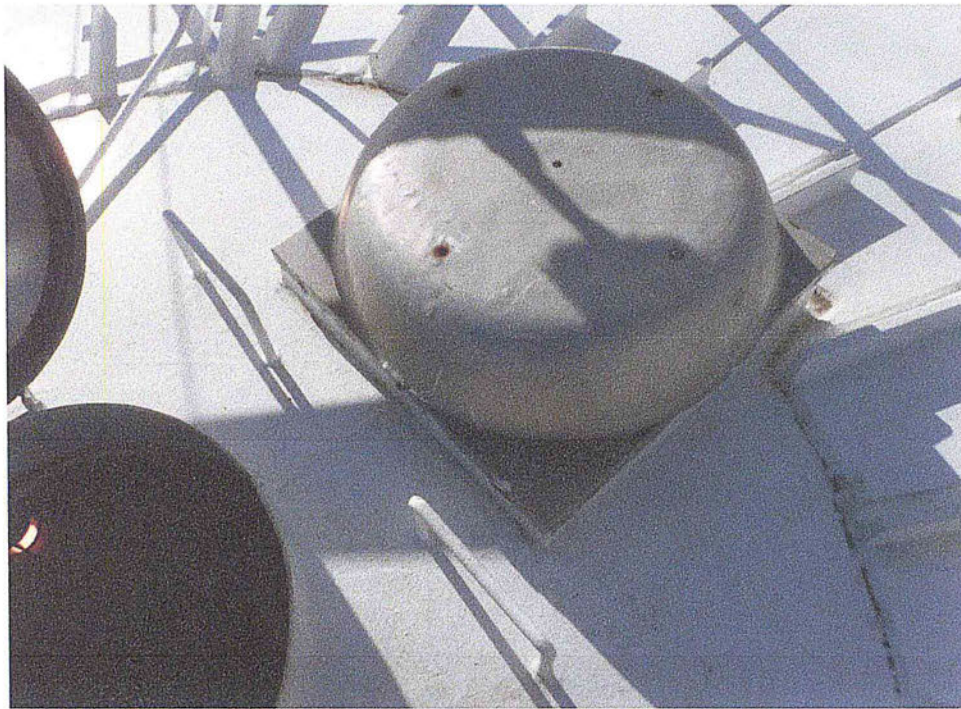
- A. Complete all welding and cutting prior to any surface preparation for painting to avoid contamination of surfaces.
- B. Remove any residue and weld smoke by solvent cleaning.
- C. Power tool clean to a SSPC-SP11 finish all areas damaged by welding.
- D. Use 3M Scotch-Brite Clean'n Strip Discs.
- E. Feather edges of adjacent coating a minimum of ½ in. from exposed steel.
- F. Apply repair system at 3.5 - 4.5 mils per coat as follows:

<u>Manufacturer</u>	<u>System</u>
Tnemec	L140/L140
Induron	PE-70/PE-70
Sherwin Williams	5500LT/5500LT
- G. System to meet all National Sanitation Foundation 600 certification standards for potable water contact.
- H. Contractor to follow the relevant items from Sections 09 97 13 and 09 97 13.10.
- I. Payment is incidental to weld repairs.

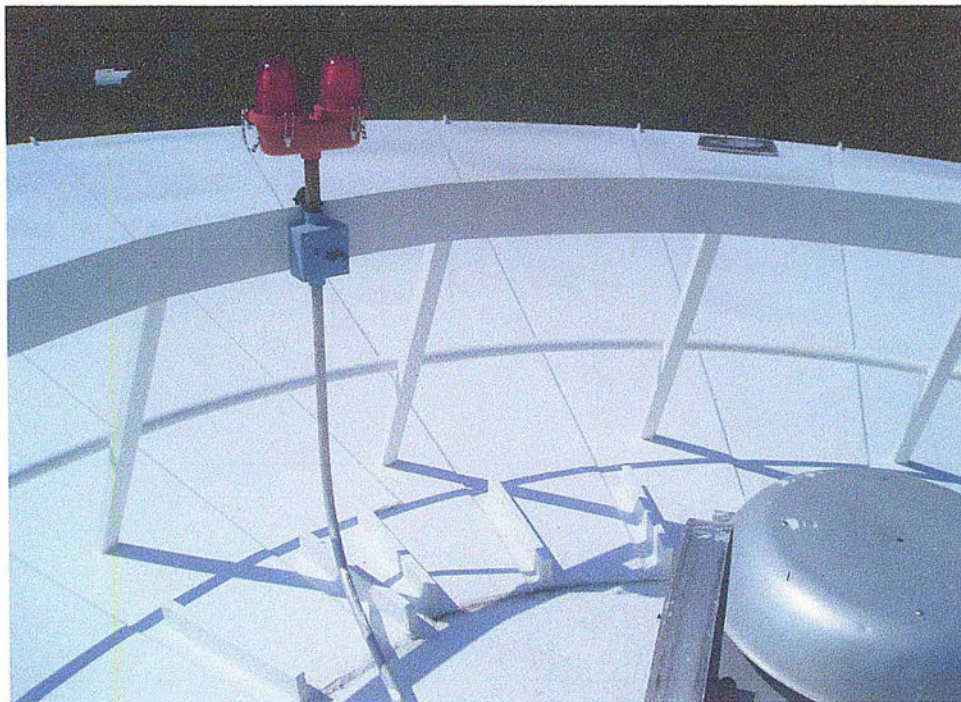
4.04 COATING REPAIRS – EXTERIOR

- A. Complete all welding and cutting prior to any surface preparation for painting to avoid contamination of surfaces.
- B. Remove any residue and weld smoke by solvent cleaning.
- C. Power tool clean to a SSPC-SP11 finish all areas damaged by welding.
- D. Use 3M Scotch-Brite Clean'n Strip Discs.
- E. Feather edges of adjacent coating a minimum of ½ in. from exposed steel.
- F. Apply repair system at 2.0 to 3.0 mils as follows (the color on the roof is to match Tnemec White 00WH):

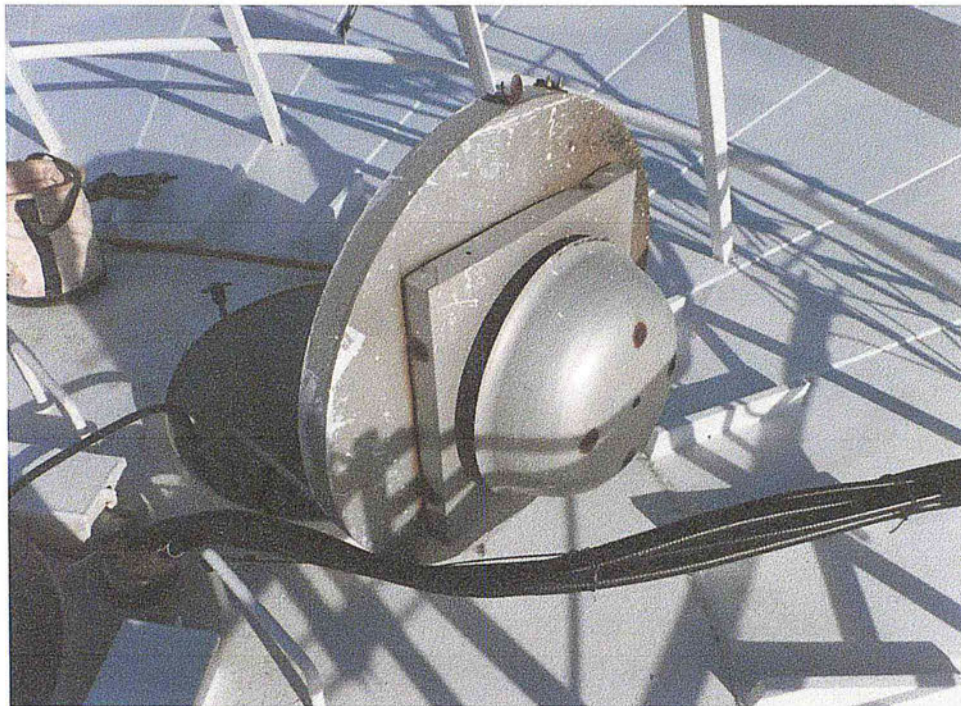
<u>Manufacturer</u>	<u>System</u>
Tnemec	66 (spot)/66/1095/1094
Induron	PE-70 (spot)/PE-70/I-6600/I-6600
PPG	Amerlock 2(spot)/Amerlock 2/Pitthane Ultra/Pitthane Ultra
Sherwin Williams	646PW (spot)/646PW/Acrolon 218/Acrolon Ultra
- G. Contractor to follow the relevant items from Sections 09 97 13 and 09 97 13.10.
- H. Payment is incidental to weld repairs.



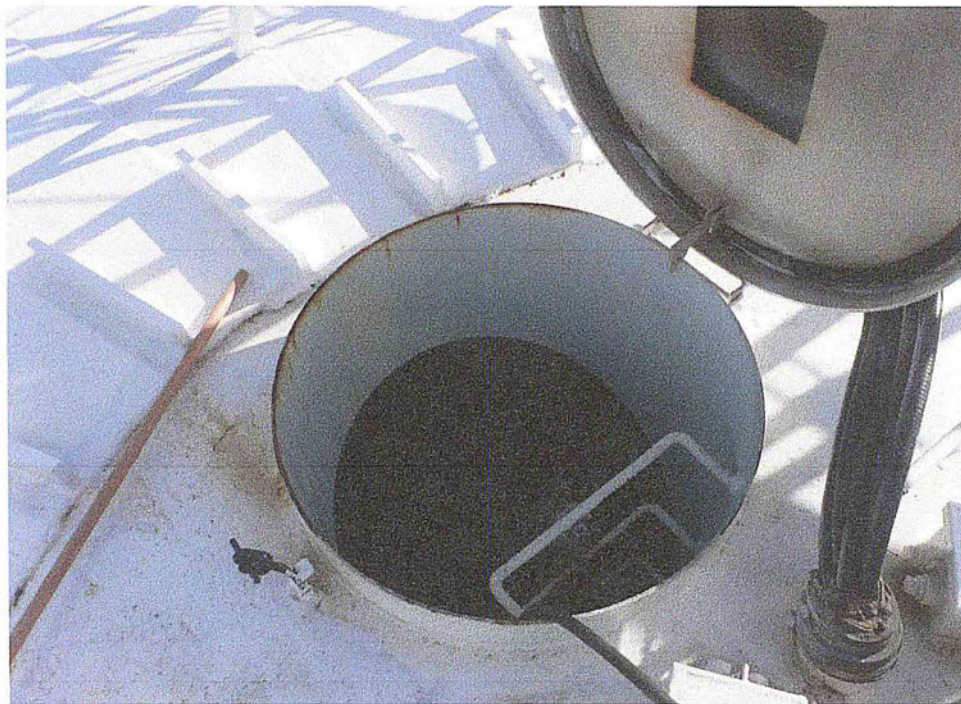
1) Existing roof vent to be replaced.



2) Existing roof vent showing proximity of the handrail.



3) Existing wet interior roof hatch (with vent on top). The vent is to be removed.



4) Wet interior roof hatch showing hole for the vent that is to be patched.



- 5) Existing bolted flange with a pressure relief valve bolted on top. The pressure relief valve is to be replaced with a steel plate.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10E



REQUEST FOR PROPOSALS STATELINE BUSINESS PARK PLANNING

The City of Sturgis (“City”) is seeking proposals from qualified engineering / planning firms (“Consultant”) to assist the City with development planning for an approximately 100 acre tract of land that includes three parcels, scheduled to be combined. Please refer to Exhibit A for a location map and details of the property.

The proposed business park development will be split into two areas; a retail/commercial section adjacent to the road frontage and an industrial/manufacturing section at the back of the development. Services will include conceptual planning for the business park including layout of the site, access and traffic management, utility planning, and associated work.

All proposals that satisfy the criteria outlined in this request for proposal will be accepted by the City until 4:00 PM on November 7, 2022.

PART I. INFORMATION TO BE PROVIDED BY THE CITY

The following information will be provided by the City as attachments to this Request for Proposals.

- A. Location map and property details.
- B. Site survey of parcels one and two (parcel three surrounded by parcel one and two).
- C. Environmental studies of all parcels.
- D. Geotechnical report for parcels one and two.
- E. Wetland delineation and threatened & endangered species report for parcels one and two.
- F. Proposed zoning for the site with map identifying approximate division of commercial/retail and industrial/manufacturing areas (split subject to Consultant’s recommendations).
- G. Map identifying existing utilities (water, wastewater, electric, City-owned fiber) in relation to the site. Also included will be any plans for bringing utilities to the site and proposed locations and capacities.

PART II. SCOPE OF WORK

The proposal shall include the following scope of work, broken down into two subsections, pre-planning services and development planning service.

Pre-Planning Services:

- A. Kick-off Meeting(s) with City Staff. Meet with City staff and stakeholders to review intent for the development, potential challenges of the site, and concepts for review. Will allow the Consultant time to ask questions and gather additional information. Format and proposed number of meetings at the discretion of selected the Consultant, but should be outlined in the proposal.
- B. Evaluation of Existing Conditions and Infrastructure. Review the following elements prior to plan development for inclusion in final concept.
 - 1. *Site Access.* Coordinate with the Michigan Department of Transportation (MDOT) as to the requirements for the development relative to the access plan to the State Highway. Review potential to coordinate with jurisdictions in Indiana to improve and utilize County Road 815 N as access to the site.
 - 2. *Sanitary Sewer Service.* Evaluate existing conditions and proposed connection point to the site. Evaluate remaining capacity of the City's sanitary sewer system to serve this development.
 - 3. *Domestic Water and Fire Protection.* Evaluate existing conditions and proposed connection point/service plan for the site. Evaluate the capacity of the City's water system to serve this development.
 - 4. *Stormwater Management.* Evaluate potential for site-wide stormwater management using existing wetlands/non-developable portions of the property. Additionally evaluate best areas for stormwater management onsite if by others as a consideration to site layout concepts.
 - 5. *Site Land Division Considerations.* Evaluate various concepts for the legal setup of the site such as a subdivision, formal plat, or remaining unplatted property. Include discussion and considerations in final Planning Study.
- C. Pre-planning Engineering Services. The Consultant shall complete necessary engineering services as required to complete the scope of work for the proposal. These may include but are not limited to a topographical survey of the site. Based on review of the scope of work firm can outline recommended alternative services with pricing for completion within its proposal.

Development Planning Services:

- A. Concept Plans. Based on kick-off meeting, pre-planning services, and the below development goals, prepare up to three early-draft concept plans for the development. Concept plans should include or consider the following:

1. *Split Development Concept.* Split development of the site with the east portion of the property (to be adjusted based on recommendation) developed for retail and the remaining property developed for industrial/manufacturing.
 2. *Retail Tenant Space.* Development of a large-scale national retail space is the ideal use for the majority of the retail space with potential out-lots to be considered for smaller-format development.
 3. *Development Access and Circulation.* Plans should show proposed access to the development as well as internal circulation among areas and lots on the site.
 4. *Development Utilities.* Concepts should include high-level, general plans for routing of utilities including water, wastewater, and electric onsite, along with provisions for necessary on-site structures such as water towers, substations or City-owned transformers, lift stations, etc. On-site structures should only be shown as needed based on pre-planning evaluations.
 5. *Development-based Stormwater.* If determined to be viable during pre-planning, at least one concept should include high-level, general plans for siting and routing of on-site stormwater retention.
 6. *Amenities.* Concepts should include recommended amenities such as landscaping themes, lighting, proposed pedestrian features, etc.
 7. *Site Flexibility.* Concepts should consider flexibility for development of both the retail and industrial portions of the site. The Industrial area should provide flexibility for various size lots and scales of development from whole-area developments to subdivided lots. Retail area should consider adaptability of primary site to various formats including a single large-scale national retail space development as well as strip development format with multiple medium-sized to smaller tenants.
- B. Opinion of Cost. Prepare an opinion of cost for each of the concept plans proposed. Cost should be broken down into major project elements to allow for analysis of alternatives.
 - C. Concept Review Meeting(s) with City Staff. Meet with City staff and stakeholders to review concepts and narrow down to final concept plan. Format and proposed number of meetings at the discretion of the Consultant but should be outlined in the proposal.
 - D. Final Concept and Planning Study. Based on feedback from the review meeting, a final concept shall be developed/refined. While placement of elements like utilities are not expected to be fully-engineered, placement should reflect realistic routes given the site. A planning study report shall accompany the final concept. This report shall document and combine all findings of the pre-planning tasks, reflect the final concept, identify any items needing further analysis outside the scope of this study, list the permitting requirements, and state the anticipated investment required by the City to develop a shovel ready site for the final concept. An implementation plan outlining the activation steps is to be included.

PART III. PROPOSAL CONTENTS AND SUBMITTAL REQUIREMENTS

The proposal shall be limited to 20 pages and shall include, at a minimum, the following information:

- A. Statement of Project Understanding and Approach. This should include plans to complete the scope of work, specifically the approach for meetings with staff and stakeholders, proposed project timeline, and any recommended additions/changes to the scope of work as laid out in this proposal.
- B. General information about the firm and its qualifications. This includes but is not limited to:
 - 1. *Consultant Personnel.* Personnel to be assigned to the project, including information about their project responsibility, professional qualifications, and relevant project experience.
 - 2. *Experience.* Past project experience, including references that demonstrate direct experience with planning and designing large-scale national retail developments and industrial park developments.
 - 3. *Subcontractors.* If subcontractors are to be used by the firm for any elements of the project, a list of the firms and their relevant experience.
 - 4. *Reference Work.* Provide summary examples of previous, relevant work experience such as site design work, project one-pagers, etc. Reference work should include contact information for a client involved with the project.
- C. Fees. Provide a Not-to-Exceed lump sum fee range for the scope of work outlined in Part II EXCEPT Pre-Planning Engineering services (Section C under Pre-Planning Services).

Also please provide costs per-service for the following items, which may or may not be accepted at the option of the City:

- 1. Topographical Survey of Development Site.
 - 2. Any additional, alternate services that the Consultant feels may be needed to successfully complete the scope of work.
- D. Proposal Details. Provide one complete bound copy and one electronic copy of the same in a sealed envelope with the below noted in the lower right corner of the envelope and addressed to:

City of Sturgis
Stateline Business Park Planning Proposal
c/o City Manager's Office
130 N. Nottawa
Sturgis, MI 49091

All proposals should identify a point person to whom further communication should be directed through the proposal process.

PART IV. PROPOSAL REVIEW PROCESS

Proposals will be reviewed by a team of City Staff along with a representative of the Sturgis City Commission, Sturgis Economic Development Corporation Board, and Sturgis Local Development Finance Authority Board (the Review Committee). Proposals will be reviewed after opening by the Committee. The Committee may choose to invite up to three responding consultants for an interview. If scheduled, interviews would occur the week of November 28th at a date and time mutually agreed by the Committee and the Consultant. Staff anticipates taking a recommended proposal for award to the Sturgis City Commission in December 2022.

All proposals received will be evaluated by the Committee for selection purposes.

- A. WORK PLAN (15 points)
- B. WORK HISTORY (10 points)
- C. FIRM QUALIFICATIONS (10 points)
- D. PERSONNEL QUALIFICATIONS (10 points)
- E. PRICE (8 points)

Any questions regarding the proposal or review process can be directed to:

Jeff Coney, Community Development Specialist

Email: jconey@sturgismi.gov

Office Phone: 269-659-7233

If necessary, City staff will release addenda to the point person for the consultant listed in the proposal.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10F

POLICY STATEMENT



NON-AVIATION USES ON AIRPORT

Effective Date:
Last Revised:

Office of Origin: Airport
Authorized By:

Policy Statement

This policy governs local rules regarding non-aviation uses at Kirsch Municipal Airport. This policy relies on Federal Aviation Administration (FAA) and Michigan Department of Transportation Aeronautics (MDOT Aero) policy, rules, and guidance to define its scope and is intended to address narrow areas of discretion allowed to the airport as well as how to address corrective action.

Policy

- A. **Aeronautical versus Non-Aeronautical Uses.** Aeronautical versus non-aeronautical uses will be defined as by currently-applicable FAA and MDOT Aero policy and guidance.
- B. **Approved versus Unapproved Non-Aviation Uses.** Non-Aviation uses will be allowed as identified by the FAA and MDOT Aeronautics policy. Where there is a question of acceptability or discretion allowed in these sources, staff will consult with representatives of these agencies to determine the airport's ability to locally approve a use.
- C. **Unapproved Non-Aeronautical Uses.** If an unapproved non-aeronautical use is found to exist on the airport, tenants will be notified as per their lease and have a period of sixty days to cause the unapproved use to cease. This may be achieved by:
 - 1. Eliminating the unapproved non-aeronautical use.
 - 2. Locating an eligible aeronautical use at the hangar so as to bring the hangar into conformity.
 - 3. Altering the unapproved non-aeronautical use to bring the use into conformity.
 - 4. Selling the hangar.

After sixty days, staff shall provide an additional 30-day notice to the tenant/owner as indicated in the lease. At the end of the 90-day period, if the tenant/owner has indicated a plan for correction and offered proof of good-faith efforts to execute that plan, further extensions may be granted after review and approval by the Airport Advisory Committee (AAC). If an extension is not granted at any point after the 90-day period the default provisions of the lease will be pursued, including eviction.

- D. **Airport Approval of Non-Aviation Uses.** Where a non-aviation use has been questioned and it has been confirmed by MDOT Aero as within the airport's discretion to allow the use, such a use will be reviewed and acted upon by the AAC. To be allowed, the AAC must vote for the use at a Committee Meeting.
 - 1. **Standards for review.** All non-aviation uses considered by the AAC will consider the following as part of their review of the use:
 - i. Use must be inside the building.

- ii. Use will not negatively impact aviation operations of the hangar or the rest of the airport.
 - iii. Use shall occupy no more than 25 percent of the floor area of the hangar.
 - iv. No parking or un-escorted visitors related to the use shall be allowed at the hangar.
 - v. No use shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or nuisance to any greater or more frequent extent than a non-repair-based aviation use of the hangar.
 - vi. Use has been reviewed by the City of Sturgis to determine if hangar is compliant with building code and other regulations.
 - vii. Only one sign shall be allowed for the use and must:
 - 1. Be sized no more than 144 square inches.
 - 2. Not be internally lit or directly externally lit.
 - 3. Must be attached to the hangar.
2. **Agreement of Use.** For any use approved by the AAC, an agreement must be signed by the Lessee/Owner and the City outlining any special conditions placed upon the use for it to be approved.
3. **Timeframe of Approval.** If a use has been approved by the AAC, it can remain so long as all of the following conditions exist:
- i. The individual who owned/rented the hangar at the time of the request remains the owner/renter of the hangar.
 - ii. The use remains unchanged as it was presented and approved by the AAC and the owner/renter remains in compliance with the terms of this policy and the Agreement of Use.
 - iii. The use remains compliant with all FAA and MDOT Aeronautics policies.

Signatures *(section to be completed by City Manager or City Clerk)*

<p>CITY MANAGER</p> <p>Reviewed <input type="checkbox"/> Approved <input type="checkbox"/></p> <p>Michael L. Hughes City Manager</p>	<p>CITY COMMISSION</p> <p>Approved <input type="checkbox"/> Not Applicable <input type="checkbox"/></p> <p>City Commission Meeting Date:</p> <p>Motion: _____ Commissioner</p> <p>Second: _____ Commissioner</p> <p>Vote: _____ 0 Yea ; 0 Nay</p>
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Revision History

Revision Date	Section(s) Revised	City Manager Reviewed / Approved	Commission Approved
xx/xx/xx	List headings with revisions	Include initials and date	Indicate either N/A or date of approval

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10G

CITY OF STURGIS

RESOLUTION TO CONTROL 2023 MUNICIPAL HEALTH CARE COSTS

WHEREAS, Public Act 152 of 2011 (PA 152), an act to limit a public employer's expenditures for employee medical benefit plans, was approved by the State of Michigan and made effective September 27, 2011 and

WHEREAS, PA 152 mandates hard cap limits on health care expenses for public employers in a total amount equal to \$7,399.47 times the number of employees with single person coverage, \$15,474.60 times the number of employees with individual and spouse coverage or individual plus one nonspouse dependent coverage, and \$20,180.43 times the number of employees with family coverage, for a medical benefit plan coverage year beginning on or after January 1, 2023; and

WHEREAS, PA 152 allows public employers the option, instead of the hard cap, of electing to pay not more than 80% of the total annual costs of all of the medical benefit plans it offers or contributes to for its employees and elected public officials with a majority vote of its governing body; and

WHEREAS, PA 152 allows local units of government, including cities, the option to opt out of all limits set forth in the act with a 2/3rds majority vote of its governing body; and

WHEREAS, these limits would impact all non-union employees beginning January 1st, 2023 and all union employees upon the expiration of their current union contract; and

WHEREAS, the City Commission has approved cost-sharing levels for non-union employees equal to 20% of the rates for traditional health care plans; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STURGIS, that the City will comply with the requirements of Public Act 152 of 2011 for the 2023 calendar year by opting out of the requirements of the Act as stipulated in Section 8 of the Act; and

LET IT BE FURTHER RESOLVED, that the City will implement cost-sharing levels for employees equal to \$200 for a single or \$300 for dual and family coverage when enrolled in the high deductible health plan; and

LET IT BE FURTHER RESOLVED, that the City will implement health incentives equal to \$100 for employees that complete 24 visits to the Doyle Community Center in the calendar year and \$100 for each employee and an additional \$100 if the employee's spouse also participates in a health screening which will be discounted from the biweekly employee contribution levels; and

LET IT BE FURTHER RESOLVED, that the City will contribute \$0.00 in 2022 to Flexible Spending Accounts; and

LET IT BE FURTHER RESOLVED, that the City will rebate \$3,500.00 for declining medical coverage and an additional \$200 for also declining dental.

LET IT BE FURTHER RESOLVED, that the City will contribute \$1,200.00 in 2022 to each Health Savings Account established, with payments distributed during January 2023.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY

RACHAEL EUBANKS
STATE TREASURER

March 22, 2022

PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS ANNUAL COST LIMITATIONS – CALENDAR YEAR 2023

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

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2022, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$7,304.51 times the number of employees and elected public officials with single-person coverage
- \$15,276.01 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$19,921.45 times the number of employees and elected public officials with family coverage.

The limits for 2023 equal the 2022 limits increased by **1.3 percent**. The 1.3 percent is the percentage change in the medical care component from the period March 2020-February 2021 to the period March 2021-February 2022.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2023, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

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

Rachael Eubanks

Rachael Eubanks
State Treasurer

March 22, 2022

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10H



TO: Michael L. Hughes, City Manager
 FROM: Holly Keyser, City Controller
 SUBJECT: 2021-2022 Proposed Budget Amendment
 DATE: September 23, 2022

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 2021-2022 fiscal year, as compared to those originally estimated in the 2021-2022 approved budgets as previously amended.

	Original Budget	Amendment 1 12.20.21	Amendment 2 2.9.22	Amendment 3 4.27.22	Amendment 4 9.28.22	Proposed Budget
General Fund - 101						
Property Taxes	\$2,654,370					\$2,654,370
Payment in Lieu of Taxes	\$2,655,690					\$2,655,690
Federal Sources	\$0				\$645,000	\$645,000
State Sources	\$2,777,400					\$2,777,400
Licenses & Permits	\$60,000				\$68,000	\$128,000
Charges for Services	\$220,500					\$220,500
Fines and Fees	\$33,000					\$33,000
Interest Income	\$80,000				(\$18,641)	\$61,359
Other Revenue	\$173,180				\$645,000	\$818,180
Administrative Reimbursement	\$1,113,600					\$1,113,600
Total Revenue	\$9,767,740	\$ -	\$ -	\$ -	\$1,339,359	\$11,107,099
General Government	\$1,587,726			\$37,000	\$28,300	\$1,653,026
Police and Fire	\$4,708,712				\$37,500	\$4,746,212
Community Development	\$240,918			\$200,000		\$440,918
Public Works	\$638,220				(\$77,800)	\$560,420
Health and Welfare	\$57,000				\$645,000	\$702,000
Recreation and Culture	\$649,952					\$649,952
Debt Service	\$19,040					\$19,040
Capital Outlay	\$705,500		\$7,350		(\$323,000)	\$389,850
Contributions to Other Funds	\$1,626,760	\$192,960			\$452,040	\$2,271,760
Total Expenditures	\$10,233,828	\$ 192,960	\$ 7,350	\$ 237,000	\$762,040	\$11,433,178
Change in Fund Balance	(\$466,088)	(\$192,960)	(\$7,350)	(\$237,000)	\$577,319	(\$326,079)
Beginning Fund Balance	\$2,899,146	\$2,433,058	\$2,240,098	\$2,232,748	\$1,995,748	\$2,899,146
Projected Ending Fund Balance	\$2,433,058	\$2,240,098	\$2,232,748	\$1,995,748	\$2,573,067	\$2,573,067

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

Federal Grant for ARPA/SLFRF	\$ 645,000
Miscellaneous Revenue for Sturgis Hospital Loan Payback	\$ 645,000
Permit Revenue	\$ 68,000
Interest Revenue	\$ (18,641)

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

General Government for various Information Technology estimated costs	\$ 28,300
Police and Fire for Retention Incentive Program	\$ 37,500
Public Works for Brush/Leaf Pickup and Vacant Engineering Position	\$ (77,800)
Health and Welfare for Hospital Loan under the SLFRF grant	\$ 645,000
Contribution to Capital Reserve	\$ 645,000
Contribution to Ambulance Fund reduced by use of grant funding	\$ (192,960)
Capital Outlay reduced for revised estimates of projects to be deferred	\$ (323,000)

Summary of Budget Amendments for FY2022:

Original Budgeted Expenditures in the General Fund		\$10,233,828
Amendment 1-12.20.21 to add contribution to Ambulance Fund	\$ 192,960	\$10,426,788
Amendment 2-2.9.22 for Spence Storage Barn	\$ 7,350	\$10,434,138
Amendment 3-4.27.22 for DDA Grant/Comp Study	\$ 237,000	\$10,671,138
Amendment 4-9.28.22 for Hospital Loan/SLFRF Grant/Contributions	\$ 762,040	\$11,433,178

	Original Budget	Amendment 1 2.2.2022	Amendment 2 4.6.2022	Amendment 3 9.7.2022	Proposed Budget
Downtown Development Authority Fund - 214					
Revenue	97,757	3,850	396,646	15,213	513,466
Expenditures	107,014	6,010	404,500	12,926	530,450
Change in Fund Balance	(9,257)	(2,160)	(7,854)	2,287	(16,984)
Beginning Fund Balance	73,706	64,449	62,289	54,435	73,706
Projected Ending Fund Balance	64,449	62,289	54,435	56,722	56,722

The Downtown Development Fund budgeted revenue was changed due to the following:

Rentals - Dumpsters	510.00
Event Income and Sponsorship	14,703.00

The Downtown Development Fund budgeted expenditures were modified due to the following:

Wages	1,380.00
Office Expense	800.00
Printing and Publishing	100.00
Promotion & Events	10,646.00

	Original Budget		Amendment 1 10.27.21	Amendment 2 9.28.22	Proposed Budget
Economic Development Fund - 244					
Revenue	-	-	-	-	-
Expenditures	-	-	915,621	8,000	923,621
Contribution from General Fund	-	-	-	-	-
Contribution from Capital Reserve Fund	-	-	300,000	8,000	308,000
Change in Fund Balance	-	-	(615,621)	-	(615,621)
Beginning Fund Balance	615,621	615,621	615,621	-	615,621
Projected Ending Fund Balance	615,621	615,621	-	-	-

The Economic Development Fund is amended to reflect activity related to the City-EDC Development Agreement

	Original Budget			Amendment 1 09.28.22	Proposed Budget
Housing Department Fund - 251					
Revenue	100	-	-	-	100
Expenditures	69,920	-	-	27,500	97,420
Contribution from General Fund	69,920	-	-	-	69,920
Change in Fund Balance	100	-	-	(27,500)	(27,400)
Beginning Fund Balance	47,086	47,186	47,186	47,186	47,086
Projected Ending Fund Balance	47,186	47,186	47,186	19,686	19,686

The Housing Department Fund expenditures are increased for the purchase of tax-foreclosed properties approved in July.

	Original Budget	Amendment 1 10.27.21	Amendment 2 01.19.22	Amendment 3 09.28.22	Proposed Budget
Capital Reserve Fund - 401					
Revenue	10,000	-	-	-	10,000
Expenditures	-	-	-	-	-
Contribution from General Fund	620,000	-	-	645,000	1,265,000
Contribution to Other Funds	850,000	300,000	32,172	8,000	1,190,172
Change in Fund Balance	(220,000)	(300,000)	(32,172)	637,000	84,828
Beginning Fund Balance	4,146,921	3,926,921	3,626,921	3,594,749	4,146,921
Projected Ending Fund Balance	3,926,921	3,626,921	3,594,749	4,231,749	4,231,749

The Capital Reserve Fund budgeted expenditures were modified due to the following:

Contribution to EDC Fund 244 for Development Agreement	300,000.00
Contribution to Doyle Fund 265 for Locker Room Renovation	32,172.00
Contribution to Economic Development Fund 244 for Balance of Agreement	8,000.00

	Original Budget			Amendment 1 09.28.22	Proposed Budget
Ambulance Fund - 505					
Operating Income	140,000	-	-	-	140,000
Operating Expenses	331,460	-	-	-	331,460
Non-Operating Income (Expense)	(1,500)	-	-	-	(1,500)
Net Income	(192,960)	-	-	-	(192,960)
Capital Contributions/Grants	-	-	-	192,960	192,960
Contribution from General Fund	192,960	-	-	(192,960)	-
Change in Net Assets	-	-	-	-	-

The Ambulance Fund is amended to reflect the use of ARPA/SLFRP grant funds in lieu of a General Fund Contribution.