



AGENDA
CITY COMMISSION MEETING
WEDNESDAY, OCTOBER 26, 2022
CITY HALL - WIESLOCH RAUM
130 N. NOTTAWA ST.

WORK SESSION 5:00 P.M.

1. Discuss Reorganization for Parks & Cemetery and Doyle & Recreation Boards

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
 - A. N. Lakeview Traffic Control Order #22-03 – Barry Cox
10. NEW BUSINESS
 - A. Purchase of Vehicles – Holly Keyser
 - B. Purchasing Policy Update – Holly Keyser
 - C. Minimum Value Health Care Plan – Holly Keyser
 - D. Executive Search Firm – Michael Hughes
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

CONSENT AGENDA

8A. Action of Minutes of Previous Meetings

APPROVE the minutes from the October 12, 2022 work session as presented.

APPROVE the minutes from the October 12, 2022 regular meeting as presented.

8B. Pay Bills

AUTHORIZE the payment of the City bills in the amount of \$2,868,037.29 as presented.

8C. Chocolate in the City

APPROVE the request for use of parking spaces for Chocolate in the City from 2:00 pm to 9:00 pm on Friday, November 18th.

8D. Auditorium Board Resignation

ACCEPT the resignation of Alex Scheske from the Sturges-Young Center for the Arts Board and SEND a letter of recognition for his service.

8E. N. Lakeview Avenue Traffic Control Order #22-02 (South of RR Tracks)

APPROVE traffic control order #22-02 as presented.

8F. Wenzel Avenue Traffic Control Order #22-05

APPROVE traffic control order #22-05 as presented.

Manager's Report

OCTOBER 26, 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. Discuss Reorganization for Parks & Cemetery and Doyle & Recreation Boards

Staff: Michael Hughes

As per Commission direction at the September 28th City Commission meeting, City staff has set this work session to discuss potential reorganization of the Parks and Cemetery and Doyle and Recreation Boards. Members from both existing boards and the Sturgis Area Community Foundation have been invited to attend the work session and participate in the discussion.

Included in your packet:

1. Doyle Board Bylaws (As Adopted by the Board)
2. City Charter – Cemetery Board
3. City Ordinances – Parks and Rec Board

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for October 26, 2022 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the October 12, 2022 work session as presented.

Consent Agenda Motion:

APPROVE the minutes from the October 12, 2022 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$2,868,037.29 as presented.

8C. Chocolate in the City

The Sturgis Downtown Development Authority (DDA) will hold “Chocolate in the City” on Friday, November 18th, 2022 from 5:30 to 8:00 pm. As part of the event, the DDA is requesting use of four parking spots on US-12 on the corner of U.S. 12 and Pleasant Ave. for two food truck vendors. The parking spaces would be reserved from 2:00 pm to 9:00 pm.

Consent Agenda Motion:

APPROVE the request for use of parking spaces for Chocolate in the City from 2:00 pm to 9:00 pm on Friday, November 18th.

8D. Sturges-Young Center for the Arts Board Resignation

Alex Scheske submitted his resignation from the Sturges-Young Center for the Arts board. Alex served on the executive committee and as the Educational Outreach and Youth Engagement chair. Staff has received interest from one candidate for the position and will be advertising to the community. Candidates to fill the vacancy will be brought back to the Commission at a future meeting.

Consent Agenda Motion:

ACCEPT the resignation of Alex Scheske from the Sturges-Young Center for the Arts Board and SEND a letter of recognition for his service.

8E. N. Lakeview Avenue Traffic Control Order #22-02 (South of RR Tracks)

As part of the reconstruction of North Lakeview Avenue from US-12 to the Michigan Southern Railroad tracks in 2019, the City widened the street and installed bike lanes. This decision came after informational meetings prior to the project's design, where the Commission evaluated conceptual options for design of the street. This final design included the installation of the bike lanes and continued prohibition of on street parking.

As staff investigated the potential for bike lanes north of the railroad tracks, it was determined that while the Commission made the decision to add bike lanes and prohibit parking, a formal traffic control order was not approved for the US-12 to railroad tracks segment. To remedy this, staff has prepared traffic control order (TCO) #22-02. No signage changes would be necessary in this area.

Consent Agenda Motion:

APPROVE traffic control order #22-02 as presented.

Included in your packet:

1. TCO #22-02

8F. Wenzel Avenue Traffic Control Order #22-05

The City of Sturgis has typically prohibited parking on narrow streets which are also classified as Act 51 Major streets. One such example is Wenzel Avenue. It is an Act 51 Major street that is 24 ft. wide. Major streets are required to be at least 28 ft. wide from face-of-curb to face-of-curb if they are to allow for parallel parking on one side of the street.

Recently a discussion about a project on Wenzel brought attention to the fact the City only had two “No Parking” signs on Wenzel Avenue between Prairie Avenue and S. Jefferson Street. Further examination of the City’s traffic control orders did not find a traffic control order to prohibit parking on any portion of Wenzel Avenue.

Included in your packet is traffic control order (TCO) #22-05. This TCO would formalize the existing traffic control on Wenzel Avenue and allow us to add “No Parking” signs between Prairie and S. Jefferson as needed.

Consent Agenda Motion:

APPROVE traffic control order #22-05 as presented.

Included in your packet:

1. TCO #22-05

9. Unfinished Business

A. N. Lakeview Traffic Control Order #22-03

Staff: Barry Cox

As discussed at the October 12th City Commission meeting, the City of Sturgis is planning to resurface North Lakeview Avenue from the Michigan Southern Railroad tracks north to Cheshire Drive as part of two separate projects in 2023.

Staff received a citizen request regarding installation of bike lanes within this project area. The request aligned with the “Non-Motorized Trailway Master Plan” from 2014 for bike lanes on these segments of N. Lakeview.

The change would require prohibiting parking on both sides of North Lakeview Avenue to accommodate the installation of bike lanes. Currently, on street parking is prohibited on the west side of the street.

Staff prepared a draft traffic control order #22-03. This order would prohibit parking on both sides of North Lakeview and outlines sign changes associated with the change. Included in your packet are two maps showing the proposed signage changes, if approved.

At the public hearing on the 12th the Commission heard public comments for and against the proposed bike lanes and prohibition of parking.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY Traffic Control Order #22-03 as presented.

Staff Recommendation:

APPROVE

Included in your email:

1. Traffic Control Order Maps
2. Traffic Control Order 22-03

10. New Business

A. Purchase of Vehicles

Staff: Holly Keyser

Staff is looking to move forward with the purchase of three vehicles budgeted for Fiscal Year 2022-23 in the motor vehicle fund. These purchases include a cutaway van with service body for the Electric-Meter department and two patrol Chargers for the Police department.

Cutaway Van with Service Body

The proposed cutaway van purchase is a service vehicle for the Electric Meter department. The specified unit is a 2023 Ford Transit 350 with a Knapheide service body. Both the vehicle and service body are available for purchase through the MiDeal program. Included in your packet is the capital request and justification form for the vehicle presented at this year's budget work session.

Included in the packet is a letter of authorization that was required to be included in the build queue for the program. The authorization letter references approval by the City Commission, which is being requested now.

This vehicle is replacing a 2006 model that was kept in the fleet when an additional meter tech was hired. The cost for this vehicle is the MiDeal price of \$44,484.00 for the cutaway van plus \$26,559.00 for the Knapheide service body; a total cost of \$71,043.00. The amount budgeted for this vehicle is \$45,000.00.

The FY 2022-23 vehicle budget included \$45,000.00 for this vehicle. The purchase was originally budgeted at this amount in FY 2021-22 for a service van similar to those used by the Engineering department. As the vehicle type was reevaluated and programmed into the FY 2022-23 budget, the pricing estimate was brought forward. At the time of budgeting up-to-date costs from MiDeal for the cutaway van were unavailable.

Based on current information, the van will likely be unavailable until May of 2023. As delivery gets closer, an installment purchase financing option will be discussed with the Commission.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the purchase of a 2023 Ford Transit 350 SRW LR 138" Wheelbase AWD Cutaway from Signature Auto Group under the State of Michigan MiDeal contract in the amount of forty-four thousand, four hundred and eighty-four dollars (\$44,484.00) as presented.

Move that the Sturgis City Commission APPROVE/DENY the purchase of a service body from Knapheide Truck Equipment – Flint under the State of Michigan MiDeal contract in the amount of twenty-six thousand, five hundred and fifty-nine dollars (\$26,559.00) as presented.

Staff Recommendation:

APPROVE and APPROVE

Patrol Vehicles

Included in your packet is a quote from LaFontaine Chrysler-Dodge-Jeep-Ram of Lansing, Michigan for two 2022 all-wheel drive (AWD) Dodge Charger police units. These units are priced through the MiDeal program and quoted at \$34,528.00 each, or \$69,056.00 for the two. The units are currently onsite at the dealership and ready for delivery. The FY 2022-23 budget included \$35,000.00 each for two units.

Not included in the cost is the outfitting of the units for service. This typically runs between \$8,000.00 and \$12,000.00.

These units would replace two patrol vehicles currently operating in the fleet. Staff intends to sell these existing units via public auction and will bring back authorization at a future meeting.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the purchase of two 2022 Dodge Charger AWD Police vehicles from LaFontaine Chrysler-Dodge-Jeep-Ram under the State of Michigan MiDeal contract in the total amount of sixty-nine thousand, fifty-six dollars (\$69,056.00) as presented.

Staff Recommendation:

APPROVE

Included in your packet:

1. Cutaway Van Capital Request and Justification Form
2. Cutaway Van Letter of Authorization
3. Cutaway Van Picture
4. Ford Transit Pricing
5. Knapheide Service Body Quote
6. Dodge Charger Police Unit Quote

10. New Business

B. Purchasing Policy Update

Staff: Holly Keyser

In September, staff held a work session at the Commission's request to provide an overview of the City's purchasing policy that covers topics such as spending authority and approval procedures. At the meeting staff indicated that based on the discussion and overall staff review of the policy, they would bring back recommended changes to the City Commission.

Included in your packet is a redlined version of the purchasing policy incorporating several updates and changes. Significant proposed changes include:

- **Table of Contents:** Updated to sync with latest page numbering; please note page numbers will not be accurate to the redlined version of the policy.
- **Section III:** Added "or other cooperative purchasing programs as approved by the Commission" to existing language regarding use of the State of Michigan purchasing system (MiDeal) as a substitute for the bidding process. This will allow for other similar group purchasing systems to be approved for use on a case-by-case basis.
- **Section 3.1:** Increased the threshold for department heads to make a budgeted purchase directly from vendors from \$5,000.00 or less to \$10,000.00 or less.
- **Section 3.2:** Changed the threshold for purchases needing three written quotes from "\$1,000.00 to \$5,000.00" to "\$2,000.00 to \$10,000.00".
- **Section 3.4:** Added language allowing for the use of electronic bidding systems and electronic bid openings. One such system being implemented is the Michigan Inter-governmental Trade Network (MITN). The policy language would allow for other similar systems to be used as well.
- **Section 4.2:** Deleted provision requiring contact with local vendors if using a cooperative purchasing program.

- **Section 4.3:** Increased the threshold for Commission approval of professional services contracts from \$10,000.00 to \$30,000.00. This reflects the threshold for physical purchases such as equipment.
- **Section 4.6:** Eliminated language regarding details related to handling of petty cash funds to reimburse purchases. Language was outdated as the City no longer uses “petty cash” funds for small purchases. Small purchases are now typically handled via City-issued credit card.
- **Section 4.10:** Added language regarding Electric department purchases, increasing the threshold in this department for purchases of equipment and services without Commission approval from \$30,000.00 to \$60,000.00.
- **Section 5.4:** Added section to identify insurance guidelines to be used as part of bidding specifications.
- **Section IX:** Changed person responsible for approving disposal of surplus goods from the City Manager to the City Controller and increased the value threshold for City Commission approval of disposal of surplus goods from \$10,000.00 to \$30,000.00.

Other changes included correction of typos and language usage, correction of titles or departments to current practice, and other changes to coordinate with one or more the changes listed above.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the amended purchasing policy as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. Purchasing Policy Redlined Draft
2. Purchasing Guideline Chart

10. New Business

C. Minimum Value Health Care Plan

Staff: Holly Keyser

Currently the City provides regular, full-time employees a variety of benefits including health insurance. As defined in the Employee Handbook, regular, full-time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the City's full-time schedule. For these employees, the City offers a Simply Blue HSA Plan with a \$2,000.00/\$4,000.00 in-network deductible with an annual City contribution to the employee's HSA account.

Employees that are not regular, full-time employees may be eligible to receive an offer of health insurance based upon specific guidelines established in the Affordable Care Act (ACA). Up until now the City has avoided this issue, however the current hiring environment has made it difficult to stay within the ACA restrictions. As a result of consultation with the City's benefit consultant, Manquen Vance, the addition of a Minimum Value plan is recommended to avoid penalties in the ACA.

The ACA establishes minimum essential coverage and affordability requirements for the health insurance plans offered to qualifying employees. Blue Cross Blue Shield of Michigan (BCBSM) offers a high deductible health plan that meets these requirements (Minimum Value HDHP). This Minimum Value HDHP has higher deductibles than the HDHP plan the City offers currently; the deductible and maximum employee cost contribution vary year-to-year based on ACA requirements.

Included in your packet is a sample Benefits at a Glance (BAAG) for the BCBSM Minimum Value HDHP; this is a sample only and not reflective of the coverage for the 2023 benefit year – staff is still awaiting final information on this year's coverage. This coverage would include medical and prescription drug coverage, but not dental and vision. The plan is Health Savings Account (HSA) compatible and allows for the employee to contribute to an HSA as part of enrollment in the

plan, including via payroll deduction. Staff is not recommending any City contribution to the HSA as part of coverage.

Coverage would begin on the first day of the month following 90 days after eligibility. Under the ACA, the cost to the employee must meet affordability levels for the employee only and any dependent care would be at a full cost to the employee.

A draft resolution approving the establishment of this plan is included in the packet for Commission consideration.

Proposed Motion:

Move that the Sturgis City Commission ADOPT/NOT ADOPT the Resolution to Establish a Minimum Value Health Care Plan as presented.

Staff Recommendation:

APPROVE

Included in your packet:

1. Sample Minimum Value HDHP Benefits at a Glance
2. Resolution to Establish a Minimum Value Health Care Plan

10. New Business

D. Executive Search Firm

Staff: Michael Hughes

As directed by the City Commission, this agenda item has been placed to discuss next steps in procurement of an executive search firm for filling the City Manager position. Included in your packet is a list of firms that are either known in the field and/or which have reached out to the City.

Included in your packet:

1. List of Executive Search Firms
2. Amy Cell Talent Email
3. GovHR Recruitment Services Information
4. GovTemps – Info Flyer
5. Pivot Group Information

Noteworthy Meetings / Events

- DDA Promotion Committee Meeting | October 10th
- Township Supervisor Meeting | October 12th
- Dog Bite Prevention / Dealing with Difficult People Training | October 14th
- MML Annual Convention | October 19th-21st

Upcoming Events

- Zoning Ordinance Training | SYCA | 5:30pm-8:00pm | October 25th
- Downtown Trick-or-Treating | Downtown | 4:00pm-6:00pm | October 28th
- Safety Town Halloween Extravaganza | Wall School | 5:00pm-7:00pm | October 29th
- City-Wide Trick-or-Treating | 5:30pm-7:30pm | October 31st
- Holiday Kaleidoscope | SYCA | 5:30pm | November 4th
- Styrofoam Recycling | DPS | 9:00am-12:00pm | November 5th
- Chamber Annual Dinner | SYCA | 5:00pm | November 10th
- Journey of the 11th Movie | SYCA | 7:00pm | November 11th
- Escanaba in da Moonlight | SYCA | November 12th-13th
- Chocolate in the City | Downtown | 5:30pm-9:00pm | November 18th

City of Sturgis City Commission Work Session

Agenda Item 1

DOYLE COMMUNITY CENTER AND RECREATION BOARD

BYLAWS

Article I. Mission

To promote healthy lifestyles while strengthening family and community relationships through recreation, education and fitness.

Article II. Membership

The Board of Directors shall consist of eleven (11) members. Seven (7) members of which shall be appointed by the Sturgis City Commission and four (4) members of which shall be appointed by the Sturgis Foundation Board.

The appointed Board members shall each serve a term of three (3) years in staggered terms and may be reappointed by the City Commission and the Foundation for any additional terms. Initial terms shall be as follows: City Commission – 2 three-year terms, 1 two-year term, 2 one-year terms. Foundation – 1 three-year term, 2 two-year terms, 1 one-year term.

Article III. Officers

The officers of the Board will consist of a President, a Vice President and a Secretary. Each officer will serve a term of one year. (Fulfilling any unexpired term would be in addition to the officer's regular one-year term)

The President:

- a. Presides at all Board meetings (including special Board meetings).
- b. Appoints committee Chairperson(s) and assigns Board members to committees.
- c. Serve as a liaison between the Board and the City Manager.
- d. Represents the Board at City Commission meetings when requested by the Board or City Manager.
- e. May attend committee meetings as an ex-officio member.

The Vice-President:

- a. Presides at Board meetings (including special Board meetings) in the absence of the President.
- b. Shall be the first person considered for the position of President at the conclusion of the incumbent President's term.
- c. Represents the Board at City Commission meetings when requested by the Board or City Manager.

The Secretary:

- a. Shall be responsible for taking minutes of all Board meetings, for typing those minutes and forwarding copies to all Board members, the Director and the City Manager.

Article IV. Committees

The committees of the Doyle Community Center Board are as follows:

- a. Buildings-Grounds-Decorating
- b. Marketing-Public Relations

Article V. Meetings

The Doyle Community Center and Recreation Board holds regular meetings at 4:00pm on the Monday preceding the first City Commission meeting of each month except in the one month designated by the Board as vacation month.

At the organizational meeting (June), officers for the upcoming 12 months will be installed.

Special Board meetings can be called by the President, City Manager or any two (2) Board members.

All regular and special Board meetings will be called and conducted in compliance with the Open Meetings Act of the State of Michigan, P.A. 267 of the Public Acts of 1966.

All meetings will be conducted according to the Modern Rules of Order. A copy is available in the City Manager's office for reference.

A quorum consists of 6 of the members of the Board. A quorum is necessary for Board action.

If a Board member misses three consecutive regular meetings, that member's position is declared vacant.

Article VI. Manager and Staff

The City of Sturgis, through the City Manager, shall have complete authority to manage and operate the Doyle Community Center. The Board as herein established (Article II) shall advise the City concerning the operation of the Doyle Community Center. A Director has been appointed to manage and oversee the day-to-day operation of the Center. The Director will be responsible for the general operations of the Center including, but not limited to the following: Programming and scheduling of events; providing and directing staff support for the Center as appropriate; maintenance; selling of memberships; and such other functions as the City manager may direct. The Director shall submit to the City manager an annual budget and any other reports requested. The Director shall be responsible directly to the City Manager and shall attend all meetings of the Board.

Article VII. Removal/Resignation of Board Members

By a yes vote of 10 out of 11 Board members, the Board may recommend to the City Commission or the Sturgis Foundation that a Board member appointed by it be removed. The appointing entity retains the right to remove a member appointed by it. A Board member may resign at any time by giving written notice to the Board President or Secretary. Such resignation shall take effect on the date specified in the written notice or, if a date is not specified, when the notice is received.

Article VIII. Vacancies

If the office of the Board President becomes vacant, the Vice-President will assume the unexpired term of the President. If office of the Vice-President or Secretary becomes vacant the Board of Directors shall elect a successor from incumbent Board members; the successor will hold office for the remainder of the unexpired term.

When any City Commission Board position becomes vacant, it will be filled by the City Commission.

When any Foundation Board position becomes vacant, it will be filled by the Sturgis Foundation Board.

Article X. Conflict of Interest

All known possible conflicts of interest on the part of a Board member shall be disclosed to the Board by the Board member. If such conflict is acted upon by the Board, the Board member shall not vote or attempt to exert influence in the matter. The Board member may, however, answer pertinent questions asked by the Board members. The minutes of all actions regarding conflict of interest shall show that these requirements have been met.

Article XI. Indemnification

The City of Sturgis and the Doyle Community Center shall indemnify each member of the Board of Directors and its officers, whether then in office or not, for all costs, expenses, and settlements which are incurred in connection with the defense of, settlement of, or advice concerning any claim asserted or proceeding brought by any person or entity against the Director or officer. PROVIDED, HOWEVER, the Director or officer shall have acted in good faith and in a manner which the person reasonable believed to be in, or not opposed to, the best interest of the Doyle Community Center, and with respect to any criminal action or proceeding, the individual had no reasonable cause to believe the conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, plea of nolo contendere, or its equivalent, shall not of itself create a presumption that the Director or officer did not act in good faith and did not act in the best interests of the Doyle Community Center, unless the Director or officer had reasonable cause to believe that the conduct was unlawful. The City of Sturgis or the Doyle Community Center shall purchase, and maintain insurance on behalf of any person who is, or was, a Director or an officer of the Doyle Community Center, against any liability incurred by the person arising out of office of the Doyle Community Center, against any liability incurred by the person arising out of the person's status as Director or officer.

Article XII. General

Amendments – These bylaws may be amended by a 2/3 vote of the members at any regular or special Board meeting when a quorum is present, provided the proposed change was stated in the call for the meeting, and subject to a final approval by the City Commission.

Approved by the Sturgis City Commission on _____.

Approved by the Doyle Community Center initial Board of Directors on 5-14-01.

CHAPTER XXVI. - CEMETERIES

Section 1. - Control and supervision of cemetery grounds.

The present cemetery belonging to the City of Sturgis or any extension or addition thereto, or any other cemetery grounds that may hereafter be acquired shall be under the control and supervision of the City Commission, subject to such rules and regulations as may be prescribed by the City Commission.

Section 2. - Name of cemetery; Cemetery Board.

That the cemetery belonging to the City of Sturgis and known as OAKLAWN CEMETERY and any extensions or additions thereto or new cemeteries shall be governed and controlled by a Cemetery Board composed of five members, who shall be, residents of the City of Sturgis, whose term of office shall be five years beginning on the first meeting of the City Commission in the month of May of each year; and whose term shall be five years; provided, however, that in May 1933 one member of said Board to be appointed for one year, one to be appointed for two years and one to be appointed for three years. one to be appointed for four years and one to be appointed for five years, all of said members to hold office for the term mentioned and until their successors are appointed and qualified. That at the first meeting of the City Commission in May, 1931 and the years following one member of said Board shall be appointed by the Commission for the term of five years.

Sec. 46-31. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Park means any area or plot of land owned or operated by any municipal or public corporation and developed and used for public recreational purposes, including, but not limited to, landscaped tracts, picnic grounds, playgrounds, athletic fields, camps, foot, bicycle and bridle paths, motor vehicle drives, wildlife sanctuaries, museums, zoological or botanical gardens, facilities for bathing, boating, hunting and fishing, and all other recreational facilities for the use and benefit of the public.

Public grounds means any area or plot of land owned or operated by any municipal or public corporation and used, or intended to be used, for any nonrecreational governmental or proprietary function of such municipal or public corporation.

(Code 1969, § 98.01)

Cross reference— Definitions generally, § 1-2.

Sec. 46-32. - Additional rules.

The parks and recreation advisory board of the city is hereby empowered to make such rules and regulations subject to the approval of the city commission, pertaining to conduct in and use of parks and public grounds of the city, as are necessary to administer the parks and public grounds and to protect public property and the safety, health, morals and welfare of the public, and no person shall fail to comply with such rules and regulations.

(Code 1969, § 98.03)

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

WORK SESSION - STURGIS CITY COMMISSION
WEDNESDAY, OCTOBER 12, 2022
WIESLOCH RAUM – CITY HALL

Mayor Mullins called the meeting to order at 5:00 p.m.

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

Commissioners absent: Klinger

Also present: City Manager, Assistant City Manager, Public Safety Director, City Controller, City Clerk

Public Safety Director Ryan Banaszak and Laura Holland, Flock Safety, provided information on the implementation of a License Plate Recognition (LPR) camera system in certain areas of the community. Discussion followed.

The meeting was adjourned at 6:00 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, OCTOBER 12, 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 Vice-Mayor Miller.

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

Commissioners absent: None

Also present: Assistant to the City Attorney, City Manager, Assistant City Manager, Wastewater Superintendent, City Engineer, Public Safety Director, Community Development Director, City Controller, City Clerk

Wastewater Superintendent Tom Sikorski introduced Brandon Schrader, who will take over as Wastewater Superintendent in December and new operator Dan Jernangan.

Neil Pagels, manager of Bloom City, provided information about a recent incident at their facility and the Police Department.

Amy Robertson, new Director of Development at Thurston Woods, explained that they will be opening a new late-stage care center for brain degenerative disease and invited the City Commission to visit the facility.

Usman Ali, exchange student from Pakistan, explained that he came to see the workings of municipal government.

Carol Pattingale provided information on a recent article in the Sturgis Journal regarding bike lanes.

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

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Klinger to approve the Consent Agenda of October 12, 2022 as presented.

8A. Action of Minutes of Previous Meetings

APPROVE the minutes from the September 28, 2022 work session as presented.

APPROVE the minutes from the September 28, 2022 regular meeting as presented.

8B. Pay Bills

AUTHORIZE the payment of the City bills in the amount of \$1,895,700.52 as presented.

8C. Hydro Pump Repair

APPROVE the proposal from Peerless Midwest for hydro pump repair activities for dewatering pumps #4 and #5 at the hydroelectric dam in the amount of thirty-eight thousand, eight hundred and sixty dollars (\$38,860.00).

8D. Set Public Hearing for Jean Avenue Street Vacation Request

ADOPT the Resolution Approving Vacating of Street and Scheduling of Public Hearing for a portion of Jean Avenue as presented.

8E. Traffic Control Order for Peterson Circle

APPROVE traffic control order 22-04 as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Mayor Mullins opened the Public Hearing for consideration of a new bike lane on North Lakeview.

City Engineer Barry Cox provided details on the current configuration of North Lakeview, planned improvements, and similar past projects.

Mr. Cox reference a letter from Traci Lewis in favor of the bike lanes.

Phillip Pattingale expressed his support for bike lanes.

Noel Fontilla, expressed his support for bike lanes.

Kathy Perry, asked if other streets would be considered for bike lanes, potential parking during the winter months, and the area north of Cheshire Street.

Mary Crites, expressed concern about a sufficient amount of parking for the residents.

Mayor Mullins closed the Public Hearing.

The City Commission had consensus to place consideration of a traffic control order for bike lanes on North Lakeview at the next regular meeting.

Community Development Director Will Prichard provided information regarding the potential creation of a new zoning district governing areas of manufacturing within the City which would be used to help differentiate areas of the City currently zoned manufacturing. Discussion followed.

Moved by Comm. Klinger and seconded by Comm. Perez to recommend to the Planning Commission to review the creation of a new M2 Zoning district restricting the retail sales of cannabis.

Voting yea: Klinger, Perez, Smith, Mullins

Voting nay: Bir, Hile, Kinsey, Malone, Miller

MOTION DEFEATED

Moved by Comm. Kinsey and seconded by Comm. Hile to recommend to the Planning Commission to review the creation of a new M2 Zoning district restricting any businesses related to cannabis.

Voting yea: Bir, Hile, Kinsey, Klinger, Malone, Miller, Smith

Voting nay: Perez, Mullins

MOTION CARRIED

City Engineer Barry Cox provided information on utility improvements that are planned for completion in advance of the improvements on South M-66. Discussion followed.

Moved by Comm. Klinger and seconded by Comm. Kinsey to approve Task Order #10 with Fleis and VandenBrink Engineering, Inc. for study phase services on M-66 corridor utilities in the amount of seventy-three thousand two hundred dollars (\$73,200.00) and authorize the City Manager to sign all necessary documents.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

IT Assistant Matthew Cue provided details on the City's current phone and voicemail system and the proposal for its replacement. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Klinger to approve the proposal from Frontier for hosted voice-over internet protocol phone services as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Assistant City Manager Andrew Kuk provided details on the infrastructure project in Stapleton Park and the mechanism to pay for it. Discussion followed.

Moved by Comm. Klinger and seconded by Comm. Smith to approve the sale of the Stapleton Lift Station asset from the City of Sturgis as presented in an amount not-to-exceed five hundred and seventy-four thousand, five hundred and seventy-five dollars and fifty-four cents (\$574,575.54) and authorize the City Manager to sign all necessary documents.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Comm. Klinger and seconded by Comm. Smith to adopt the Resolution Authorizing the Internal Loaning of Funds from the Electric Fund to the Local Development Financing Authority (LDFA) as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

City Clerk/Treasurer Kenneth Rhodes provided details on the Michigan Homeowner Assistance Fund. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Malone to approve the Michigan Homeowner Assistance Fund Michigan State Housing Development Authority Provider Participation Agreement as presented and authorize the City Manager to sign the agreement.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

The Commission had consensus to address the replacement of the City Manager at the next regular meeting.

The meeting was adjourned at 8:47 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				
10-17-2022	244246M	03537	MEADOWBROOK INC	11,654.25
10-19-2022	244247M	04675	PATRICK ABSTRACT &	228,784.26
10-14-2022	PR0594M	00061	CITY OF STURGIS PAYROLL	385,720.25
09-28-2022	T15141M	04088	BLUE CROSS BLUE SHIELD OF MI	24,080.36
09-28-2022	T15142M	06138	MUTUAL OF OMAHA INSURANCE CO	4,988.60
10-01-2022	T15143M	06030	VERIZON CONNECT NWF INC	113.33
10-01-2022	T15144M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
10-01-2022	T15145M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
10-01-2022	T15146M	04291	HUNTINGTON NATIONAL BANK	3,064.69
10-03-2022	T15147M	04389	FRONTIER COMMUNICATIONS A	104.82
10-03-2022	T15148M	04197	MI PUBLIC POWER AGENCY	270,367.79
10-04-2022	T15149M	00197	CITY OF STURGIS UTILITIES	16,454.94
10-04-2022	T15150M	03770	MICHIGAN GAS UTILITIES	50.89
10-04-2022	T15151M	03770	MICHIGAN GAS UTILITIES	45.64
10-05-2022	T15152M	04088	BLUE CROSS BLUE SHIELD OF MI	11,204.71
10-09-2022	T15153M	06121	GB SOLAR TE 2020 HOLDINGS LLC	147,857.01
10-10-2022	T15154M	00181	GORDON FOOD SERVICE	664.75
10-10-2022	T15155M	04197	MI PUBLIC POWER AGENCY	212,867.81
10-10-2022	T15156M	04421	AT&T MOBILITY	724.18
10-11-2022	T15157M	03770	MICHIGAN GAS UTILITIES	40.66
10-11-2022	T15158M	03770	MICHIGAN GAS UTILITIES	12.82
10-12-2022	T15159M	00197	CITY OF STURGIS UTILITIES	16,860.05
10-12-2022	T15160M	02909	CHARTER COMMUNICATIONS	664.93
10-13-2022	T15161M	04389	FRONTIER COMMUNICATIONS A	161.30
10-13-2022	T15162M	04389	FRONTIER COMMUNICATIONS A	26.08
10-13-2022	T15163M	04389	FRONTIER COMMUNICATIONS A	55.66
10-13-2022	T15164M	04389	FRONTIER COMMUNICATIONS A	54.13
10-13-2022	T15165M	04389	FRONTIER COMMUNICATIONS A	189.66
10-13-2022	T15166M	04389	FRONTIER COMMUNICATIONS A	76.70
10-14-2022	T15167M	04389	FRONTIER COMMUNICATIONS A	209.37
10-14-2022	T15168M	04389	FRONTIER COMMUNICATIONS A	53.41
10-15-2022	T15169M	00512	CAMOCO FUEL SYSTEM	34,371.67
10-17-2022	T15170M	04389	FRONTIER COMMUNICATIONS A	604.00
10-19-2022	T15171M	03770	MICHIGAN GAS UTILITIES	60.03
10-19-2022	T15172M	04389	FRONTIER COMMUNICATIONS A	216.04
10-19-2022	T15173M	04389	FRONTIER COMMUNICATIONS A	233.12
10-20-2022	T15174M	00197	CITY OF STURGIS UTILITIES	5,639.90
10-20-2022	T15175M	00197	CITY OF STURGIS UTILITIES	10,306.93
10-20-2022	T15176M	03770	MICHIGAN GAS UTILITIES	51.44
10-20-2022	T15177M	03770	MICHIGAN GAS UTILITIES	19.20
10-20-2022	T15178M	03770	MICHIGAN GAS UTILITIES	2,377.76
10-20-2022	T15179M	03770	MICHIGAN GAS UTILITIES	67.99
10-20-2022	T15180M	03770	MICHIGAN GAS UTILITIES	58.62
10-21-2022	T15181M	03770	MICHIGAN GAS UTILITIES	98.80
10-24-2022	T15182M	04389	FRONTIER COMMUNICATIONS A	53.41
10-24-2022	T15183M	03770	MICHIGAN GAS UTILITIES	77.94
10-24-2022	T15184M	03770	MICHIGAN GAS UTILITIES	84.43
10-25-2022	T15185M	04197	MI PUBLIC POWER AGENCY	25,946.63
10-26-2022	T15186M	03770	MICHIGAN GAS UTILITIES	231.50
10-26-2022	T15187M	03770	MICHIGAN GAS UTILITIES	41.93
10-26-2022	T15188M	03770	MICHIGAN GAS UTILITIES	136.21
10-01-2022	T15189M	04088	BLUE CROSS BLUE SHIELD OF MI	25,779.65

Date	Check#	Vendor	Vendor Name	Amount
10-28-2022	T15190M	04389	FRONTIER COMMUNICATIONS A	44.53
10-25-2022	T15191M	04389	FRONTIER COMMUNICATIONS A	254.25
10-25-2022	T15192M	04389	FRONTIER COMMUNICATIONS A	51.03
10-25-2022	T15193M	04389	FRONTIER COMMUNICATIONS A	51.03
10-12-2022	T15194M	04088	BLUE CROSS BLUE SHIELD OF MI	25,063.08
10-17-2022	T15195M	04197	MI PUBLIC POWER AGENCY	224,797.21
10-12-2022	T15196M	00449	CENTURY BANK & TRUST	3,402.13
10-17-2022	T15197M	00108	STATE OF MICHIGAN	63,573.16
10-24-2022	T15198M	03173	FIFTH THIRD BANK	14,288.52
10-31-2022	T15199M	04389	FRONTIER COMMUNICATIONS A	103.82
10-17-2022	T15200M	04524	ALERUS FINANCIAL	1,491.00
10-14-2022	T15201M	00062	CITY OF STURGIS-EMPLOYEE INS	64,995.42
10-14-2022	T15202M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,863.86
10-14-2022	T15203M	06190	HEALTH EQUITY/HSA PR TRANSFER	300.00
10-14-2022	T15204M	00065	DOYLE MEMBERSHIP TRANSFER	2,643.64
10-14-2022	T15205M	00063	CITY OF STURGIS TAX TRANSFER	22,718.57
10-14-2022	T15206M	05123	COMERICA BANK-INST TRUST SERV	32,953.82
10-14-2022	T15207M	03229	CITY OF STURGIS-WORKERS COMP	3,232.92
10-14-2022	T15208M	00064	INTL CITY MGMT ASSOC RETR CORP	7,720.43
10-18-2022	T15209M	04088	BLUE CROSS BLUE SHIELD OF MI	23,663.36
10-22-2022	T15210M	03858	FARMERS STATE BANK	7,781.90

Automatic Checks

10-26-2022	244248	00110	A & K PRINTING & POOLS	415.00
10-26-2022	244249	05894	A MEREDITH SCHNEIDER CO LLC	16,262.00
10-26-2022	244250	00296	AARON B MCALISTER	32.63
10-26-2022	244251	00066	ACTION QUICK PRINT PLUS	282.00
10-26-2022	244252	03382	AGILE SAFETY LLC	819.73
10-26-2022	244253	00332	ALEXANDER CHEMICAL CORP	2,268.64
10-26-2022	244254	05697	ALL TRAFFIC SOLUTIONS INC	2,600.00
10-26-2022	244255	00002	ALL-PHASE ELECTRIC SUPPLY	1,607.54
10-26-2022	244256	05986	ALPHA BUILDING CENTER-NOTTAWA	71.34
10-26-2022	244257	00296	AMANDA N BABB	71.66
10-26-2022	244258	06119	AMAZON.COM SALES INC	1,308.25
10-26-2022	244259	06318	AMBULANCE BILLING NETWORK LLC	101.97
10-26-2022	244260	00296	ANDREA NICHOLS	267.97
10-26-2022	244261	02058	APWA, MICHIGAN CHAPTER - MPSI	2,145.00
10-26-2022	244262	04696	APX INC	121.27
10-26-2022	244263	05865	ASH'S FAB LLC	300.00
10-26-2022	244264	05199	ASPHALT RESTORATION INC	95,527.86
10-26-2022	244265	02292	ASPLUNDH TREE EXPERT CO	20,414.13
10-26-2022	244266	05719	BAKER'S BODY SHOP LLC	4,005.00
10-26-2022	244267	00130	BANDHOLTZ PAINT MFG CO	271.97
10-26-2022	244268	06117	BENITA ANN LEWIS	75.00
10-26-2022	244269	02749	HARLAN BLOOD	15.00
10-26-2022	244270	00132	BOFA INC	20.00
10-26-2022	244271	00005	BOGEN CONCRETE INC	4,910.25
10-26-2022	244272	00006	BOLAND TIRE INC	159.00
10-26-2022	244273	05964	BREWHOUSE BBQ	480.00
10-26-2022	244274	04271	GREG BROOKS	48.00
10-26-2022	244275	00296	BRYAN S JORDAN	31.56
10-26-2022	244276	01283	BYCE & ASSOCIATES INC	4,600.00
10-26-2022	244277	03343	BYLER ELECTRIC INC	654.50

Date	Check#	Vendor	Vendor Name	Amount
10-26-2022	244278	06182	CALIBRE PRESS	358.00
10-26-2022	244279	04673	CDW GOVERNMENT LLC	9,723.20
10-26-2022	244280	00315	CENTURYLINK	26.17
10-26-2022	244281	00296	CHUCKWUDI DOMINIC OKEKE	78.45
10-26-2022	244282	06296	CIVICPLUS LLC	525.00
10-26-2022	244283	00296	COLLEEN M AUSTIN	147.71
10-26-2022	244284	00358	CONSUMERS CONCRETE CORP INC	294.75
10-26-2022	244285	06065	COOPER'S TRENCHING INC	800.00
10-26-2022	244286	04658	CORTEX IT LABS PTY LTD	2,244.71
10-26-2022	244287	06325	COTTIN'S HARDWARE	363.02
10-26-2022	244288	05863	COTTINS DO IT BEST HARDWARE	123.04
10-26-2022	244289	06308	CRAIG'S LAWN CARE LLC	3,125.00
10-26-2022	244290	06158	CULLIGAN WATER OF STURGIS	193.00
10-26-2022	244291	05694	CUMMINS INC	3,039.66
10-26-2022	244292	05909	TONY D'HAESE	96.00
10-26-2022	244293	01684	DETROIT SALT COMPANY	13,348.90
10-26-2022	244294	06326	DLT SOLUTIONS LLC	1,930.50
10-26-2022	244295	00364	CAROL DUSTIN	518.45
10-26-2022	244296	03954	TITAN AVIATION FUELS	28,909.41
10-26-2022	244297	06014	EGANIX INC	840.00
10-26-2022	244298	03929	EMERGENCY MEDICAL PRODUCTS INC	375.47
10-26-2022	244299	00769	EMERGENCY VEHICLE PRODUCTS INC	3,059.43
10-26-2022	244300	04955	ENVIRO-CLEAN	10,552.00
10-26-2022	244301	06223	EUROFINS ENVIRONMENTAL TESTING	665.00
10-26-2022	244302	00169	FASTENAL COMPANY	246.32
10-26-2022	244303	05490	FERGUSON WATERWORKS #3386	7,678.03
10-26-2022	244304	05776	FIRST OUT RESCUE EQUIP LLC	22.45
10-26-2022	244305	00013	FISHBECK	4,644.54
10-26-2022	244306	00776	FLEIS & VANDENBRINK	3,173.50
10-26-2022	244307	02082	GECKO SECURITY LLC	510.00
10-26-2022	244308	04993	GOLDEN WEST INDUSTRIAL SUPPLY	800.75
10-26-2022	244309	06327	GOVHR USA LLC	15,120.00
10-26-2022	244310	00183	W W GRAINGER INC	1,567.54
10-26-2022	244311	05949	GRASSHOPPER	1,071.84
10-26-2022	244312	03806	GREAT LAKES PEST CONTROL	365.00
10-26-2022	244313	05634	GREEN PROJECTS GROUP	600.00
10-26-2022	244314	04243	GRP ENGINEERING INC	2,042.00
10-26-2022	244315	01298	HAGEN CEMENT PRODUCTS INC	23.40
10-26-2022	244316	06219	HAVILAND PRODUCTS COMPANY	536.40
10-26-2022	244317	00296	HEARTLAND RV	29.07
10-26-2022	244318	02547	HOEKSTRA ROOFING COMPANY	852.50
10-26-2022	244319	03515	HYDROCORP	4,625.50
10-26-2022	244320	05809	IMAGE TREND INC	8,013.63
10-26-2022	244321	05522	INTERSTATE BATTERIES-GREAT LKS	415.23
10-26-2022	244322	04543	J & B MEDICAL SUPPLY INC	182.70
10-26-2022	244323	00296	JACK N COLLYER	64.20
10-26-2022	244324	06199	JANSEN PLUMBING, HEATING &	633.90
10-26-2022	244325	06314	JODIE M JOHNSON	40.00
10-26-2022	244326	06217	JOHN J FLOWERS	40.00
10-26-2022	244327	00020	KENDRICK STATIONERS INC	1,269.55
10-26-2022	244328	00296	KENNY J BARAJAS	85.54
10-26-2022	244329	01101	JANENE KOSMAN	20.00
10-26-2022	244330	00581	KRONTZ GENERAL MACHINE & TOOL	681.38

Date	Check#	Vendor	Vendor Name	Amount
10-26-2022	244331	00212	KSS ENTERPRISES	256.72
10-26-2022	244332	05977	LAKELAND INTERNET LLC	131.94
10-26-2022	244333	03684	LEXISNEXIS RISK SOLUTIONS	200.00
10-26-2022	244334	06320	LIBERTY FLAGPOLES	3,293.50
10-26-2022	244335	00220	LITHO PRINTERS INC	165.91
10-26-2022	244336	05150	MALWAREBYTES CORPORATION	188.73
10-26-2022	244337	05945	MED SAFETY PLUS LLC	153.47
10-26-2022	244338	01798	MI ECONOMIC DEVELOPMENT CORP	3,280.00
10-26-2022	244339	00233	MI MUNICIPAL LIABILITY &	262,528.00
10-26-2022	244340	05994	MICHAEL ANDERSON	800.00
10-26-2022	244341	03774	STATE OF MICHIGAN	60.00
10-26-2022	244342	03774	STATE OF MICHIGAN	270.00
10-26-2022	244343	03774	STATE OF MICHIGAN	375.25
10-26-2022	244344	01078	STATE OF MICHIGAN	104.00
10-26-2022	244345	00024	STATE OF MICHIGAN - MDOT	670.49
10-26-2022	244346	05121	MICKEY'S LINEN	230.90
10-26-2022	244347	06026	MID-CITY SUPPLY CO INC	271.00
10-26-2022	244348	00847	MWEA	1,420.00
10-26-2022	244349	05102	McLEAN ENGINEERING CO	1,044.50
10-26-2022	244350	06069	NAPA AUTO PARTS	814.13
10-26-2022	244351	06267	NEW CREATIONS LANDSCAPE LLC	2,387.92
10-26-2022	244352	05677	NORTH BREATHING AIR LLC	559.00
10-26-2022	244353	03698	PKG LLC	13.50
10-26-2022	244354	05042	PLANT GROWTH MANAGEMENT SYSTEM	4,851.00
10-26-2022	244355	06324	PLERUS	78.61
10-26-2022	244356	00485	POWER LINE SUPPLY	8,194.30
10-26-2022	244357	00031	POWER SYSTEM ENGINEERING INC.	991.25
10-26-2022	244358	03091	PRIME QUALITY ELECTRIC LLC	3,975.84
10-26-2022	244359	05468	PVS TECHNOLOGIES INC	2,707.83
10-26-2022	244360	00296	RAYHEIM R ROBINSON	92.31
10-26-2022	244361	05739	RENEWABLE WORLD ENERGIES LLC	2,016.54
10-26-2022	244362	00035	RESCO	16,843.57
10-26-2022	244363	03542	RICKETT'S LAWN CARE	4,632.00
10-26-2022	244364	06257	SCOTT KLABUNDE	5,887.50
10-26-2022	244365	06283	SEELYE GROUP LTD	13,723.38
10-26-2022	244366	05765	SELKING INTERNATIONAL	7.42
10-26-2022	244367	02179	SPRINT	866.39
10-26-2022	244368	05634	STASH VENTURES LLC	20,000.00
10-26-2022	244369	00488	STATE SYSTEMS RADIO INC	195.00
10-26-2022	244370	04400	STURGIS BANK & TRUST-CUSTODIAN	62.80
10-26-2022	244371	00291	STURGIS JOURNAL	135.00
10-26-2022	244372	00507	STURGIS OVERHEAD DOOR & LADDER	77.00
10-26-2022	244373	00296	STURGIS WELLNESS CENTER	300.00
10-26-2022	244374	04140	SWICK BROADCASTING COMPANY	650.00
10-26-2022	244375	06281	T-MOBILE USA INC	320.45
10-26-2022	244376	05682	ROBERT TAYLOR	25.00
10-26-2022	244377	00046	TELE-RAD INC	152.00
10-26-2022	244378	06291	THOMPSON CONSTRUCTION GROUP	195,968.65
10-26-2022	244379	00047	CITY OF THREE RIVERS	700.00
10-26-2022	244380	00047	CITY OF THREE RIVERS	8,556.20
10-26-2022	244381	00047	CITY OF THREE RIVERS	650.00
10-26-2022	244382	05777	TRACE ANALYTICAL LABORATORIES	63.50
10-26-2022	244383	05664	TREECORE LLC	1,055.00
10-26-2022	244384	01238	UNITED PARCEL SERVICE	121.28
10-26-2022	244385	03331	UTILITIES INSTRUMENTATION SERV	4,361.48
10-26-2022	244386	01810	VAN METER & ASSOCIATES INC	1,090.00
10-26-2022	244387	05745	ERICA VARGAS SARCO	120.00
10-26-2022	244388	04453	VERIZON WIRELESS	2,515.86
10-26-2022	244389	00296	WALTER STARK	25.76
10-26-2022	244390	05659	WARNER OIL COMPANY	3,168.00
10-26-2022	244391	03511	WASTE MANAGEMENT	17,301.84
10-26-2022	244392	03872	JORY WEBB	240.00
10-26-2022	244393	06107	YEOMAN, TALIA	390.00
10-26-2022	244394	06127	ZEIGLER KALAMAZOO II, INC	950.00
10-26-2022	D01894	02983	CINTAS LOCATION #351	1,765.08
10-26-2022	D01895	00157	JACK DOHENY COMPANIES INC	573.76
10-26-2022	D01896	00693	ENVIROLOGIC TECHNOLOGIES INC	8,203.42
10-26-2022	D01897	00019	KENDALL ELECTRIC INC	357.90
10-26-2022	D01898	03944	LINDE GAS & EQUIPMENT INC	75.24
10-26-2022	D01899	06250	MARANA GROUP	4,460.94
10-26-2022	D01900	04792	VILLA ENVIRONMENTAL CONSULTANT	200.00

Manual Total	\$1,952,540.12
Automatic Total	\$915,497.17
Grand Total	\$2,868,037.29

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 10/09/2022
PR0594M PAYROLL DATE 10/14/2022

GENERAL	\$159,524.95
MAJOR STREET	5,302.54
LOCAL STREET	4,037.97
CEMETERY	6,145.15
DDA	877.92
AIRPORT	861.00
BUILDING	2,763.14
STURGES-YOUNG CENTER FOR THE ARTS	5,752.78
RECREATION	3,679.66
DOYLE RECREATION CENTER	8,203.85
AMBULANCE	6,481.75
ELECTRIC	146,933.48
SEWER	16,346.08
WATER	16,333.40
MOTOR VEHICLE	2,476.58
Payroll Sub-Total	\$385,720.25

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8E

Traffic Control Order 22 - 02

Date: October 3, 2022

Location: North Lakeview Avenue from US-12 (E. Chicago Road) to the Michigan Southern Railroad tracks

Requested Action: Prohibit parking and install bike lanes on both sides of North Lakeview Avenue from US-12 (E. Chicago Road) to the Michigan Southern Railroad tracks.

Requested By: City Engineer

Recommended Control: No Parking on both sides of the street. Installation of bike lane signage and pavement markings.

Reviews:

	<u>Recommended</u>	<u>Not Recommended</u>	<u>Initials</u>	<u>Date</u>
City Engineer:	<u> X </u>	<u> </u>	<u> BJC </u>	<u>10/3/22</u>
Public Safety Director	<u> </u>	<u> </u>	<u> </u>	<u> </u>
City Manager	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Traffic Control Order Number: 22 - 02:

Control: Install “Bike Lane – No Parking” (R7-9a) signs and add Bike Lane (R3-17) signs and “ENDS” sign (R3-17bP) on North Lakeview Avenue between US-12 (E. Chicago Road) to the Michigan Southern Railroad tracks as needed.

	<u>Date</u>	<u>Signed By</u>
Issued:	<u> </u>	<u> </u>
		Traffic Engineer
Sign(s) Installed:	<u> </u>	<u> </u>
		Department of Public Works

Comments:

North Lakeview Avenue is an Act 51 Major Street and NFC classified Major Collector. The traffic control order request improves safety for bicyclists riding on N. Lakeview Avenue by allowing bike lane installation on both sides of the road.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8F

Traffic Control Order #22 - 05

Date: October 18, 2022

Location: Wenzel Avenue from S. Nottawa Street to S. Centerville Road

Requested Action: Prohibit parking on both sides of Wenzel Avenue from S. Nottawa Street to S. Centerville Road, except where allowed by Traffic Control Order #19-02.

Requested By: City Engineer

Recommended Control: No Parking on both sides of the street to meet Major Street criteria.

Reviews:

	<u>Recommended</u>	<u>Not Recommended</u>	<u>Initials</u>	<u>Date</u>
City Engineer:	<u>X</u>		<u>BJC</u>	<u>10/18/22</u>
Public Safety Director				
City Manager				

Traffic Control Order Number: 22 - 05:

Control: Install “No Parking” (R8-3) signs on Wenzel Avenue between S. Nottawa Street and S. Centerville Road as needed.

	<u>Date</u>	<u>Signed By</u>
Issued:	_____	_____
		Traffic Engineer
Sign(s) Installed:	_____	_____
		Department of Public Works

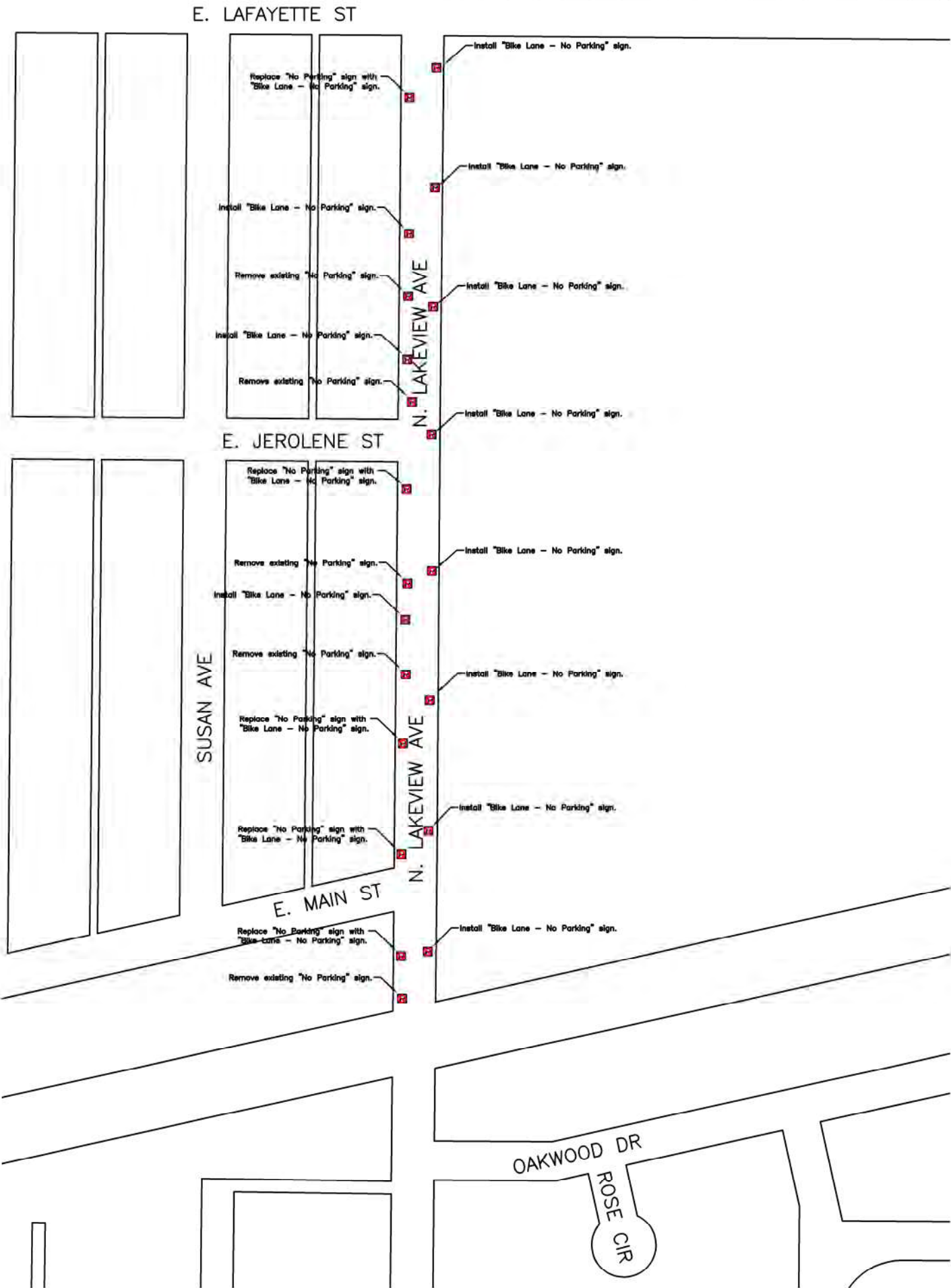
Comments:

Wenzel Avenue is an Act 51 Major Street and NFC classified Major Collector. The traffic control order formalizes need to eliminate parking to meet Uniform Criteria for Major Streets manual on narrow streets to maintain proper vehicle access.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 9A

Exhibit 1 – Proposed Signage



The map shows N. Lakeview Ave running vertically through the center. To the west (left) are streets: CHESHIRE DR, BUCKINGHAM DR, WILSHIRE PARK DR, and CANTERBURY RD. To the east (right) are streets: ALLENDALE, ROBIN HOOD, FRIAR TUCK DR, and MARIAN TR. The map is divided into blocks by these streets. Red squares with the number '2' are placed along N. Lakeview Ave to indicate signage locations. Text labels with leader lines point to these locations, specifying the proposed action: 'Install "Bike Lane - No Parking" sign.' or 'Replace "No Parking" sign with "Bike Lane - No Parking" sign.' or 'Remove existing "No Parking" sign.'.

CHESHIRE DR
Install "Bike Lane - No Parking" sign.

ALLENDALE
Install "Bike Lane" and "ENDS" sign below new "No Parking" sign.
Install "Bike Lane - No Parking" sign.

ROBIN HOOD
Install "Bike Lane - No Parking" sign.

BUCKINGHAM DR
Install "Bike Lane - No Parking" sign.
Replace "No Parking" sign with "Bike Lane - No Parking" sign.
Install "Bike Lane - No Parking" sign.

WILSHIRE PARK DR
Replace "No Parking" sign with "Bike Lane - No Parking" sign.
Install "Bike Lane - No Parking" sign.
Remove existing "No Parking" sign.
Install "Bike Lane - No Parking" sign.
Remove existing "No Parking" sign.
Install "Bike Lane - No Parking" sign.
Replace "No Parking" sign with "Bike Lane - No Parking" sign.
Install "Bike Lane - No Parking" sign.

CANTERBURY RD

N. LAKEVIEW AVE

FRIAR TUCK DR

MARIAN TR

MARIAN ST
Install "Bike Lane - No Parking" sign.
Install "Bike Lane - No Parking" sign.
Install "Bike Lane - No Parking" sign.
Install "Bike Lane - No Parking" sign.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A



Vehicle / Equipment Request and Justification Form

Department:

Priority:

PRIORITY 1:	CRITICAL – Required to prevent a critical reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.
PRIORITY 2:	UPGRADE – Required for significant upgrade in service, operating efficiency, economy, and/or safety of current operations.
PRIORITY 3:	DESIRABLE – Required to introduce desirable , but optional, to make minor improvements in service offering, operating efficiency, economy, and or safety.

New Vehicle/Equipment Requested:

Vehicle/Equipment Description:

Notable Upgrades or Additions:

Summary of Use or Application of Vehicle/Equipment:

Estimated Cost of New Vehicle/Equipment:

Does this replace an existing Vehicle/Equipment?

Fleet Vehicle #:

Recommended Disposition of Existing Vehicle/Equipment:

Year:

Make:

Model:

Date Purchased:

Hours:

Miles:

Estimated Value of Existing Vehicle/Equipment:

VIN#:

Maintenance / Repair History Summary:

Justification for above request:

Requested by:	(Name & Title)	Date:
Approved by:	(Motor Vehicle Committee Chair)	Date:
Approved by:	(City Manager)	Date:



CITY OF
Sturgis
MICHIGAN

130 N. Nottawa St.
Sturgis, MI 49091
www.sturgismi.gov
Ph: 269-659-7221
Fax: 269-659-7266

September 22, 2022
Bill Campbell
Government and Fleet Sales
Signature Ford
1960 E. Main St.
Owosso, MI 48867

Dear Bill,

Please accept this letter as notice that The City of Sturgis intends to purchase a 2023 Ford Transit 350 SRW LR 138" Wheelbase AWD Cutaway under State of Michigan Contract 071B7700180 per the attached quoted price of \$44,484.

It is the intent of the City of Sturgis to issue purchase orders in October following City Commission approval.

I understand that this notice does not obligate the City of Sturgis to purchase this vehicle.

Thank you for working in partnership with us.

Sincerely,

Holly A Keyser
City Controller

Encl – quote
CC: Rick Miller, Dennis Hetman





August 23, 2022

City of Sturgis
Attn: Dennis Hetman
130 N. Nottawa
Sturgis, MI 49091

Dear Dennis Hetman:

Price on 2023 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

2023 Ford Transit 350 SRW LR 138" Wheelbase AWD Cutaway \$44,484.00 ea

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

Order Cutoff Date: September 2ND, 2022.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 30-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales



Preview Order B000 - W7P 350 Low Roof Cutaway AWD: Order Summary Time of Preview: 08/23/2022 15:15:10

Dealership Name: Signature Ford

Sales Code : F48615

Dealer Rep.	William Campbell	Type	Fleet	Vehicle Line	Transit	Order Code	B000
Customer Name	sTURGIS	Priority Code	M3	Model Year	2023	Price Level	320

DESCRIPTION	MSRP	DESCRIPTION	MSRP
W7P0 T350 LR CUTAWAY AWD	\$43220	TOW/HAUL W/ TRAILER WIRING	\$295
138" WHEELBASE	\$0	LONG-ARM PWR HEAT MIRRORS	\$400
TOTAL BASE VEHICLE	\$43220	UPFITTER INTERFACE MODULE	\$255
OXFORD WHITE	\$0	MANUAL AIR CONDITIONER	\$0
CLOTH	\$0	CRUISE CONTROL	\$325
EBONY	\$0	REAR VIEW CAMERA & PREP KIT	\$225
PREFERRED EQUIPMENT PKG.501A	\$0	DUAL BATTERIES (70 AMP-HR)	\$0
.XL TRIM	\$0	FRONT OVERHEAD SHELF	\$75
3.5L PFDI V6 (GAS)	\$0	TRAILER BRAKE CONTROLLER	\$405
.10-SPEED TRANSMISSION	\$0	LARGE CENTER CONSOLE	\$0
.235/65R16C BSW ALL-SEASON	\$0	2 ADDITIONAL KEYS	\$75
4.10 LIMITED SLIP AXLE	\$0	CUTAWAY ROOF MODIF REQUIRED	\$0
JOB #1 ORDER	\$0	REARVIEW MIRROR	\$50
FORD FLEET SPECIAL ADJUSTMENT	\$0	POWER OUTLET (110V/400W)	\$475
WHEEL WELL LINERS	\$295	E-85 FLEX FUEL CAPABLE	\$0
FRONT LICENSE PLATE BRACKET	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
AUTO START STOP REMOVAL	\$-50	SPECIAL FLEET ACCOUNT CREDIT	\$0
WIFI 4G LTE HOTSPOT DELETE	\$-20	FUEL CHARGE	\$0
9500# GVWR PACKAGE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
2WAY DRV/PASS EBONY CLOTH	\$115	PRICED DORA	\$0
50 STATE EMISSIONS	\$0	ADVERTISING ASSESSMENT	\$0
BACK UP ALARM	\$150	DESTINATION & DELIVERY	\$1795
TOTAL BASE AND OPTIONS			MSRP \$48085
DISCOUNTS			NA
TOTAL			\$48085

ORDERING FIN: QB978 END USER FIN: QB978 PO NUMBER: 84948

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date

*This order has not been submitted to the order bank.
This is not an invoice.*



Knapheide Truck Equipment - Flint
 1200 S. Averill Ave.
 Flint MI 48503
 Phone: 810-744-0295
 Fax: 855-629-4643
 www.flint.knapheide.com

QUOTATION

Quote ID: KD00002762-1

Page 1 of 2

Customer: CITY OF STURGIS
 707 NORTH CENTERVILLE ST
 STURGIS MI 49091

Quote Number: KD00002762-1
Quote Date: 8/25/2022
Quote valid until: 9/24/2022

Contact:
 Phone: 269-651-2879
 Fax: 269-659-6054

By: Prepared kdennison
Salesperson: NATE TOMALIA
PO#:

Enduser:

Make: FORD	Model: TRANSIT	Year:	Single/Dual: SRW
Cab Type:	Wheelbase: 138.0	Cab-to-Axle:	VIN:

QTY	PART NUMBER	DESCRIPTION		AMOUNT
1	MISC MIDEAL	STATE OF MICHIGAN MIDEAL ORDER MIDEAL CONTRACT #071B7700087		
1	KNAP KUV129SH-FT	KUV129SH-FT High Roof KUV Body / Quote L2407-22 **TOTAL HEIGHT NOT INCLUDING LADDER RACK 107" UNLOADED** Includes: -Automotive Style Rivetless Rotary Latches -Automotive Door Seals -Weight Reduced Galvanneal Corrugated Steel Floor -Standard Shelving Package -ABS Cab Partition with Sliding Door and Window -Rear Access Door, Both Rear End Panels -Underlap Rear Door Inside Release Handle -Galva-Grip Bumper with Step and Knapliner -LED Surface Mount Lights with Rear Strobe Lights Activated -Power Lock System for Compartment Doors -Aluminum Fuel Fill -Solid Rear Doors -Grab Handle Located at Right Rear -Two Dome Lights Switched at Rear -Factory Supplied Backup Camera Installed -K-Coat Corrosion Protection with Knapheide's Exclusive 12-Stage Electro-Coating Prime Paint System -Body Fully Undercoated -Finish Paint White (Single Stage Enamel) Exterior, Cargo Area, and Compartment Interiors Class III Receiver Hitch 7 Way / 4way combo plug Master Locking System In Lieu Of Electric Locks 2" Reducer Sleeve Buyers 3011333 Single Drop Ladder Rack Prime Design HBR-E-UM3-78-M Spray Line Cargo Area C-Tech 6 Drawer Unit Curbside First Vertical Compartment 23" Wide x 30.8" High x 12" Deep (3) 3" High Drawers (2) 5" High Drawers (1) 7" High Drawer 1/8" Drawer Liners No Dividers 250lb Capacity		
1	DELIVERY CHARGE	DELIVERY FEE		

Quote Total: **\$26,559.00**



Knapheide Truck Equipment - Flint
1200 S. Averill Ave.
Flint MI 48503
Phone: 810-744-0295
Fax: 855-629-4643
www.flint.knapheide.com

QUOTATION

Quote ID: KD00002762-1

Page 2 of 2

QTY	PART NUMBER	DESCRIPTION		AMOUNT
			Sales Tax not included	

The following options may be added:

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT

Notes:

This Quote is subject to the following terms and conditions:

Credit Card Policy

We do not accept credit cards for payment of any order in excess of \$10,000.00. For other orders, we do accept MasterCard, American Express, Visa and Discover cards for payment.

Pricing Policy

- Price Quotation is good on orders received through the expiration date.
- Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any change may result in price change.
- Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order.
- Knapheide Truck Equipment must be in possession of the vehicle for this order within 90 days of quote acceptance or the order can be subject to price adjustments due to cost increases for materials, labor, and shop supplies.

Payment Policy

- Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order.
- Payment terms for customers with an established credit account will be Net 30 from date of invoice.
- Knapheide has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

Return Policy

- All sales are final. Purchased parts or products are non returnable.

Cancellation Policy

- Payment is due in full upon cancellation of any orders for non-stocked parts or products (provided part/product has been ordered by Knapheide) and upon cancellation of installation orders, once product installation has begun.

Customer agrees and understands this Quote is an offer to sell subject to the terms and conditions above and any additional terms or modifications are hereby objected to, unless mutually agreed upon in writing by Customer and Knapheide. The undersigned represents and warrants that he/she is duly authorized to sign below on behalf of Customer and thereby accepts offer and Knapheide will begin processing the order.

Knapheide Truck Equipment Center is not responsible for loss of or damage to the vehicle due to or arising from fire, weather, theft or any other cause except the sole negligence of Knapheide Truck Equipment Center. Knapheide Truck Equipment Center is not responsible for any loss or damage to articles of personal property that have been left in the vehicle or for loss or damage to bodies, trailers or special equipment, including any cargo, materials or supplies carried on or in such bodies, trailers or special equipment, whatever the cause.

Customer must fill out the information below before the order can be processed...

Signature & Printed Accepted by:	
Date:	
P.O. number:	

LaFontaine CDJR-Lansing

6131 S. Pennsylvania Ave.

Lansing, MI 48911

517-394-1022-Direct

517-394-1205-Fax

mdeacon@lafontaine.com

Name: City of Sturgis
Address: _____
City: _____ State: _____ Zip: _____
Contact: Dennis Hetman
Phone: 269.659.7294
Email: dhelman@sturgismi.gov

Date: 10/19/2022
Quote 101922

State of Michigan Contract #071B0077183		
2022 Dodge Charger Police AWD		\$33,390.00
29A	3.6L V6	
PX8	Pitch Black	
C8X9	HD Black Cloth Bucket Seats	
CW6	Deactivate Rear Doors/Windows	\$75.00
GUK	Power Heated Mirrors	\$60.00
JJ5	130 MPH Maximum Speed Calibration	
XFX	Equipment Mounting Bracket	\$100.00
TYL	245/55R18 BSW Performance Tires	\$180.00
Left Spot Lamp from Mid Michigan Emergency Equipment		\$723.00
Total for two Chargers \$69056.00		
Note per contract delivery is available @ \$2.00 per one way mileage.		
By signing the purchase agreement you agree to purchase of the vehicle or vehicles X _____		
Total Cost:		\$34,528.00

Signed Michelle Deacon

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B



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~~-Policy 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~~-ensure 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.
- 5.6. To create purchasing systems that are an efficient and effective use of resources.

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~~ensuring 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~~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~~ensure 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~~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~~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 or other cooperative purchasing programs as approved by the Commission may be substituted for the bid process, but ~~are~~ remain 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 \$~~510~~,000

Department Heads or his (her) designee are authorized to issue a purchase order/make a purchase directly from vendors for budgeted purchases of \$~~510~~,000 or less. It is the responsibility, however, of each Department Head to ~~insure-maintain~~ 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 ~~insureensure~~ 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 above \$1,000 must be entered into the requisition system, "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 ~~insureensure~~ 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 \$~~12~~,000 TO \$~~510~~,000

On any budgeted purchase in excess of \$~~12~~,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 ~~insureensure~~ 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 \$~~510~~,000 TO \$30,000

Budgeted purchases/purchase orders for goods or services having a value of \$~~510~~,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 as well as posting electronically using approved purchasing sites such as the Michigan Inter-governmental Trade Network (MITN). 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 Clerk/Treasurer~~ in public or via approved electronic bid opening, 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. All sealed bids should be submitted to the City Commission as part of the approval process.

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. This can also be achieved if specified in the ~~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.

For Electric Department purchases in excess of \$30,000.00 up to \$60,000.00, please reference section 4.10.

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~~10,000 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 or other cooperative purchasing programs approved by the Commission. 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~~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 ~~\$310,000~~ or under. A memorandum setting forth a Department Head's recommendation should accompany a requisition for such services. For contracts exceeding ~~\$310,000~~, Commission approval is required.

For contracts exceeding ~~\$310,000~~, 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.

For Electric Department purchases related to professional services, please reference section 4.10.

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 and operation 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~~Center for the Arts
Downtown Development Authority

~~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~~

In order to streamline the purchase of equipment and services in the Electric Department purchases between \$10,000 and \$60,000 will be exempted from the purchasing guidelines of Section III of this policy. Instead, purchasing guidelines described in this subsection will be used.

If the cost of equipment, materials, or services is greater than \$10,000 and is less than \$60,000, 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. 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.

If the cost of equipment, materials, or services is less than \$10,000, the purchases will be completed as outlined in Section III.
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.
- b.c. Specifications should promote competition. Specifications will normally allow several bidders to provide the City with alternatives and ~~insure~~ensure that the City obtains the lowest possible price for the goods or services required.
- e.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.
- d.e. Specifications should be reasonable. Using proprietary terms is expensive.
- e.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~~ensure 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~~ensure 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~~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~~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.

5.4 INSURANCE GUIDELINES

Specifications for bidding will typically include the following insurance guidelines:

The Vendor is required to provide and maintain at all times during this project the following insurance. Certified copies, setting forth the limits and coverage, shall be furnished to the City Manager before commencing with any work. The policy shall contain endorsements stating that a 10-day notice will be given to the CITY prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- a. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit with the CITY and listed as an additional insured. Professional liability insurance coverage in the amount of \$1,000,000 minimum.
- b. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- c. If any of the insurance is canceled, the Vendor shall cease operations, and shall not resume until new insurance is obtained.

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~~ensure 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~~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~~Controller 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 \$~~1~~30,000 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~~
- Downtown Development Authority

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 original purchase~~ documentation, ~~not for all purchases indicated on the~~ monthly statements for each individual card ~~where reimbursement is sought on a timely basis to the City Manager's office~~. 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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CITY OF STURGIS
PURCHASING POLICY & GUIDELINES

\$ 1,000 - \$ 5,000

- Must obtain three (3) written quotes or document justification for not obtaining quotes
- Copies/documentation kept on file with Department
- Purchase requisition entered in CMI System

\$ 5,000 - \$ 30,000

- Purchase must be reviewed and approved by City Controller prior to placing the order
- Must obtain three (3) written quotes or "Internal Quote Waiver" approved by City Controller and City Manager
- City Controller may require item to be publically bid
- Purchase requisition entered in CMI System

Over \$30,000

- Bid specifications forwarded to City Manager's Office for review and approval
- Open bid advertised for 10 business days
- Bids then turned over to Department Head for review and compilation
- Info turned over to City Manager with recommendation for review
- Must be approved by City Commission at a public meeting
- Commission can waive bid process for specialty items
- Purchase requisition entered in CMI System

EXCEPTIONS/OTHER

Section 4.5 Emergency Conditions - Rules do not apply

Section 4.8 Change Order - Must be approved by City Manager.

In excess of \$30,000 or 10% of the value of the original contract must be approved by City Commission.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C



A nonprofit corporation and independent licensee
of the Blue Cross and Blue Shield Association

Simply Blue PPO HSA Plan 6350/0% LGSM Medical Coverage with Prescription Drugs Benefits-at-a-Glance

Effective for groups on their plan year beginning on or after January 1, 2015

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible, copay and /or coinsurance. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten or any other plan documents your group uses, if your group is self-funded. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

Preauthorization for Select Services – Services listed in this BAAG are covered when provided in accordance with Certificate requirements and, when required, are preauthorized or approved by BCBSM except in an emergency.

Note: To be eligible for coverage, the following services require your provider to obtain approval **before** they are provided – select radiology services, inpatient acute care, skilled nursing care, human organ transplants, inpatient mental health care, inpatient substance abuse treatment, rehabilitation therapy and applied behavioral analyses.

Pricing information for various procedures by in-network providers can be obtained by calling the customer service number listed on the back of your BCBSM ID card and providing the procedure code. Your provider can also provide this information upon request.

Preauthorization for Specialty Pharmaceuticals – BCBSM will pay for FDA-approved specialty pharmaceuticals that meet BCBSM's medical policy criteria for treatment of the condition. The prescribing physician **must** contact BCBSM to request preauthorization of the drugs. If preauthorization is not sought, BCBSM will deny the claim and all charges will be the member's responsibility.

Specialty pharmaceuticals are biotech drugs including high cost infused, injectable, oral and other drugs related to specialty disease categories or other categories. BCBSM determines which specific drugs are payable. This may include medications to treat asthma, rheumatoid arthritis, multiple sclerosis, and many other disease as well as chemotherapy drugs used in the treatment of cancer, but excludes injectable insulin.

In-network

Out-of-network *

Member's responsibility (deductibles, copays, coinsurance and dollar maximums)

Note: If an in-network provider refers you to an out-of-network provider, all covered services obtained from that out-of-network provider will be subject to applicable out-of-network cost-sharing.

Deductibles Note: Your deductible combines deductible amounts paid under your Simply Blue HSA medical coverage and your Simply Blue prescription drug coverage. Note: The full family deductible must be met under a two-person or family contract before benefits are paid for any person on the contract.	\$6,350 for a one-person contract or \$12,700 for a family contract (2 or more members) each calendar year (no 4th quarter carry-over)	\$12,700 for a one-person contract or \$25,400 for a family contract (2 or more members) each calendar year (no 4th quarter carry-over)
Flat-dollar copays	None	None
Coinsurance amounts (percent copays) Note: Coinsurance amounts apply once the deductible has been met.	None	20% of approved amount for most covered services
Annual out-of-pocket maximums – applies to deductibles and coinsurance amounts for all covered services – including prescription drug cost-sharing amounts	\$6,350 for a one-person contract or \$12,700 for a family contract (2 or more members) each calendar year	\$15,000 for a one-person contract or \$30,000 for a family contract (2 or more members) each calendar year
Lifetime dollar maximum	None	

In-network

Out-of-network *

Preventive care services

Health maintenance exam – includes chest x-ray, EKG, cholesterol screening and other select lab procedures	100% (no deductible or copay/coinsurance), one per member per calendar year Note: Additional well-women visits may be allowed based on medical necessity.	Not covered
Gynecological exam	100% (no deductible or copay/coinsurance), one per member per calendar year Note: Additional well-women visits may be allowed based on medical necessity.	Not covered
Pap smear screening – laboratory and pathology services	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Voluntary sterilizations for females	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Prescription contraceptive devices – includes insertion and removal of an intrauterine device by a licensed physician	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Contraceptive injections	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Well-baby and child care visits	100% (no deductible or copay/coinsurance) • 6 visits, birth through 12 months • 6 visits, 13 months through 23 months • 6 visits, 24 months through 35 months • 2 visits, 36 months through 47 months • Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit	Not covered
Adult and childhood preventive services and immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% (no deductible or copay/coinsurance)	Not covered
Fecal occult blood screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Flexible sigmoidoscopy exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Prostate specific antigen (PSA) screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Routine mammogram and related reading	100% (no deductible or copay/coinsurance) Note: Subsequent medically necessary mammograms performed during the same calendar year are subject to your deductible and coinsurance. One per member per calendar year	80% after out-of-network deductible Note: Out-of-network readings and interpretations are payable only when the screening mammogram itself is performed by an in-network provider.
Routine screening colonoscopy	100% (no deductible or copay/coinsurance) for routine colonoscopy Note: Medically necessary colonoscopies performed during the same calendar year are subject to your deductible and coinsurance. One routine colonoscopy per member per calendar year	80% after out-of-network deductible

* Services from a provider for which there is no Michigan PPO network and services from a out-of-network provider in a geographic area of Michigan deemed a “low access area” by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider’s charge.

In-network

Out-of-network *

Physician office services

Office visits – must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Outpatient and home medical care visits – must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Office consultations – must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Urgent care visits – must be medically necessary	100% after in-network deductible	80% after out-of-network deductible

Emergency medical care

Hospital emergency room	100% after in-network deductible	100% after in-network deductible
Ambulance services – must be medically necessary	100% after in-network deductible	100% after in-network deductible

Diagnostic services

Laboratory and pathology services	100% after in-network deductible	80% after out-of-network deductible
Diagnostic tests and x-rays	100% after in-network deductible	80% after out-of-network deductible
Therapeutic radiology	100% after in-network deductible	80% after out-of-network deductible

Maternity services provided by a physician or certified nurse midwife

Prenatal care visits	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Postnatal care	100% after in-network deductible	80% after out-of-network deductible
Delivery and nursery care	100% after in-network deductible	80% after out-of-network deductible

Hospital care

Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies Note: Nonemergency services must be rendered in a participating hospital.	100% after in-network deductible	80% after out-of-network deductible
Inpatient consultations	100% after in-network deductible	80% after out-of-network deductible
Chemotherapy	100% after in-network deductible	80% after out-of-network deductible

Alternatives to hospital care

Skilled nursing care – must be in a participating skilled nursing facility	100% after in-network deductible	100% after in-network deductible
	Limited to a maximum of 90 days per member per calendar year	
Hospice care	100% after in-network deductible	100% after in-network deductible
	Up to 28 pre-hospice counseling visits before electing hospice services; when elected, four 90-day periods – provided through a participating hospice program only ; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)	
Home health care: • must be medically necessary • must be provided by a participating home health care agency	100% after in-network deductible	100% after in-network deductible
Infusion therapy: • must be medically necessary • must be given by a participating Home Infusion Therapy (HIT) provider or in a participating freestanding Ambulatory Infusion Center (AIC) • may use drugs that require preauthorization – consult with your doctor	100% after in-network deductible	100% after in-network deductible

* Services from a provider for which there is no Michigan PPO network and services from a out-of-network provider in a geographic area of Michigan deemed a “low access area” by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider’s charge.

In-network

Out-of-network *

Surgical services

Surgery – includes related surgical services and medically necessary facility services by a participating ambulatory surgery facility	100% after in-network deductible	80% after out-of-network deductible
Presurgical consultations	100% after in-network deductible	80% after out-of-network deductible
Voluntary sterilization for males Note: For voluntary sterilizations for females, see "Preventive care services."	100% after in-network deductible	80% after out-of-network deductible
Elective abortions	Not covered	Not covered

Human organ transplants

Specified human organ transplants – must be in a designated facility and coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% after in-network deductible	100% after in-network deductible – in designated facilities only
Bone marrow transplants – must be coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% after in-network deductible	80% after out-of-network deductible
Specified oncology clinical trials Note: BCBSM covers clinical trials in compliance with PPACA.	100% after in-network deductible	80% after out-of-network deductible
Kidney, cornea and skin transplants	100% after in-network deductible	80% after out-of-network deductible

Mental health care and substance abuse treatment

Inpatient mental health care and inpatient substance treatment	100% after in-network deductible	80% after out-of-network deductible
	Unlimited days	
Outpatient mental health care: • Facility and clinic	100% after in-network deductible	100% after in-network deductible, in participating facilities only
• Physician's office	100% after in-network deductible	80% after out-of-network deductible
Outpatient substance abuse treatment – in approved facilities only	100% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

Autism spectrum disorders, diagnoses and treatment

Applied behavioral analysis (ABA) treatment – when rendered by an approved board-certified behavioral analyst – is covered through age 18, subject to preauthorization Note: Diagnosis of an autism spectrum disorder and a treatment recommendation for ABA services must be obtained by a BCBSM approved autism evaluation center (AAEC) prior to seeking ABA treatment.	100% after in-network deductible	100% after in-network deductible
Outpatient physical therapy, speech therapy, occupational therapy, nutritional counseling for autism spectrum disorder	100% after in-network deductible	80% after out-of-network deductible
	Physical, speech and occupational therapy with an autism diagnosis is unlimited	
Other covered services, including mental health services, for autism spectrum disorder	100% after in-network deductible	80% after out-of-network deductible

* Services from a provider for which there is no Michigan PPO network and services from a out-of-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.

In-network

Out-of-network *

Other covered services

Outpatient Diabetes Management Program (ODMP) Note: Screening services required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by a network provider. Note: When you purchase your diabetic supplies via mail order you will lower your out-of-pocket costs.	100% after in-network deductible	80% after out-of-network deductible
Allergy testing and therapy	100% after in-network deductible	80% after out-of-network deductible
Chiropractic spinal manipulation and osteopathic manipulative therapy	100% after in-network deductible Limited to a combined 12-visit maximum per member per calendar year	80% after out-of-network deductible
Outpatient physical, speech and occupational therapy – provided for rehabilitation	100% after in-network deductible Limited to a combined 30-visit maximum per member per calendar year	80% after out-of-network deductible Note: Services at nonparticipating outpatient physical therapy facilities are not covered.
Durable medical equipment Note: DME items required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by an in-network provider. For a list of covered DME items required under PPACA, call BCBSM.	100% after in-network deductible	100% after in-network deductible
Prosthetic and orthotic appliances	100% after in-network deductible	100% after in-network deductible
Private duty nursing care	100% after in-network deductible	100% after in-network deductible

* Services from a provider for which there is no Michigan PPO network and services from a out-of-network provider in a geographic area of Michigan deemed a “low access area” by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider’s charge.

Simply Blue PPO HSA LGSM Prescription Drug Coverage Benefits-at-a-Glance

Effective for groups on their plan year beginning on or after January 1, 2015

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible, copay and /or coinsurance. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten or any other plan documents your group uses, if your group is self-funded. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

Specialty Pharmaceutical Drugs – The mail order pharmacy for **specialty drugs** is Walgreens Specialty Pharmacy, LLC, an independent company. Specialty prescription drugs (such as Enbrel® and Humira®) are used to treat complex conditions such as rheumatoid arthritis, multiple sclerosis and cancer. These drugs require special handling, administration or monitoring. Walgreens Specialty Pharmacy will handle mail order prescriptions only for specialty drugs while many in-network retail pharmacies will continue to dispense specialty drugs (check with your local pharmacy for availability). Other mail order prescription medications can continue to be sent to Express Scripts. (Express Scripts is an independent company providing pharmacy benefit services for Blues members.) A list of specialty drugs is available on our Web site at bcbsm.com/pharmacy. If you have any questions, please call Walgreens Specialty Pharmacy customer service at 1-866-515-1355.

We will not pay for more than a 30-day supply of a covered prescription drug that BCBSM defines as a "specialty pharmaceutical" whether or not the drug is obtained from a **90-Day Retail Network provider** or mail-order provider. We may make exceptions if a member requires more than a 30-day supply. BCBSM reserves the right to limit the initial quantity of select specialty drugs. Your copay/coinsurance will be reduced by one-half for this initial fill (15 days).

Member's responsibility (coinsurance amounts)

Your Simply Blue HSA prescription drug benefits, including mail order drugs, are subject to the same deductible, same coinsurance and same annual out-of-pocket maximum required under your Simply Blue HSA medical coverage. Benefits are not payable until after you have met the Simply Blue HSA annual deductible. After you have satisfied the deductible you are required to pay applicable prescription drug coinsurance amounts which are subject to your annual out-of-pocket maximums.

Note: The following prescription drug expenses will not apply to your Simply Blue HSA deductible or annual out-of-pocket maximum:

- any difference between the Maximum Allowable Cost and BCBSM's approved amount for a covered brand-name drug
- the 20% member liability for covered drugs obtained from an out-of-network pharmacy

		90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
Coinsurance amounts (percent copays) Note: Coinsurance amounts apply once the deductible has been met.	1 to 30-day period	100% of approved amount	100% of approved amount	100% of approved amount	20% of approved amount <i>plus</i> an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	100% of approved amount	No coverage	No coverage
	84 to 90-day period	100% of approved amount	100% of approved amount	No coverage	No coverage

Covered services

	90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
FDA-approved drugs	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance plus an additional 20% prescription drug out-of-network penalty
Prescribed over-the-counter drugs – when covered by BCBSM	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance plus an additional 20% prescription drug out-of-network penalty
State-controlled drugs	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance plus an additional 20% prescription drug out-of-network penalty
FDA-approved generic and select brand-name prescription preventive drugs, supplements, and vitamins (non-self-administered drugs and devices are not covered)	100% of approved amount	100% of approved amount	100% of approved amount	80% of approved amount
Other FDA-approved brand-name prescription preventive drugs, supplements, and vitamins (non-self-administered drugs and devices are not covered)	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance plus an additional 20% prescription drug out-of-network penalty
FDA-approved generic and select brand-name prescription contraceptive medication (non-self-administered drugs and devices are not covered)	100% of approved amount	100% of approved amount	100% of approved amount	80% of approved amount
Other FDA-approved brand-name prescription contraceptive medication (non-self-administered drugs and devices are not covered)	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance	Subject to Simply Blue HSA medical deductible and coinsurance plus an additional 20% prescription drug out-of-network penalty
Disposable needles and syringes – when dispensed with insulin or other covered injectable legend drugs Note: Needles and syringes have no deductible or coinsurance.	Subject to Simply Blue HSA medical deductible and coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and coinsurance for the insulin or other covered injectable legend drug plus an additional 20% prescription drug out-of-network penalty

Note: Over-the-counter (OTC) drugs are drugs that do not require a prescription under federal law. They are identified by BCBSM as select prescription drugs. A prescription for the select OTC drug is required from the member's physician. In some cases, over-the-counter drugs may need to be tried before BCBSM will approve use of other drugs.

* BCBSM will not pay for drugs obtained from out-of-network mail order providers, including Internet providers.

Features of your prescription drug plan

Prior authorization/step therapy	A process that requires a physician to obtain approval from BCBSM before select prescription drugs (drugs identified by BCBSM as requiring prior authorization) will be covered. Step Therapy , an initial step in the Prior Authorization process, applies criteria to select drugs to determine if a less costly prescription drug may be used for the same drug therapy. Some over-the-counter medications may be covered under step therapy guidelines. This also applies to mail order drugs. Claims that do not meet Step Therapy criteria require prior authorization. Details about which drugs require Prior Authorization or Step Therapy are available online at bcbsm.com/pharmacy .
Mandatory maximum allowable cost drugs	If your prescription is filled by an in-network pharmacy, and the pharmacist fills it with a brand-name drug for which a generic equivalent is available, you MUST pay the difference in cost between the BCBSM approved amount for the brand-name drug dispensed and the maximum allowable cost for the generic drug plus your applicable copay/coinsurance regardless of whether you or your physician requests the brand-name drug. Exception: If your physician requests and receives authorization for a nonpreferred brand-name drug with a generic equivalent from BCBSM and writes "Dispense as Written" or "DAW" on the prescription order, you pay only your applicable copay/coinsurance and/or deductible. Note: This MAC difference will not be applied toward your annual in-network deductible or your annual out-of-pocket maximum.
Drug interchange and generic copay/coinsurance waiver	BCBSM's drug interchange and generic copay/coinsurance waiver programs encourage physicians to prescribe a less-costly generic equivalent. If your physician rewrites your prescription for the recommended generic or OTC alternate drug, you will only have to pay a generic copay/coinsurance. In select cases BCBSM may waive the initial copay/coinsurance after your prescription has been rewritten. BCBSM will notify you if you are eligible for a waiver.
Quantity limits	To stay consistent with FDA approved labeling for drugs, some medications may have quantity limits.

CITY OF STURGIS

**RESOLUTION TO ESTABLISH A MINIMUM VALUE HIGH DEDUCTIBLE
HEALTH CARE PLAN**

WHEREAS, Employees of the City of Sturgis that are not regular, full-time employees as defined in the Employee Handbook may be eligible to receive an offer of health insurance based upon specific guidelines established in the Affordable Care Act (ACA); and

WHEREAS, the addition of a health insurance plan that meets the minimum value standards as called for in the ACA has been recommended to provide a health insurance option for these employees; and

WHEREAS, Blue Cross Blue Shield offers a High Deductible Health Plan (HDHP) with employee deductibles that meet the minimum essential coverage and affordability requirements of the ACA (Minimum Value HDHP); and

WHEREAS, this Minimum Value HDHP would include medical and prescription coverage but not dental or vision coverage; and

WHEREAS, this Minimum Value HDHP is Health Savings Account (HSA) compatible, and allows for the employee to contribute to an HSA as part of enrollment in the plan through payroll deduction, but the City would not contribute to the HSA as part of coverage; and

WHEREAS, the option to enroll in this Minimum Value HDHP would be available upon eligibility for qualifying employees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STURGIS, that City staff are authorized to offer a Minimum Value High Deductible Health Plan option to City employees and sign all documents necessary for such activities; and

LET IT BE FURTHER RESOLVED, that City staff is authorized to establish Health Savings Accounts for employees choosing the Minimum Value HDHP and sign all documents necessary for such activities.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10D

EXECUTIVE SEARCH FIRMS

Amy Cell Talent

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734.272.3533
sarah@amycelltalent.com
<https://amycelltalent.com/>

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Walsh Municipal Services, LLC

Frank L. Walsh
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walshmuni@gmail.com
walshmuni.com

From: [Michael Hughes](#)
To: [Andrew Kuk](#)
Cc: [Julie Burkey](#)
Subject: FW: City Manager Search
Date: Friday, October 21, 2022 1:29:51 PM
Attachments: [Outlook-4htp5cyv.png](#)

Include email below

From: Jeff Mullins <jmullins@sturgismi.gov>
Sent: Wednesday, October 19, 2022 2:18 PM
To: Michael Hughes <mhughes@sturgismi.gov>; Aaron Miller <AMiller@sturgismi.gov>
Subject: Fw: City Manager Search

Another one from Amy Cell Talent out of Illinois, if needed.

Jeffery A. Mullins / Mayor



130 N. Nottawa St.

Sturgis, MI 49091

www.sturgismi.gov

C: 269-221-9672

"Be kind whenever possible. It is always possible." - Dalai Lama

From: Sarah Helmich <sarah@amycelltalent.com>
Sent: Tuesday, October 18, 2022 12:48 PM
To: Sarah Helmich <sarah@amycelltalent.com>
Subject: City Manager Search

Good afternoon,

I recently read that Michael Hughes plans to resign as of January, 2023. As you think about next steps in finding his replacement, I wanted to share some general information that may be helpful as you consider recruiting options, whether you conduct the search in-house or through an outside firm. We have completed many municipal leadership searches in the last few years including successfully working with Eastpointe, St. Clair Shores, Madison Heights and Dearborn to find new leadership. Being proactive and knowing your options can make this time of transition less stressful for you, the staff and your community.

- **Recruiting firms** - There is a relatively small group of firms that specialize in municipal recruiting, and are active in Michigan. They include the Michigan Municipal League, GovHR,

Walsh Municipal Services, and my firm, Amy Cell Talent. The fees for a full service search which includes a one year guarantee will be around \$14-22K. You will pay considerably less though if you don't need a one-year guarantee. We have worked with smaller communities to structure search services that fit their budget.

- **Screening criteria is CRITICAL and requires up front investment** - When we do a search, we interview 20-30 people - the city council, city staff & community leaders - to understand what was needed. You can also do a community survey to get additional input and to allow the community to participate in the process from the beginning. From this data, we create a "talent rubric" and align the Council so that we are all on the same page with what the right candidate would be in terms of experiences, leadership style, etc.
- **Involve the community proactively and strategically.** In addition to a community survey at the beginning of the planning process, you can involve community members through a community forum and/or reception. You can also collect feedback from the community after they view the public interviews. This results in tremendous community engagement and a high degree of comfort with the process and selected city manager.
- **Consider a 360 degree review after six months.** The transition to a new City Manager can be stressful for the staff and Council as everyone is getting to know each other. Doing a 360 degree feedback review can help identify and address concerns early on.

Selecting a City Manager will be one of the most important decisions that you make while on City Council. If you have any questions about how a search process typically works or what we could do to help, I am happy to answer them at any time.

Thanks,
Sarah

--

Sarah Helmich

Vice President

734.272.3533

sarah@amycelltalent.com

www.amycelltalent.com

Pronouns: she, her, hers



Building custom HR solutions and finding key talent since 2015.

RECRUITING SERVICES



SCAN ME

GovHR USA
offers tiered services
to meet your
recruitment needs.



EXECUTIVE RECRUITMENT FULL SCOPE *Call for Quote*

- Develop detailed brochure and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Schedule candidate interviews
- Full background screening, additional reference checks and news media search conducted
- Present draft interview questions
- Consultant will facilitate interviews of top candidates
- Assist with negotiations and offer to selected candidate
- Notify all applicants of appointed candidate

EXECUTIVE RECRUITMENT LIMITED SCOPE *Call for Quote*

- Develop flyer and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Notify all applicants of appointed candidate

VIRTUAL RECRUITMENT \$9,000 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Prepare assessment matrix that matches candidate's qualifications against position requirements
- Submit top tier candidates to client along with all recruitment applications



PROFESSIONAL OUTREACH \$4,000 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Submit all resumes to client after application deadline



GovHR USA
GovTEMPS USA

GovHR USA
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www.govtempsusa.com

GovTemps USA

Staffing Solutions for Local Governments

GovTemps USA is the interim staffing division of GovHR USA. It was formed in 2011 by Joellen Cademartori and Heidi Voorhees, who have both had distinguished careers in local government management. They identified the need for a firm that specialized in providing short, long-term, and project-based staffing solutions for local governments.

Our Clients

GovTemps has assisted numerous municipalities and counties as well as other local governments such as community colleges, park and school districts, townships, special government districts and intergovernmental agencies. To date, GovTemps has assisted more than 225 local governments in 23 states to fill over 650 different positions.

Positions Filled

GovTemps has placed employees in a wide range of positions including: Accountants, Administrative Assistants, Administrators/Managers, Building Officials/Plan Review Officers, Clerks, Community Development/Economic Development Directors, Engineers, Finance Directors/ CFO's, Fire Chiefs, HR Professionals, IT Technicians, Parks and Recreation Directors, Planners, Police Chiefs, Public Works Directors/Superintendents, and more.

Why Employees Choose GovTemps

Employees choose GovTemps because of its reputation as a leader in providing temporary staffing assignments for local governments. Placement terms are flexible, typically lasting 3-5 months with a work week that can range anywhere from 10 to 40 hours/week, and many more clients are embracing a remote work option.

GovTemps offers employee benefits that include optional health insurance and a matching contribution towards an IRA for eligible employees. Many employees have been hired on permanently by the client in a temp-to-hire arrangement and more still are working in a long-term contractual capacity.

GovTemps carries professional liability coverage for all its employees. Employees who otherwise might consider working as 1099 independent contractor have opted to work for GovTemps and avoid paying for costly insurance.

Why Local Governments Choose GovTemps

Availability of Talented and Skilled Candidates -

Leveraging its connection to GovHR, the GovTemps candidate network includes professionals in transition as well as retirees seeking temporary assignments. GovTemps actively recruits candidates through social media, attendance at association conferences and its connections in the field. GovTemps maintains a robust candidate library.

Cost Savings - By partnering with GovTemps, local governments avoid the costs of employee benefits and candidate recruitment. GovTemps is responsible for employee payroll withholdings and carries workers' compensation, unemployment insurance and professional liability insurance on all its employees.

Flexible Work Schedule - GovTemps recognizes that local governments often do not need to fill a position on a 40 hour/week basis. Accordingly, GovTemps employees embrace flexible work schedules.

Creative Staffing Solutions

- ✓ **Temp-to-Hire** - Prefer to "test drive" the relationship with a candidate for a few months before deciding to make an offer? GovTemps can solicit, vet and present candidates under a temp-to-hire scenario.
- ✓ **Out-Sourcing** - Do you have a position that you will only need filled for a few months or a couple of years and would rather avoid hiring the person directly? GovTemps can take the lead and find you the right candidate.

Selection Process

Upon notification from an agency that needs to fill a short, long-term, or project-based position, GovTemps will discuss the position requirements with potential candidate(s) and present those that are best suited. The client will decide if they desire to interview any or all of the presented candidates. If a suitable candidate is not immediately available, GovTemps will actively recruit candidates. Once a candidate has been identified and the billing rate is determined, GovTemps and the jurisdiction will enter into an employee leasing agreement.



To discuss your temporary staffing needs, contact
Senior Vice President
Mike Earl at 224-261-8366 or
mearl@govhrusa.com



440 South State Street, Suite 320, Zeeland, MI 49464
www.PivotGroupMunicipalServices.com

City of Sturgis
130 N. Nottawa St
Sturgis, MI 49091

October 14, 2022

Re: Executive Recruitment, City Manager

Mayor and Commissioners,

Pivot Group Municipal Services (Pivot Group) is proud to provide the City of Sturgis the following proposal to conduct professional services during your search for Sturgis' next City Manager. Pivot will provide professional vetting of candidates and advocate for the best possible candidate for the City, soliciting the opportunity to professional managers and public policy practitioners across our region. We will actively reach out and recruit candidates, as the qualified candidates you desire are not necessarily spending their days looking at classified ads. We believe that Sturgis is a wonderful community and the opportunity to serve as the next City Manager should garner much interest among qualified professionals.

Pivot Group Municipal Services proposes to provide the following services for the City of Sturgis:

- Develop a public job posting based on consultation with the City of Sturgis and job description denoted by City Charter and Ordinances.
- Advertise the job posting on the Michigan Municipal League and the International City/County Management Associations websites.
- Market the position to select, top-notch potential candidates and advocate that they apply for the opportunity to be considered for selection.
- Pivot's Principle and its Lead Search will review applicant resumes and provide a recommendation of 7-10 candidates for the Mayor and Commission to review.
- Pivot Group will attend an in-person Commission meeting to review candidates and provide guidance.
- Upon narrowing of applicant field to 3-4 candidates by Mayor and Commission, Pivot will conduct pre-interview questionnaires with each top candidate.

- Selected candidates will be invited and scheduled for interviews with the Mayor and Commission.
- Pivot Group will attend an in-person meeting to facilitate candidate interviews.
- Upon identification of a lead candidate, Pivot will provide a criminal background check completed by a certified law enforcement officer in the State of Michigan.
- Pivot will facilitate completion of an Everything DiSC® Management Profile questionnaire, a research-validated personal assessment, and offer professional feedback to the Mayor and Commission.
- Provide a sample contract for the Mayor, Commission, and Candidate to review.

Pivot Group believes the job posting and description can be completed and posted during the month of November. The proposed closing date for the posting could be in early December. All candidates will apply via a designated Pivot Group Municipal Services email address.

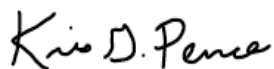
A proposed Saturday in-person work-session, completed in open session via the Open Meetings Act is proposed for review of the candidates and recommendations from Pivot Group advisors. At this meeting the candidate pool will be narrowed to the top 3-4 select individuals.

Pivot will call selected candidates and offer an interview opportunity, tentatively scheduling for mid-December. This will allow candidates time to notify their current employers. Additionally, weekend interviews work best as top candidates can be assumed to have Council and Commission meetings to attend during the week as part of their current employment functions.

As previously specified, should the Commission make a final candidate selection, Pivot would initiate the background review and Everything DiSC® Management Profile. Final recommendations and review documentation will be provided, along with the provision of a sample contract to the Mayor and Commission, no later than January 15, 2023. All meetings are recommended and subject to amendment pending the needs of the City.

Pivot Group Municipal Services agrees to provide these services at a cost not-to-exceed \$10,300 plus advertisement publication and criminal background costs. Onboarding and leadership development services are available for additional fees and will be recommended for consideration during the search as need is identified.

Respectfully submitted,



Kris Pence, Principal

Proposal Accepted By _____ **Date** _____

Kris Pence, Principal

Kris Pence is an award-winning educator, Licensed Professional Counselor, and organizational development consultant. He is passionate about human capital and organizational development, partnering with individuals and organizations to improve their knowledge, engagement, performance, and effectiveness.

Prior to creating Pivot, Kris spent more than a decade at the undergraduate level teaching political science, specifically international relations and comparative politics. In recognition of his interest in people development, Kris pursued advanced graduate training to enhance his competence, and holistic ability, to counsel and coach individuals as a licensed therapist.



Pivot Group was started when Kris began consulting with organizations to develop and strengthen their people and processes. He designs and delivers learning strategies to meet the needs of members of the boardroom to front line employees. Additionally, he generates and manages organizational change by helping leaders clarify their goals, identify talent, shift workplace cultures, close performance gaps, and achieve organizational objectives.

He holds a Bachelor of Science from Indiana Wesleyan University in Marion, Indiana, with majors in Political Science, Psychology, and History. He also holds a Master of Arts in Political Science earned from Miami University in Oxford, OH. Kris additionally holds a Master of Arts in Clinical Mental Health Counseling from Western Michigan University (WMU), Kalamazoo, MI. He is also finishing the last stage of doctoral work for a Ph.D. in Counselor Education and Supervision from WMU. He is a Licensed Professional Counselor (License # 6401015448) and Licensed Marriage and Family Therapist (License # 4151000160) in the State of Michigan.

James R. Freed, Lead Search

James has more than sixteen years of senior leadership experience in both the public and private sectors. In the private sector, James served as an executive working to grow businesses in southern Michigan. In the public sector, as City Manager of one of Michigan's larger core communities he led one of the largest financial turnarounds in state history. This gives him a unique perspective on local government, as well as the needs of the business community.

James holds a Bachelor of Science from Indiana Wesleyan University (IWU) in Marion, Indiana, with an emphasis in Political Science and a Master's of Business Administration (MBA) from Northwood University DeVos Graduate School.



James was named Crain's Detroit Business 40 under 40 in 2016, Michigan Chamber Foundation & JCI Michigan's 2018 Outstanding Young Michigander, and in 2017 the Port Huron NAACP awarded

him the Martin Luther King “Honorable Mention” for his work on equity and inclusion.

James has previously served as a keynote speaker for the Michigan Municipal League, West Michigan Policy Forum, and many colleges and universities.

In addition to his formal education, James has proven experience in economic development, community development, government administration, human resources fiscal policy, grant writing, collective bargaining negotiations, project management, environmental protection, and constituent relations.