



AGENDA
CITY COMMISSION MEETING
MONDAY, DECEMBER 12, 2022
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM

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
 - A. Action of Minutes of Previous Meetings
 - **APPROVE the minutes from the November 30, 2022 work session as presented.**
 - **APPROVE the minutes from the November 30, 2022 regular meeting as presented.**
 - B. Pay Bills
 - **AUTHORIZE the payment of the City bills in the amount of \$2,020,270.23 as presented.**
 - C. Accounts Payable Authorization
 - **AUTHORIZE the Finance Committee to approve the payment of City bills at their next meeting.**
9. UNFINISHED BUSINESS
 - A. Interim City Manager – Mayor Mullins
 - B. Executive Search Firm Selection – Mayor Mullins
10. NEW BUSINESS
 - A. City Attorney RFP – Michael Hughes
 - B. Non-Union Wage and Salary Adjustment – Michael Hughes
 - C. Parks & Recreation Plan Approval for Public Review – Michael Liston
 - D. Spark Grant Resolution – Michael Liston
 - E. Budget Amendments – Holly Keyser
11. COMMISSIONER / STAFF COMMENTS
12. CLOSED SESSION - To conduct a periodic personnel evaluation at the request of the employee
13. ADJOURN

Manager's Report

DECEMBER 12, 2022



CITY OF
Sturgis
MICHIGAN

Submitted by:

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

Michael L. Hughes
City Manager

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for December 12, 2022 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the November 30, 2022 work session as presented.

Consent Agenda Motion:

APPROVE the minutes from the November 30, 2022 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$2,020,270.23 as presented.

8C. Accounts Payable Authorization

Due to the changes to the Commission's December meeting dates, the accounts payable schedule needs to be modified. Rather than prepare bills for the next Commission meeting on December 19th, City staff is proposing to have the Commission authorize the Finance Committee to approve bills following their review, which would most likely occur on December 27th; this allows for a more regular accounts payable schedule to be maintained. This year, bills would be prepared for December 28th, ensuring we pay our vendors in a timely fashion. The Commission has approved such an authorization in similar situations in the past.

Consent Agenda Motion:

AUTHORIZE the Finance Committee to approve the payment of City bills at their next meeting.

9. Unfinished Business

A. Interim City Manager

City Commission will discuss appointment of an interim City Manager following my departure in January.

9. Unfinished Business

B. Executive Search Firm Selection

At the November 30th City Commission meeting, the Commission postponed a decision on hiring an executive search firm. This allows for the Commission's further discussion on the topic.

10. New Business

A. City Attorney RFP

Staff: Michael Hughes

At the November 30th regular meeting, the Commission directed me to develop a request for proposal document for City Attorney services. The City of Three Rivers recently went through a similar process, so I used their document as a template. I modified the document to reference the City of Sturgis' City Charter requirements and provided information on current time allocated by the City Attorney's office. I also structured the cost proposal submission like our current arrangement which includes a general retainer for legal services and billable hours to perform legal services for code violations and prosecutions. Lastly, I included a request to define the types of reimbursable expenses expected.

The deadline for proposal submission is proposed for January 5th, 2023, with consideration by the Commission at the January 11th regular meeting. If a decision is made by the Commission according to this schedule, I suggest an appointment date of March 1st, 2023.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the issuance of Request for Proposal for City Attorney as presented.

Staff Recommendation:

APPROVE

Included in your packet:

1. RFP for City Attorney

10. New Business

B. Non-Union Wage and Salary Adjustment

Staff: Michael Hughes

At the November 30, 2022 Commission meeting, the draft Compensation Study was presented for review and discussion. The Commission had consensus to use the 75th percentile for salary ranges from the study. It was recommended to increase those positions currently paid beneath the range to the minimum salary within the range. The Table below indicates the non-union positions that are below the minimum salary ranges.

Current Job Title	Pay	75th Percentile Minimum	Adjustment
Community Development Specialist	51,250	51,500	250
IT Assistant	51,168	51,500	332
GIS Analyst	50,273	51,500	1,226
Doyle Desk Supervisor	41,350	41,791	441
Fitness Coordinator	35,152	41,791	6,639
Doyle Recreation & Sports Supervisor	39,250	41,791	2,541

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the wage and salary adjustments as presented.

Staff Recommendation:

APPROVE

10. New Business

C. Parks & Recreation Plan Approval for Public Review

Staff: Michael Liston

As we enter the final stages of updating the City of Sturgis 5-Year Parks & Recreation Master Plan, the next step is to provide the public with a 30-day review of the draft plan. At their December 5th Parks, Recreation, & Doyle Center Board meeting, the Board reviewed the draft plan and has made a recommendation to the City Commission to release the plan to the public for a 30-day review period. At the end of the 30 days, the Parks, Recreation & Doyle Board will reconvene to hold a public forum and will review any comments or suggestions and make their final recommendation to the City Commission for consideration and approval of the plan.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY release of the Parks & Recreation Master plan for a 30-day public review.

Staff Recommendation:

APPROVE

Included in your packet:

1. Parks and Recreation Master Plan Draft

10. New Business

D. Spark Grant Resolution

Staff: Michael Liston

Recently the Michigan Department of Natural Resources (DNR) announced the availability of Michigan Spark Grants. A \$65 million program, Spark Grants are intended to support projects that provide safe, accessible public recreation facilities and spaces to improve people's health, introduce new recreation experiences, build on existing park infrastructure and make it easier for people to enjoy the outdoors. The first of three funding rounds for the Spark Grant program is due December 19th for a January 2023 award.

In looking at projects that could take advantage of the Spark Grant program, Doyle Center and Recreation staff believed that outdoor pickleball courts would be a good project to pursue. Based on community feedback received through the updating of the 5-year Parks & Recreation Master Plan, outdoor pickleball courts were at the top of the list of desired projects.

Pickleball is a sport that combines many elements of tennis, badminton and ping-pong and is played on a badminton sized court with a modified net using wooden paddles and a plastic ball; it is a sport that can be enjoyed by all ages and skill levels. It is easy for beginners to learn, but can develop into a quick, fast-paced, and competitive game for experienced players. The Doyle currently utilizes indoor court space for pickleball, and it is a popular activity. As the sport continues to grow staff wants to meet the needs and desires of the community by providing access to outdoor courts.

Staff is proposing to construct four outdoor pickleball courts on the northeast corner of the Doyle Center property. A site development plan is included in your packet. Parking for the new pickleball area will utilize the existing parking lot and will connect to the existing walking path around the Doyle Center and Thurston Woods Park therefore making it ADA accessible. In addition to the courts, staff are also including a covered pavilion to provide shaded seating area.

A preliminary cost estimate for the project is \$261,400.00. This includes a 10% contingency and bidding documents/final design. Other eligible costs under the grant include \$1,500.00 for grant writing and \$1,100.00 for preliminary site plan and cost estimate development. The estimated total project cost is \$264,000.00

Currently the only budgeted amount for the pickleball courts is \$7,000.00 for design work. The Spark Grant program does not require a grant match, however the City's contracted grant writer suggested a match be supplied to make the City's application more competitive. Staff are recommending a \$50,000.00 match amount for the project, to be included in the FY 2023-2024 capital budget.

In order to move forward with grant submission, a resolution authorizing that action and detailing the City's match commitment is required. A draft resolution is included in your packet.

Proposed Motion:

Move that the Sturgis City Commission ADOPT/NOT ADOPT the Resolution of Authorization and Local Government Match for the Michigan Department of Natural Resources Spark Grant Program as presented.

Staff Recommendation:

ADOPT

Included in your packet:

1. Pickleball Court Site Development Plan
2. Preliminary Cost Estimate
3. Draft Resolution of Authorization and Local Government Match

10. New Business

E. Budget Amendments

Staff: Holly Keyser

Included in your packet is a memo from City Controller Holly Keyser regarding budget amendments for Fiscal Year 2022-2023. In accordance with the Uniform Budgeting and Accounting Act, governmental funds need to be amended to reflect changes in the expected revenue and operating expenditures incurred in the 2022-2023 fiscal year, as compared to those originally estimated.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Budget Amendments for Fiscal Year 2022-2023 as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. Budget Amendment Memo

Noteworthy Meetings / Events

- Kristkindlmarkt | December 1st-December 3rd
- United Way Campaign Day Lunch | December 2nd
- Cemetery Board Meeting | December 6th
- EDC/SIA Meeting | December 6th
- DDA Meeting | December 7th
- MPPA 2023 Strategy Meeting | December 7th

Upcoming Events

- Guys Night Christmas Shopping | Downtown | 5:30pm-9:00pm | December 9th
- A Christmas Story in Sturgis | Downtown | 4:00pm-7:00pm | December 16th
- A Christmas Story Movie | SYCA | 7:00pm | December 16th
- Employee Christmas Lunch | SYCA | 11:30am-1:00pm | December 22nd
- City Hall Closed for Christmas | December 23rd & December 26th
- City Hall Closed for New Year's | January 2nd

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

WORK SESSION - STURGIS CITY COMMISSION
WEDNESDAY, NOVEMBER 30, 2022
WIESLOCH RAUM – CITY HALL

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

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

Commissioners absent: Hile

Also present: City Manager, Assistant City Manager, City Clerk

The City Commission heard presentations from Amy Cell LLC and Walsh Municipal Services on their qualifications as an executive search firm to assist with the hiring of a new City Manager. Discussion followed.

The meeting was adjourned at 5:50 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, NOVEMBER 30, 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 Comm. Kinsey.

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

Also present: City Attorney, Assistant to the City Attorney, City Manager, Assistant City
Manager, City Engineer, Doyle and Recreation Director, City Controller, Facilities Manager,
Cemetery and Parks Supervisor, City Clerk

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

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

Moved by Comm. Klinger and seconded by Comm. Smith to approve the Consent Agenda of
November 30, 2022 as presented.

8A. Action of Minutes of Previous Meetings

- APPROVE the minutes from the November 14, 2022 organizational meeting as presented.
- APPROVE the minutes from the November 16, 2022 work session as presented.
- APPROVE the minutes from the November 16, 2022 regular meeting as presented.

B. Pay Bills

- AUTHORIZE the payment of the City bills in the amount of \$1,019,225.08 as presented.

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

The City Commission held discussion on the potential engagement of an executive search firm for the City Manager position. There were suggestions that the hiring of a firm be delayed until the next meeting, when the topic of an Interim City Manager position will be discussed. There was also support for moving forward with the hiring of a firm immediately, given the importance of the position. It was explained that there are no legal requirements related to the selection of a City Manager. Discussion followed on related topics.

Moved by Comm. Klinger and seconded by Comm. Kinsey to postpone consideration of selection of
an executive search firm until the next regular meeting.

Voting yea: Six Voting nay: Bir, Perez Absent: Hile MOTION CARRIED

City Manager Michael Hughes provided information on the potential reorganization of the Doyle and Recreation and Parks and Cemetery boards. Discussion followed.

Moved by Comm. Bir and seconded by Comm. Smith to approve the reorganization and bylaws for the Parks, Recreation, and Doyle Board as well as the Cemetery Board as presented.

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

Joellen Cademartori, CEO, at GovHR USA presented a summary of the process for developing the compensation study, the results and recommendations moving forward. Discussion followed on the details of study.

The City Commission had consensus to move forward with using the 75th percentile range data for the Compensation Study.

Facilities Manager Dan Root provided details on the lighting at the Doyle Community Center. Discussion followed.

Moved by Comm. Bir and seconded by Comm. Perez to approve a bid waiver for and the proposal of Byler Electric for Doyle Center court lighting improvements in the amount of thirty-six thousand, six hundred and eighty dollars (\$36,680.00).

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

City Engineer Barry Cox provided details on an engineering task order related to water and sewer system improvements on Main Street. Discussion followed.

Moved by Comm. Bir and seconded by Comm. Kinsey to approve Task Order #11 with Fleis and VandenBrink Engineering, Inc. in the amount of fifty-five thousand, eight hundred dollars (\$55,800.00) for completion of preliminary design, final design, and bidding services on the West and East Main Infrastructure Project.

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

City Controller Holly Keyser provided details on the proposed changes for non-union employees. Discussion followed.

Moved by Comm. Klinger and seconded by Comm. Kinsey to approve the non-union benefit changes as presented.

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

The City Commission had consensus to allow the City Manager to reasonably apply the vacation policy to current employees that have less than one year of service.

City Attorney Roger Bird explained that he is transitioning towards retirement. Discussion followed regarding the requirements of the City attorney and the process of selecting a replacement.

Moved by Comm. Klinger and seconded by Comm. Smith to direct City Staff to prepare a Request For Qualifications for City Attorney services.

Voting yea: Six Voting nay: Kinsey, Miller Absent: Hile MOTION CARRIED

Assistant City Manager Andrew Kuk provided information on the need to adopt a resolution to vacate a portion of Jean Street.

Moved by Comm. Klinger and seconded by Comm. Perez to adopt the Resolution Approving Vacating of Street and Scheduling of Public Hearing

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

**RESOLUTION APPROVING VACATING OF STREET
AND SCHEDULING OF PUBLIC HEARING**

WHEREAS, the City Commission of the City of Sturgis, County of St. Joseph, and State of Michigan, the same being the legislative body of the said City of Sturgis, deems it advisable and in the best interests of the City of Sturgis that a portion of Jean Avenue now situate and being within the City of Sturgis be vacated, said street being described as follows, to-wit:

Located in the City of Sturgis, St. Joseph County, Michigan

All that part of Jean Avenue (50-feet wide) between Blocks One and Two of Wait & Miller's Addition to the City of Sturgis, according to the plat of record in the Office of the Register of Deeds for St. Joseph County, Michigan in Liber 1 of Plats, Page 29, lying Southerly of the portion of the street vacated in Liber 10, Page 462 and North of a Line 96 feet North of the North Right of Way Line of East Hatch Street.

Also shown graphically in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, that a public hearing to hear objections thereto shall be held at the scheduled meeting of the Sturgis City Commission on Wednesday, January 11, 2023, commencing at 6:00 P.M. in the Wiesloch Raum of City Hall. Any objection to such action may be filed with the City Clerk in writing, and if any such objection is filed the portion of Jean Avenue described above now situate and being within the City of Sturgis shall not be vacated except by a concurring vote of two-thirds (2/3) of the City Commission.

The City Commission had consensus to appoint Comm. Kinsey and Comm. Perez to the review committee for the state line industrial property RFP.

The meeting was adjourned at 9:00 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				
11-23-2022	PR0597M	00061	CITY OF STURGIS PAYROLL	340,325.63
11-14-2022	T15289M	04197	MI PUBLIC POWER AGENCY	244,499.66
11-21-2022	T15290M	04197	MI PUBLIC POWER AGENCY	204,517.28
11-28-2022	T15291M	04197	MI PUBLIC POWER AGENCY	241,089.00
11-25-2022	T15292M	04197	MI PUBLIC POWER AGENCY	30,212.94
12-04-2022	T15293M	00197	CITY OF STURGIS UTILITIES	18,171.63
12-04-2022	T15294M	06121	GB SOLAR TE 2020 HOLDINGS LLC	104,855.62
12-01-2022	T15295M	04291	HUNTINGTON NATIONAL BANK	3,064.69
12-01-2022	T15296M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
12-01-2022	T15297M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
12-01-2022	T15298M	04389	FRONTIER COMMUNICATIONS A	103.82
12-02-2022	T15299M	03770	MICHIGAN GAS UTILITIES	45.46
12-02-2022	T15300M	03770	MICHIGAN GAS UTILITIES	91.38
12-09-2022	T15301M	03770	MICHIGAN GAS UTILITIES	144.21
12-12-2022	T15302M	00197	CITY OF STURGIS UTILITIES	13,611.25
12-20-2022	T15303M	00197	CITY OF STURGIS UTILITIES	12,173.90
12-01-2022	T15304M	04088	BLUE CROSS BLUE SHIELD OF MI	25,383.04
11-25-2022	T15305M	04088	BLUE CROSS BLUE SHIELD OF MI	124,347.95
12-20-2022	T15306M	00197	CITY OF STURGIS UTILITIES	6,655.82
12-14-2022	T15307M	04389	FRONTIER COMMUNICATIONS A	53.03
12-14-2022	T15308M	04389	FRONTIER COMMUNICATIONS A	228.96
12-13-2022	T15309M	04389	FRONTIER COMMUNICATIONS A	26.08
12-13-2022	T15310M	04389	FRONTIER COMMUNICATIONS A	55.16
12-13-2022	T15311M	04389	FRONTIER COMMUNICATIONS A	52.04
12-13-2022	T15312M	04389	FRONTIER COMMUNICATIONS A	214.30
12-13-2022	T15313M	04389	FRONTIER COMMUNICATIONS A	88.20
12-13-2022	T15314M	04389	FRONTIER COMMUNICATIONS A	180.50
11-23-2022	T15315M	00062	CITY OF STURGIS-EMPLOYEE INS	65,300.11
11-23-2022	T15316M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,844.26
11-23-2022	T15317M	00065	DOYLE MEMBERSHIP TRANSFER	2,729.99
11-23-2022	T15318M	00063	CITY OF STURGIS TAX TRANSFER	18,686.03
11-23-2022	T15319M	05123	COMERICA BANK-INST TRUST SERV	33,075.10
11-23-2022	T15320M	03229	CITY OF STURGIS-WORKERS COMP	2,812.16
11-23-2022	T15321M	00064	INTL CITY MGMT ASSOC RETR CORP	7,828.70
12-01-2022	T15322M	06290	MEDPRO WASTE DISPOSAL LLC	25.00
11-01-2022	T15323M	05892	PAYCOR	1,016.59
11-01-2022	T15324M	05892	PAYCOR	331.52
11-09-2022	T15325M	05892	PAYCOR	1,024.91
11-22-2022	T15326M	05892	PAYCOR	381.64
12-02-2022	T15327M	06138	MUTUAL OF OMAHA INSURANCE CO	5,124.16
12-02-2022	T15328M	04524	ALERUS FINANCIAL	1,491.00
12-12-2022	T15329M	02909	CHARTER COMMUNICATIONS	708.73
12-10-2022	T15330M	04421	AT&T MOBILITY	847.25
12-21-2022	T15331M	03770	MICHIGAN GAS UTILITIES	85.34
12-22-2022	T15332M	03770	MICHIGAN GAS UTILITIES	1,421.95
12-22-2022	T15333M	03770	MICHIGAN GAS UTILITIES	383.43
12-22-2022	T15334M	03770	MICHIGAN GAS UTILITIES	1,103.83
12-16-2022	T15335M	04389	FRONTIER COMMUNICATIONS A	604.00
12-22-2022	T15336M	04389	FRONTIER COMMUNICATIONS A	52.88
12-19-2022	T15337M	04389	FRONTIER COMMUNICATIONS A	214.31
12-19-2022	T15338M	04389	FRONTIER COMMUNICATIONS A	231.12

Date	Check#	Vendor	Vendor Name	Amount
Automatic Checks				
12-12-2022	244664	00110	A & K PRINTING & POOLS	990.00
12-12-2022	244665	06342	A-1 REFRIGERATION SALES & SERV	220.00
12-12-2022	244666	03382	AGILE SAFETY LLC	160.83
12-12-2022	244667	00332	ALEXANDER CHEMICAL CORP	3,713.87
12-12-2022	244668	00002	ALL-PHASE ELECTRIC SUPPLY	1,939.42
12-12-2022	244669	05103	BRIDGETTE ALLEY	225.00
12-12-2022	244670	06119	AMAZON.COM SALES INC	4,330.75
12-12-2022	244671	00340	AMERICAN SAFETY & FIRST AID	322.14
12-12-2022	244672	06141	AMY SWETCOFF	250.00
12-12-2022	244673	03576	ARROW SERVICES INC	76.55
12-12-2022	244674	00296	AUSTIN W REED	7.60
12-12-2022	244675	05462	AUTOZONE STORES LLC	90.39
12-12-2022	244676	00296	BAILEY KELLEY	33.12
12-12-2022	244677	05634	BARBARA SECHLER	50.00
12-12-2022	244678	06117	BENITA ANN LEWIS	60.00
12-12-2022	244679	00072	BIRD, SCHESKE, REED & BEEMER,	10,421.52
12-12-2022	244680	00743	BLACKBURN MANUFACTURING CO	638.90
12-12-2022	244681	00132	BOFA INC	5,926.00
12-12-2022	244682	00006	BOLAND TIRE INC	789.92
12-12-2022	244683	00296	BRITTNEY J BALL	11.68
12-12-2022	244684	05125	CANNON TECHNOLOGIES	3,960.00
12-12-2022	244685	00296	CARLOS R CANTER ROCHA	44.31
12-12-2022	244686	00691	CENTRAL MEAT MARKET	377.00
12-12-2022	244687	00691	CENTRAL MEAT MARKET	5,160.00
12-12-2022	244688	06000	INDIANA EMERGENCY SERVICE PROD	4,860.50
12-12-2022	244689	06325	COTTIN'S HARDWARE	474.56
12-12-2022	244690	06158	CULLIGAN WATER OF STURGIS	153.00
12-12-2022	244691	06264	CUTTER'S EDGE LAWN CARE LLC	1,962.00
12-12-2022	244692	00296	DALEDREAMER K POPE	36.11
12-12-2022	244693	05634	DAN ZIERLE	50.00
12-12-2022	244694	03112	DIXON ENGINEERING INC	3,300.00
12-12-2022	244695	03095	MARY DRESSER	150.00
12-12-2022	244696	00364	CAROL DUSTIN	500.00
12-12-2022	244697	01403	GEORGE EARL	60.00
12-12-2022	244698	06345	EB WELDING INC DBA RAY'S	10,600.00
12-12-2022	244699	00166	ELHORN ENGINEERING CO	1,345.00
12-12-2022	244700	03339	ROBERT ELLIFRITZ	48.00
12-12-2022	244701	04955	ENVIRO-CLEAN	10,810.05
12-12-2022	244702	06343	ERIN MELCHI BAKER	80.00
12-12-2022	244703	01271	EXCHANGE CLUB OF STURGIS MI	830.00
12-12-2022	244704	05929	FACTUAL DATA	50.00
12-12-2022	244705	00169	FASTENAL COMPANY	12.76
12-12-2022	244706	05490	FERGUSON WATERWORKS #3386	1,813.00
12-12-2022	244707	00013	FISHBECK	6,489.18
12-12-2022	244708	00776	FLEIS & VANDENBRINK	7,270.98
12-12-2022	244709	06287	FOCAL POINT STUDIOS	10,000.00
12-12-2022	244710	04446	FRANK MILLER & SONS	913.00
12-12-2022	244711	04389	FRONTIER COMMUNICATIONS A	3,499.89
12-12-2022	244712	02082	GECKO SECURITY LLC	3,701.00
12-12-2022	244713	02483	GRACE CONSULTING INC	900.00
12-12-2022	244714	00183	W W GRAINGER INC	1,251.97
12-12-2022	244715	05634	GREEN PROJECTS GROUP	1,440.00

Date	Check#	Vendor	Vendor Name	Amount
12-12-2022	244716	00016	WILLIAM A HICKMAN	630.00
12-12-2022	244717	05222	HOLLAND DEPT OF PS/WMCJTC	406.45
12-12-2022	244718	04298	HPS LLC	760.00
12-12-2022	244719	04922	HUTSON ASSESSING INC	4,769.33
12-12-2022	244720	05171	STUART C IRBY CO	77,432.93
12-12-2022	244721	04543	J & B MEDICAL SUPPLY INC	203.80
12-12-2022	244722	00296	JENNIFER O DUNKS	91.00
12-12-2022	244723	00296	JOANNA K MILLER	17.38
12-12-2022	244724	06314	JODIE M JOHNSON	60.00
12-12-2022	244725	05842	JOHN DEERE FINANCIAL	175.64
12-12-2022	244726	00889	KENTON KELLEY	193.50
12-12-2022	244727	04238	MICHELE KELLEY	175.50
12-12-2022	244728	00020	KENDRICK STATIONERS INC	621.98
12-12-2022	244729	01101	JANENE KOSMAN	220.00
12-12-2022	244730	00212	KSS ENTERPRISES	387.21
12-12-2022	244731	00216	LAWSON PRODUCTS INC	305.35
12-12-2022	244732	00296	LEVIS U URIYO	16.21
12-12-2022	244733	03684	LEXISNEXIS RISK SOLUTIONS	100.00
12-12-2022	244734	00296	MADONNA E JACKSON	6.10
12-12-2022	244735	05634	MARK PRATT	50.00
12-12-2022	244736	05634	MARY ULTZ	50.00
12-12-2022	244737	00635	MCMaster-CARR SUPPLY COMPANY	51.55
12-12-2022	244738	04817	MICHIANA RECYCLING & DISPOSAL	1,326.83
12-12-2022	244739	00702	MICHIGAN MUNICIPAL LEAGUE	191.68
12-12-2022	244740	00234	MICHIGAN SECTION AWWA	130.00
12-12-2022	244741	00234	MICHIGAN SECTION AWWA	130.00
12-12-2022	244742	00789	MICHIGAN SOUTHERN RAILROAD CO	28,850.37
12-12-2022	244743	00505	STATE OF MICHIGAN	190.00
12-12-2022	244744	05121	MICKEY'S LINEN	232.65
12-12-2022	244745	06026	MID-CITY SUPPLY CO INC	964.46
12-12-2022	244746	05051	MILSOFT UTILITY SOLUTIONS	515.13
12-12-2022	244747	01705	MSC INDUSTRIAL SUPPLY CO INC	51.48
12-12-2022	244748	00847	MWEA	50.00
12-12-2022	244749	06069	NAPA AUTO PARTS	764.71
12-12-2022	244750	00296	NATHON T CLARK	34.61
12-12-2022	244751	00255	NIBLOCK EXCAVATING INC	1,358.91
12-12-2022	244752	00256	NISSLEY DISPOSAL INC	75.00
12-12-2022	244753	01411	NCL OF WISCONSIN INC	412.25
12-12-2022	244754	06051	NORTHERN CONSTRUCTION SERV COR	11,665.00
12-12-2022	244755	05932	O'REILLY AUTO ENTERPRISES LLC	24.56
12-12-2022	244756	06061	ORNAMENTAL IRON OF KALAMAZOO	7,410.00
12-12-2022	244757	03934	OUDBIER INSTRUMENT CO	1,653.13
12-12-2022	244758	00041	PAT JONES	167.75
12-12-2022	244759	00263	PERRY PERSONNEL PLUS INC	1,125.00
12-12-2022	244760	03698	PKG LLC	1.50
12-12-2022	244761	05042	PLANT GROWTH MANAGEMENT SYSTEM	17,878.20
12-12-2022	244762	00033	POSTNET POSTAL & BUSINESS	200.42
12-12-2022	244763	00485	POWER LINE SUPPLY	13,924.14
12-12-2022	244764	00031	POWER SYSTEM ENGINEERING INC.	473.75
12-12-2022	244765	03091	PRIME QUALITY ELECTRIC LLC	2,748.93
12-12-2022	244766	04481	PROF SPORTS SPECIFIC TRAINING	180.00
12-12-2022	244767	04251	RAI JETS LLC	1,260.00
12-12-2022	244768	06038	REVOLUTION HEALTH, P.C.	30.00

Date	Check#	Vendor	Vendor Name	Amount
12-12-2022	244769	06257	SCOTT KLABUNDE	3,937.50
12-12-2022	244770	05765	SELKING INTERNATIONAL	1,699.69
12-12-2022	244771	01197	SHERWIN-WILLIAMS COMPANY	327.95
12-12-2022	244772	05930	SMITH EQUIPMENT & SUPPLY CO	1,413.00
12-12-2022	244773	04310	SSEO GROUP INC	643.50
12-12-2022	244774	00488	STATE SYSTEMS RADIO INC	195.00
12-12-2022	244775	02310	STURGIS CIVIC PLAYERS	1,696.00
12-12-2022	244776	00936	STURGIS COMMUNITY POOL	172.00
12-12-2022	244777	05918	THE STURGIS HISTORICAL SOCIETY	1,020.00
12-12-2022	244778	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
12-12-2022	244779	00668	STURGIS TOWNSHIP	493.81
12-12-2022	244780	05855	STURGIS TROPHY HOUSE	8.00
12-12-2022	244781	06134	SWANK MOTION PICTURES INC	395.00
12-12-2022	244782	04140	SWICK BROADCASTING COMPANY	200.00
12-12-2022	244783	06344	TAPS DRAFT SERVICE	65.00
12-12-2022	244784	05682	ROBERT TAYLOR	155.00
12-12-2022	244785	00046	TELE-RAD INC	1,336.08
12-12-2022	244786	06091	THE ARMSTRONG MONITORING CO	1,644.00
12-12-2022	244787	06125	THE COPY IMAGE INC	158.55
12-12-2022	244788	06334	THERESE SCHESKE	90.00
12-12-2022	244789	05634	THOMAS AND DEANNA DENTON	50.00
12-12-2022	244790	06291	THOMPSON CONSTRUCTION GROUP	155,723.53
12-12-2022	244791	05777	TRACE ANALYTICAL LABORATORIES	6,335.00
12-12-2022	244792	01247	TRUCK & TRAILER SPEC INC	233.98
12-12-2022	244793	01238	UNITED PARCEL SERVICE	28.71
12-12-2022	244794	04326	USA BLUEBOOK	426.23
12-12-2022	244795	03362	UTILITY FINANCIAL SOLUTIONSLLC	2,500.00
12-12-2022	244796	05745	ERICA VARGAS SARCO	160.00
12-12-2022	244797	03511	WASTE MANAGEMENT	120.00
12-12-2022	244798	06107	YEOMAN, TALIA	600.00
12-12-2022	D01914	04066	BORDEN WASTE-AWAY SERVICE INC	6,398.43
12-12-2022	D01915	02983	CINTAS LOCATION #351	1,728.92
12-12-2022	D01916	00157	JACK DOHENY COMPANIES INC	2,651.26
12-12-2022	D01917	00019	KENDALL ELECTRIC INC	123.27
12-12-2022	D01918	03944	LINDE GAS & EQUIPMENT INC	253.18
12-12-2022	D01919	06250	MARANA GROUP	3,522.20
12-12-2022	D01920	01080	NYE UNIFORM CO	135.97
Manual Total				\$1,525,451.75
Automatic Total				\$494,818.48
Grand Total				\$2,020,270.23

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 11/20/2022
PR0597M PAYROLL DATE 11/23/2022

GENERAL	\$183,010.89
MAJOR STREET	5,037.97
LOCAL STREET	4,525.79
CEMETERY	6,481.49
DDA	842.17
AIRPORT	0.00
BUILDING	2,763.14
STURGES-YOUNG CENTER FOR THE ARTS	6,027.55
RECREATION	3,514.66
DOYLE RECREATION CENTER	8,763.17
AMBULANCE	7,645.61
ELECTRIC	81,151.43
SEWER	19,743.94
WATER	8,267.99
MOTOR VEHICLE	2,549.83
Payroll Sub-Total	\$340,325.63

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A

Request for Proposals

City Attorney Services

December 2022



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

PROPOSAL INFORMATION

The City of Sturgis is requesting proposals for appointment of the City Attorney to provide legal services. The position of City Attorney is an administrative officer of the City and is appointed by and serves at the pleasure of the City Commission.

RFP Submission

Sealed proposals providing the information requested in the “**RFP Information for Submission**” section must be received by the City Clerk on or before January 5, 2023 at 4:00 p.m. Envelope should be clearly marked "City Attorney Proposal" so that no error in opening will occur. Proposals will be publicly opened at this time and evaluated by the City Commission at a later date.

All correspondence regarding this RFP should be addressed to:

City Clerk/Treasurer, Kenneth D. Rhodes
130 N. Nottawa St.
Sturgis, MI 49091
(269) 659-7229

Scope of Services

I. Duties and Requirements:

In accordance with the Sturgis City Charter, Article 4, the City Attorney shall perform the following duties:

Section 5. - Residency requirements; duties.

The City Attorney's primary law office must be located in the City of Sturgis and an attorney qualified to practice in all of the courts of this state and who has been qualified to practice in the Supreme Court of this state for three years next preceding his appointment. The City Attorney shall act as legal adviser to and as attorney and counsel for, the municipality and all its officers in matters relating to their official duties. He shall give written opinion to any official or department of the City whenever requested in writing so to do, and shall file a copy of the same with the City Clerk.

He shall conduct for the City all cases in court to which the City is a part.

He shall prepare, or officially pass upon, all ordinances, contracts, bonds and other instruments in writing, in which the City is concerned, and shall certify before execution as to their legality and correctness of form.

He shall perform such other duties as may be prescribed by this charter or by the City Commission.

(Amend. of 11-5-1991)

II. Estimated Workload and Support Services

- a. The City does not guarantee a set workload or billable hours. However, to provide assistance in the development of a proposal, an estimate of hours spent by the City's current City Attorney for Code Violation and Prosecution Hours is provided in Attachment A.
- b. General retainer work includes providing legal advice, reviewing and drafting documents such as contracts, agreements, and ordinances, issuing opinions and guidance, regular contact with City staff, attending City Commission meetings, as well as staff meetings and other similar meetings as requested. According to the current City Attorney's office, a rough estimate of retainer hours varies but averages about 40 per month.
- c. The City Attorney shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff and supplies and equipment.
- d. For work product and services outside of the retainer services, the City Attorney shall provide time records and detailed costs for supplies and other service items that are billed to the City.
- e. Payment for non-retainer services rendered shall be on a monthly basis according to the itemized monthly statements provided by the City Attorney.

RFP Information for Submission

- I. Provide background information on your firm to include at least the following:
 - a. Office location(s)
 - b. Explain your firm's background and why you are interested in this work
 - c. Identify the attorney that will be officially appointed City Attorney
- II. Provide information on your firm's specific municipal experience that demonstrates your firm's ability to handle this assignment. Specifically describe your firm's experience and qualifications with City code of ordinances and zoning code violations, as well as criminal prosecutions.
- III. Describe your firm's staffing capacity and ability to handle the day-to-day activities and workload of this assignment.
- IV. Provide a statement that the firm will meet the requirements of the City Charter.
- V. Provide a list of recent and/or current municipal clients, including a contact person with address and telephone number.
- VI. Provide a brief resume of qualifications for each person to be assigned to provide services to the City under this proposal.
- VII. Provide a statement that the firm will maintain comprehensive liability and workers'

- compensation insurance on all staff assigned to work for the City.
- VIII. The Proposal submitted shall become part of the City's bid records and will be available for public review.
 - IX. Provide any other information you consider to be of value in evaluating your firms' qualifications.
 - X. Cost Proposal (See Attachment B)
 - a. A lump sum annual (paid monthly) payment amount as a retainer to perform all general legal services and duties indicated under Scope of Services.
 - b. Hourly rate(s) to be charged to perform legal services for code violations and prosecutions.
 - c. The types of reimbursable expenses that you would expect while serving if appointed City Attorney.
 - XI. The City of Sturgis will not be liable for any costs incurred by any firm in responding to this RFP.
 - XII. Provide a simple, but straight-forward, presentation. Color displays and promotional materials are not necessary. Emphasis should be on completeness, clarity, and content.

Evaluation and Selection

- I. Firms who submit proposals may be requested to make an oral presentation to the City Commission.
- II. The City Commission will evaluate each proposal in regard to the ability of the firm to provide the City of Sturgis with quality municipal legal services in a cost effective, efficient and timely manner. Only firms with appropriate experience with the various aspects of municipal law will be considered for the appointment.
- III. The City Attorney shall be appointed for an indefinite term by the City Commission and shall hold office at the pleasure of the Commission. The contract for legal services will be an at will contract that can be terminated by either party with a one hundred-eighty (180) day written notification.
- IV. Anticipated consideration and award is at the **January 11, 2023**, Sturgis City Commission meeting. A contract awarded for attorney services as a result of this RFP will most likely take effect on **March 1, 2023**.
- V. The City of Sturgis reserves the right to reject any or all proposals and to waive any irregularities in a proposal and to award a contract that, in the City Commission's judgment, is in the best interests of the City without regard to cost.

Attachment A

Month	Code Violation and Prosecution Hours
January-22	15.70
February-22	14.40
March-22	13.50
April-22	16.20
May-22	17.40
June-22	14.80
July-22	13.40
August-22	10.95
September-22	10.30
October-22	8.00
November-22	15.40
December-22	14.80

Note: According to the current City Attorney's office, a rough estimate of retainer hours varies but averages about 40 per month.

Attachment B

PROPOSAL FORM

	Annual Retainer (paid monthly)	
General Legal	\$	
	Attorney Name	Hourly Rate
Code Violation and Prosecution		\$
		\$
		\$
		\$
Reimbursable Expenses	Please define the types of reimbursable expenses that you would expect while serving if appointed City Attorney:	

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C



City of Sturgis

PARKS & RECREATION PLAN

NOVEMBER 2022 DRAFT

Acknowledgements

List of Maps / Figures / Tables

Table of Contents

1. Community Description	7
2. Administrative Structure	19
3. Recreation Inventory	25
4. Planning Process	45
5. Implementation	55
Appendix	63

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1. Community Description

The City of Sturgis has adopted a Parks and Recreation Master Plan in accordance with the Michigan Department of Natural Resources' (MDNR) standards and guidelines. The adopted Parks and Recreation Master Plan will serve as a guide for city officials for future parks and recreation decision making, preparing annual budgets, and applying for grants. The primary purpose of the plan is to incorporate community-supported five-year goals and objectives into an action plan that outlines where financial and staff resources should be spent.

Additionally, the function of parks and recreational spaces has fundamentally changed due to the COVID-19 global pandemic. As people rely more on the outdoors for socializing, exercise, and entertainment, parks and recreation are more important than ever. This plan will cover how COVID-19 has changed the recreation landscape and how or if the current and future function of the city's facilities and recreation goals need to be changed to meet the new reality.

Community Description

Sturgis is located in St. Joseph County in southwestern Michigan, less than three miles from the Indiana border. Sturgis is about one hour south of both Kalamazoo and Battle Creek, and northeast of South Bend, Indiana. Geographically, the city sits almost equidistant between Detroit and Chicago and is therefore well-served by two major highway trunk lines, Chicago Road (US-12) and Centreville Road (M-66), that crisscross through the city. Along with the Indiana Toll Road (Interstates 80 & 90) one mile south of the city, Sturgis is easily accessible throughout the region by vehicle.

The Kirsch Municipal Airport, the Kalamazoo/Battle Creek Airport, the South Bend Regional Airport provides full airline services, and the Southern Michigan Railroad give Sturgis access to air and freight, in addition to Sturgis' position among important transit lines proves to be just as advantageous in the modern economy as in its inception close to 200 years ago.

Demographics

When planning for parks and recreation it is important to consider the demographic characteristics of Sturgis to ensure that all demographic groups are represented when

planning for public facilities. The demographic information in this chapter was sourced from the following locations, in this preferred order:

- » **2020, 2010, 2000, and 1990 US Decennial Censuses.** The decennial censuses are the most accurate source of demographic information in the United States. Mandated by the United States Constitution the aim of the decennial census is to count 100% of the US population. Because the decennial census has been operating since 1790, it offers a valuable reference point to illustrate how populations have changed over time. While the decennial census has been administered for over 200 years the questions have shifted to better capture modern populations' information. For example, history of rebellion against the United States is no longer a question on the form.¹ Information collected in the most recent counts includes information about age, sex, race, the relationship between household members, and household tenure.
- » **American Community Survey.** The American Community Survey (ACS) replaced the "long-form" Census questions beginning in 2000, collecting the same types of information about social, economic, and housing conditions on a continual basis. Including these questions in the decennial census would be more resource-intensive and could reduce the response rate for the more critical decennial census. The ACS is a sample; a random selection of households are sent the ACS every year and the Census Bureau uses the responses to create estimates for the rest of the population. Because the ACS is a sample smaller communities require multiple years of sampling to create accurate estimates. Communities with less than 20,000 people must be sampled over 60-months to create estimates, these estimates are referred to as 5-year estimates. Sturgis does not have a population over 20,000 so this plan will use ACS 5-year estimates.
- » **Esri Business Analyst.** Esri Business Analyst is proprietary software that presents privately generated market research data. In addition, it estimates Census and ACS data for geographic configurations other than Census-defined tracts, blocks, and places.

Map XX: Regional Location



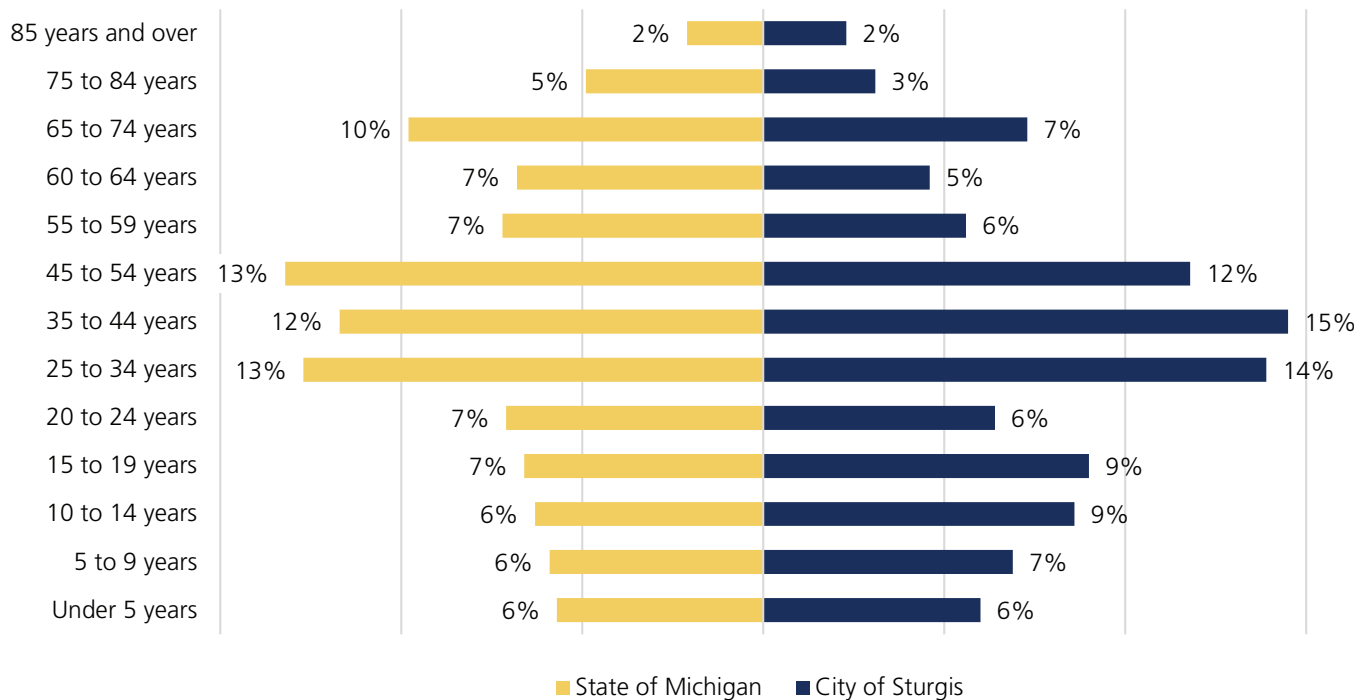
CITY OF STURGIS Regional Location

Data Sources: State of Michigan Geographic Data Library, Michigan DNR Open Data Portal, Indiana MAP, Indiana Department of Transportation, Graphics Engineering

- Freeways
- State Trunklines
- ++++ Railroads
- County Boundary
- State Boundary
- State DNR Lands
- Michigan Cities
- Indiana Incorporated Places
- Lakes / Ponds
- Rivers / Streams

B R I
Beckett & Raeder

Figure XX: Population Pyramid, 2019



Source: American Community Survey 2019 5 Year Estimate, DP05

As of 2020, Sturgis was a city of an estimated 11,082 people, which signifies a slight increase in population since 2010 (0.8%).² Since 1960, the decennial census shows that Sturgis has experienced modest growth in comparison to St. Joseph County until 1990, when Sturgis' rate of growth surpassed the county. ESRI Business Analyst projects the city will experience a population drop to 10,895 by 2026. However, population projections do not account for several difficult-to-predict factors that could affect population projections such as natural disasters, housing developments, large employers moving in or out of the city boundaries, or a global pandemic.

Age Distribution

The age distribution presents an atypical situation in Michigan. While many communities are aging, in Sturgis there is a larger proportion of children than senior citizens. For instance, the four youngest age brackets (0-19) accounts for 31% of the population, more than double the four oldest age brackets (65-85+) which accounts for 13%. The median age of 34.4, which has remained nearly the same since 2010, also reflects a younger population when compared to the county's median age of 39.6 and the State of Michigan at 39.7.³

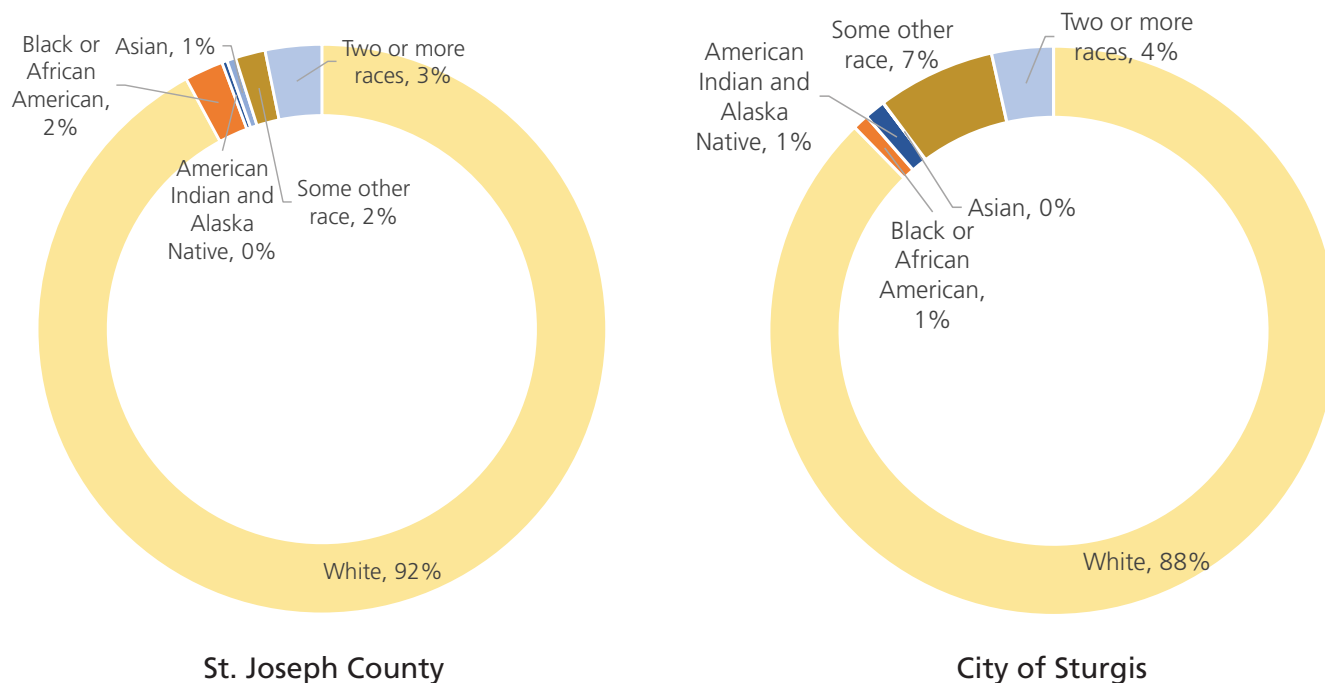
The largest age cohorts in the city are those aged 25 to 54. This age range is generally when families are formed, and households grow due to new children in the family. While many of these households likely still have children in the household, Sturgis will likely have to prepare for a larger empty nester and elderly population in the next decade in addition to providing programming and facilities for families and children.

Race and Ethnicity

Sturgis residents almost homogeneously identify as "one race." Among the 96.5% that selected "one race," the most prominent racial group was "white" at 87.6% of the population. The next largest group, or 6.7% of Sturgis residents, identify as "some other race."⁴ This category is designed to capture those who do not identify as any of the five racial groups listed. Nationwide "some other race" has grown to be the third most selected category, capturing Hispanics who "reject" this categorization.⁵

In the Census, "Hispanic" is recorded as an ethnicity because Hispanics may identify as any race. As an ethnicity, Hispanic or Latino account for 24.9% of the city, most of which are of Mexican

Figure XX: Race & Ethnicity, 2019



Source: American Community Survey 2019 5 Year Estimate, DP05

Table XX: Race and Ethnicity by Age

	Total Population	White	Black or African American	American Indian or Alaska Native	Asian	Some other Race	Two or more Races	Percent Non-White	Hispanic or Latino	Percent Hispanic or Latino
Under 5 years	657	541	0	0	4	38	78	18%	233	35%
5 to 9 years	756	600	0	13	0	76	26	15%	345	46%
10 to 14 years	939	742	7	6	0	98	62	18%	313	33%
15 to 19 years	980	855	9	0	0	62	55	13%	383	39%
20 to 24 years	697	640	6	0	0	47	4	8%	191	27%
25 to 29 years	781	724	7	0	7	24	25	8%	134	17%
30 to 34 years	731	541	0	0	2	144	38	25%	172	24%
35 to 44 years	1,576	1,382	10	17	0	81	46	10%	503	32%
45 to 54 years	1,282	1,128	13	5	0	127	13	12%	245	19%
55 to 64 years	1,117	1,044	11	0	0	34	19	6%	122	11%
65 to 74 years	1,353	768	13	0	0	4	15	2%	69	5%
75 to 84 years	337	337	0	0	0	0	0	0%	0	0%
85 years and over	255	255	0	0	0	0	0	0%	0	0%

Source: American Community Survey 2019 5-Year Estimates, B01001A-I

heritage.⁶ Accompanying this sizable group is a fairly large group of foreign-born residents. Roughly 10% of residents were born abroad, the large majority of which were born in Latin American (91%). Correspondingly, 21.8% of residents speak Spanish at home, a substantially higher proportion than the state (3.0%). The data also suggests that most of those who speak Spanish at home are bilingual, as only 9.5% of the total population report speaking English “less than very well.” Still, 9.5% is much higher than the state (3.4%). The high percentage of Spanish speaking residents means that recreational facilities and programming should provide a dual-language environment in the city with materials and communication channels in both languages.

When accounting for race by age it is clear to see that youth in the city are the more diverse than older generations. This tracks with national trends, each new generation is more diverse than the generation before. Notably, over a third of those under the age of 19 are Hispanic or Latino.

Income and Poverty

Income and poverty are important demographic characteristics to consider when writing a Parks and Recreation Master Plan as some recreational activities may be income-dependent. For example, boating is a recreational activity that generally requires higher incomes due to the high costs of participation (boating expenses), whereas walking trails are generally free to use. Therefore, it is important to ensure that there are recreational offerings in Sturgis available to residents at all income levels. The median household income (MHI)

in Sturgis is relatively low at \$41,630, about 20% lower than the MHI in St. Joseph County (\$52,086), and 27% lower than the national MHI (\$57,144).⁷

Corresponding with the lower median household income is higher poverty rates in the city. Roughly 26.4% of city residents are in poverty, compared to 14.8% in the county and 14.4% in the State. Specific groups that have above average levels of poverty are households headed by single mothers (63.6%) and children (42.8%).⁸

Another measure of financial hardship comes from ALICE (Asset Limited, Income Constrained, Employed) which studies the households that earn more than the federal poverty level, but less than the basic cost of living for the county (ALICE, 2019). The ALICE report of Michigan, produced by United Way, found the City of Sturgis is experiencing a high rate of families that were below the ALICE threshold or below the poverty level. In total, 46% of households in Sturgis are struggling to make ends meet.⁹

Using ESRI’s Business Analyst, a software package that estimates consumer spending patterns, a comparison can be done between the average amount spent on recreational goods by Sturgis residents compared to national averages. As outlined in the table titled “Sturgis Recreation Expenditures”, residents, on average, spend the most on TV/video/audio equipment which includes cable subscriptions, televisions, and audio systems. Following TV/video/audio, entertainment/recreation fees and admissions was the second largest spending category which includes tickets to entertainment and sporting events, gym and club

Table XX: Sturgis Recreation Expenditures

Recreation Category	Average Amount Spent	Spending Potential Index
TV/Video/Audio	\$802.02	68
Entertainment/Recreation Fees and Admissions	\$408.93	55
Toys/Games/Crafts/Hobbies	\$80.75	70
Recreational Vehicles and Fees	\$75.07	67
Sports, Recreation and Exercise Equipment	\$112.54	62
Photographic Equipment and Supplies	\$28.79	63
Reading	\$64.68	63

Source: ESRI Business Analyst

Table XX: Disability Characteristics by Age

	Under 18	18 to 34 years	35 to 64 years	65 years or more	Total
Hearing Difficulty	0.2%	2.4%	2.7%	17.5%	3.8%
Vision Difficulty	1.2%	0.6%	3.4%	8.6%	2.8%
Cognitive Difficulty	9.1%	8.6%	8.3%	8.7%	8.6%
Ambulatory difficulty	0.4%	0.4%	8.3%	23.7%	6.5%
Self-care difficulty	1.5%	3.0%	2.5%	8.4%	3.2%
Independent living difficulty	n/a	5.1%	6.2%	19.9%	8.2%

Source: American Community Survey 2019 5-Year Estimates, S1810

memberships, and tickets to parks and museums. In addition to calculating the average amount spent on recreational categories, ESRI calculates the spending potential index (SPI) which is a measure of how much Sturgis residents spend compared to National averages. A SPI of 100 indicates Sturgis residents spend exactly the national average. In all recreational categories, Sturgis residents spend less than the National average, likely a result of lower incomes, but toys/games/crafts/hobbies was the category where Sturgis residents spent the closest to National averages.

Disability

Disability is another important demographic characteristic to account for in parks and recreation planning because it directly impacts how individuals can access and use facilities. The table titled “Disability Characteristics by Age” outlines the disability status of the city’s population. Cognitive, independent living, and ambulatory difficulties are the most common disabilities in Sturgis, and are clustered among the senior populations. On a practical level, this could make it difficult for seniors to take their grandchildren to a park. While children are less likely to struggle with a physical disability, cognitive difficulty is most common, and can also be accommodated with better design.¹⁰ Universal design is a practice of designing and constructing facilities, so they are accessible to all people regardless of age, disability, or other factors. Implementing universal design principles in all recreational facilities is one way to increase the accessibility of parks and recreation features in the city so all users can participate with ease. A more thorough discussion of universal design is included later in this plan.

Physical Characteristics

The city covers 6.5 square miles of area of which is mostly flat and surrounded by a patchwork of agricultural land and open space. The closest bodies of water are small inland lakes that lie outside of the city’s borders. Despite population growth and demographic changes over the last 30 years, Sturgis continues to value and preserve its semi-rural setting and small-town charm.

Built Systems

Transportation

Sturgis is well-positioned at the major crossroads of I-69 and US-12, close to the Indiana border. Its location makes it a popular route to pass through for semi-trucks on the way to larger cities. Interstate 131, which traverses the State of Michigan from the Indiana border to Petoskey in Northern Michigan, is a popular route for interstate travel. Located roughly 12 miles to the west of Sturgis, 131 is the main route for regional travel into and out of Sturgis. Heavy vehicles frequently move through Sturgis and degrade road quality at a faster rate than family-sized cars. And because many roads built in the 20th and early 21st century only emphasize vehicular traffic with little regard to other modes of travel including pedestrian and bicycle traffic, residents may not have sufficient access to nonmotorized infrastructure. Over the past decade, a movement called “Complete Streets” has focused on design that makes streets user-friendly for all modes of transit.

Complete Streets

Any street has the potential to become a complete street, but some are easier to implement than others. Street construction has historically been designed to maximize traffic flow. Traffic flow, measured by the number of vehicles passing a given point in a given unit of time, favors higher vehicular speeds over the network's friendliness to nonmotorized users. The Complete Streets movement promotes the notion that pedestrians, bicyclists, wheelchairs, and all forms of motorized transit (car, bus, light rail) should each have equal claim to the street. Instead of measuring a street's success by vehicular mobility, Complete Streets considers design, safety, and access for users of all ages, abilities, and mode preference. In 2010, Complete Streets legislation passed in Michigan that requires MDOT to consider multi-modal features with new street construction to reduce reliance on automobiles. Sturgis implemented many features that induce nonmotorized transit and create a safer and lively experience, specifically in the downtown. The new investments include an extended median that is a refuge for pedestrians crossing a busy street; there are landscaped corner bump outs that shortens pedestrians' time crossing the street, bicycle lanes, benches beneath trees, and patterned brick sidewalks. This complete streets investment improved the non-motorized environment in downtown and while the street is not a dedicated recreation space the new design promotes a more active and connected lifestyle.

Elements of Complete Streets: Wide sidewalks, bicycle lanes and racks, median islands, curb extensions, frequent crossings, bus shelters, lighting, awnings, benches, trees and landscaping.

The significant Amish population in and around Sturgis has a unique influence on the transportation network of the city. Horse and buggies are common to see on the roads or in the shoulders and several businesses in the city have hitching posts and sheds to accommodate a horse.

Rail

Rail service, the former artery of the city's transportation system, primarily serves industrial uses now. Despite having no passenger service today, the city raised money to move the historic New York Central train depot to a more visible location to memorialize the importance of Sturgis'

railroad heritage. The Michigan Southern Railroad is the only line and it runs east to west through the City with a north and south spur on the City's southern limits. The city is planning, with regional partners, to develop a trail through the city along the rail line, in addition to other non-motorized trails around the city. For passenger rail, Sturgis sits within an hour of the Amtrak stations in Kalamazoo and South Bend, Indiana.

Land Use Patterns

Few easily developable parcels of land remain in Sturgis as it almost entirely "built out," but the city has many notable features such as a traditional downtown, historic neighborhoods, infill development, a variety of commercial and industrial enterprises, high connectivity via M-66 and US-12, and the Kirsch Municipal Airport. When planning for parks and recreation it is most important to look at the location of available (vacant) land. There are several large contiguous areas of currently vacant land. Two large sections are located in the eastern portion of the city and are predominantly forest or meadowland. Another section is in the southern section of the city surrounded by industrial facilities, but the vacant land is forested. While the city is not currently focused on expanding parkland, these sites should be further investigated if parkland expansion is ever discussed.

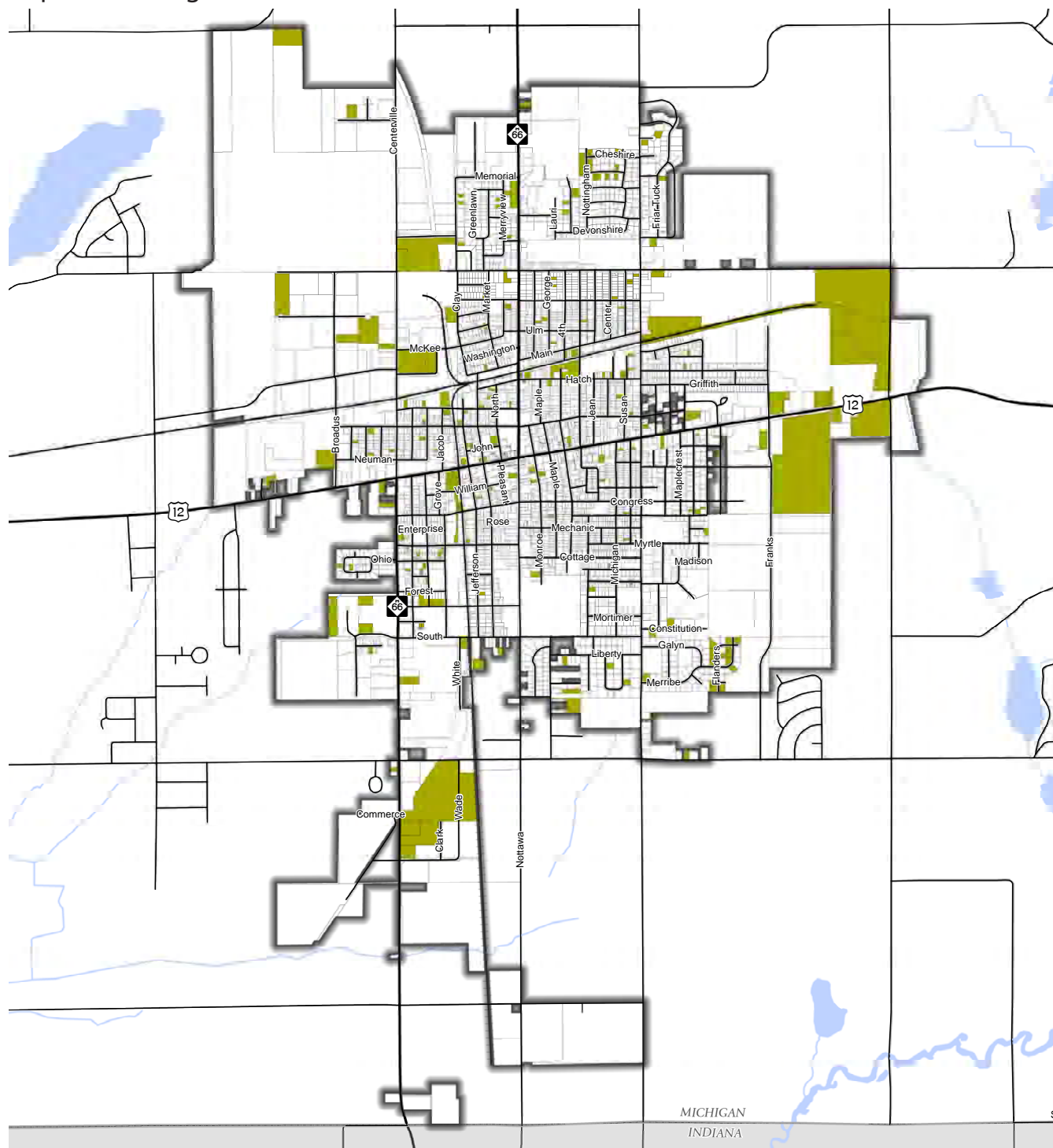
Natural Systems

Wetlands

Wetlands are areas where water covers land seasonally or year-round. Wetlands are an integral component of natural systems because they help to improve water quality, absorb excessive floodwaters, and are a vital ecosystem for fish, amphibians, and mammals alike. Development pressure and lax environmental regulation in the 20th century contributed to the rapid disappearance of more than half of America's wetlands. Due to their importance in storing and cleaning water and as an asset that will only grow in value with climate variability, state and federal agencies through the Natural Resources and Environmental Act of 1994 (NEPA) require the preservation and responsible management of wetlands.

As a highly developed city with few natural water features, there are few remaining wetlands. The

Map XX: Existing Land Use



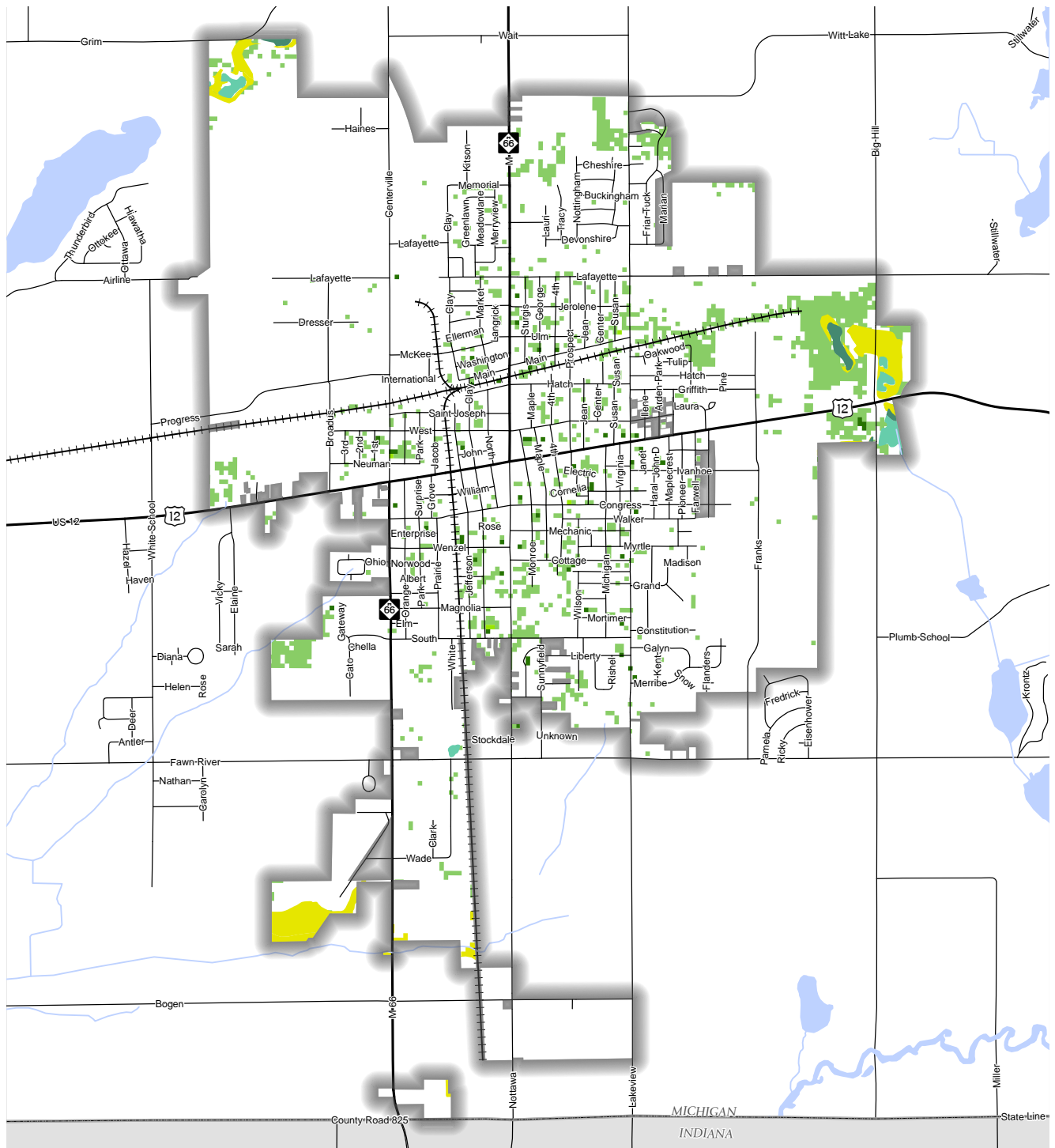
CITY OF STURGIS Existing Land Use - Vacant Land

Data Sources: State of Michigan Geographic Data Library, City of Sturgis GIS, Indiana MAP

- City Boundary
- Vacant Land
- State Roads
- All Roads
- Railroads
- Rivers / Streams
- Lakes / Ponds



Map XX: Forests



CITY OF STURGIS

Natural Systems

Data Sources: State of Michigan Geographic Data Library, City of Sturgis GIS

- City Boundary
- State Roads
- All Roads
- Railroads
- Rivers / Streams
- Lakes / Ponds

Forest Types:

- Deciduous Forests
- Evergreen Forests
- Mixed Forests

Wetland Types:

- Freshwater Emergent
- Forested
- Restorative

B R I
Beckett & Raeder

two types of wetlands within the city limits are scattered along the fringes where population density is low. Almost eight acres are freshwater forested wetlands that flood for only a portion of the year, typically during the growing season. More common in Sturgis, but still a rare find in the landscape, are freshwater emergent wetlands. Taking up 14 acres, these wetlands are characterized by perennial plants and vegetation that are present for most of the growing season. The eastern border of the city, just north of Chicago Road, is a potential location for wetland preservation combined with a tranquil recreational activity.

Forests

Sturgis has sparse forested land. The largest forested area is close to the eastern border surrounding US-12 and is also the largest area for wetland and potential wetland restoration. In total, there are over 400 acres of trees (National Land Cover Database, 2011). The forests within Sturgis are home to deciduous trees, the type of trees that make for a colorful autumn, blossoming spring, and leafy summer. To be considered a deciduous forest, 75% of the trees must shed their foliage.

The darker green spots on the map are labeled “evergreen,” and as the name explains, they remain green all year.

Conclusion

The City of Sturgis currently has a youth skewed population distribution but over the next decades as the child bubble passes through the city will have increase in empty nester and elderly households. This population shift will likely alter the recreational needs of the community towards more senior oriented activities. The residents in the city also experience high levels of poverty, compared to the region, so an emphasis should be placed on parks and recreation services that have low or no costs of participation. In the built environment, there has been a push in the city to make streets more accessible to non-auto transportation modes, specifically in the downtown, which has expanded non-motorized transportation in the city. Finally, the limited wetlands and forests with the city’s jurisdictional boundaries provides limited opportunities for combining natural features preservation and recreation planning but preserving the natural features remains a high priority.

Sources

- 1 1870 Census: Index of Questions, United States Census Bureau, https://www.census.gov/history/www/through_the_decades/index_of_questions/1870_1.html
- 2 United States Census Bureau, Decennial Census 2020, P1
- 3 United States Census Bureau, American Community Survey 2019 5 Year Estimates, DP05
- 4 Ibid.
- 5 Ibid.
- 6 Ibid.
- 7 United States Census Bureau, American Community Survey 2019 5 Year Estimates, DP03
- 8 United States Census Bureau, American Community Survey 2019 5 Year Estimates, DP03
- 9 United Way, ALICE Research Center – Michigan, <https://www.unitedforalice.org/state-overview/Michigan>
- 10 United States Census Bureau, American Community Survey 2019 5 Year Estimates, S1810

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2. Administrative Structure

Parks and recreation planning and management fall under the responsibilities of several positions, boards, and commissions. Below is a summary of the key players involved.

Director of the Doyle Community Center and Recreation

Recreation programming and management is the responsibility of the Doyle Community Center and Recreation Director. The Director of the Doyle Community Center and Recreation is staffed in the Department of Leisure Services and is supervised by the City Manager. The Director is responsible for the management of the Doyle Community Center, Doyle Community Center staffing needs, Spence Softball Complex, and recreation planning and programming. The Director is also advised by the Doyle and Recreation Board.

Recreation Assistant

Under the supervision of the Doyle Community Center and Recreation Director, the full-time Recreation Assistant plans, organizes, and coordinates city recreational programs, sports leagues, and special events. The Recreation Assistant oversees and supervises all personnel involved in the recreation program at the Doyle Community Center.

Doyle Center Staff

The Doyle Community Center also employs three full-time staff, one office manager, one desk supervisor, and one fitness supervisor. Additionally, the Doyle Center also employs 25 to 20 part-time employees that work as front desk staff, fitness instructors, or sports officials.

Figure XX: Administrative Structure

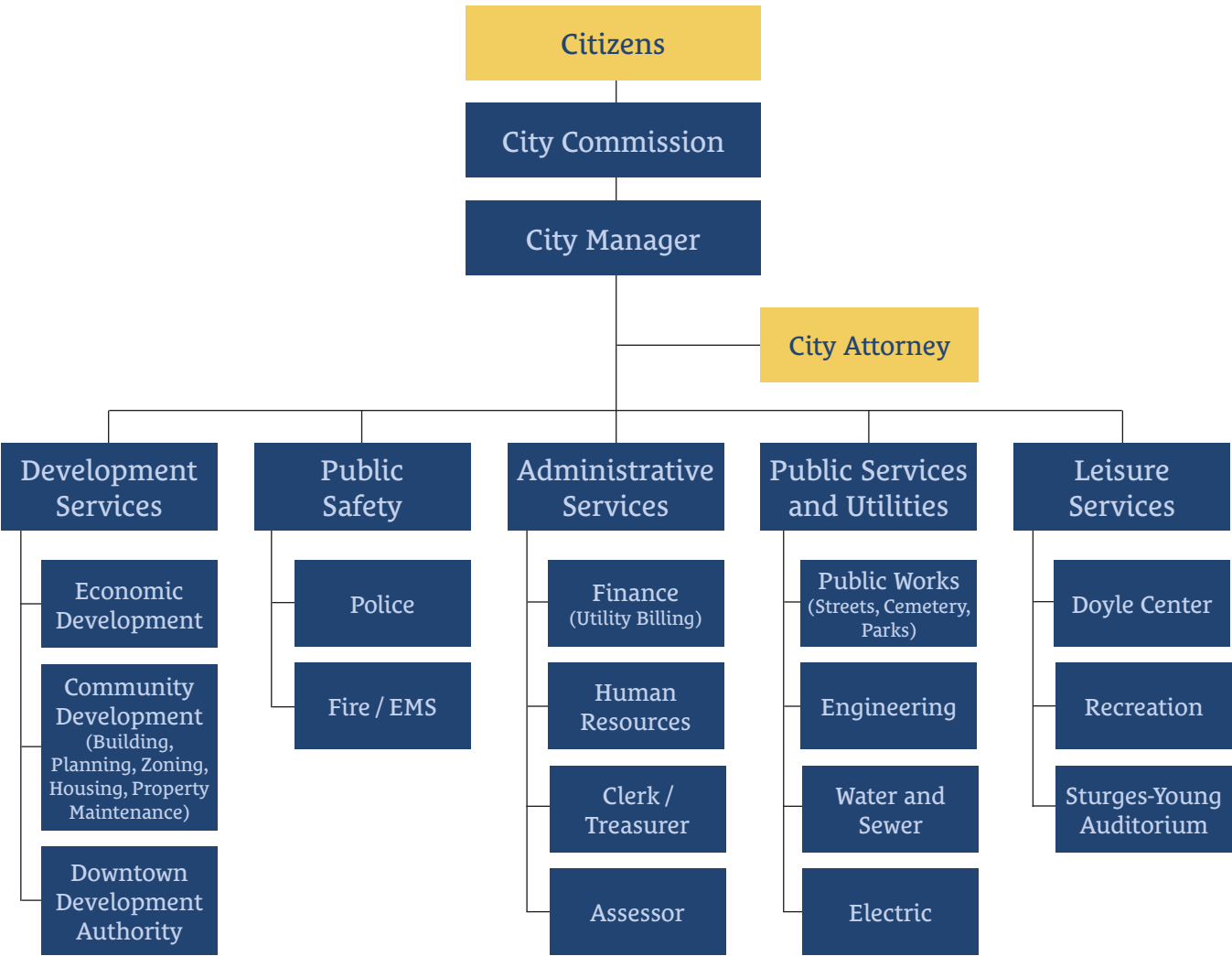


Table XX: Recreation Fund Budget

Recreation Fund	Actual 9/30/2020	Budget 9/30/2021	Budget 9/30/2022
Revenues			
Concession Sales	\$24,570	\$30,000	\$40,000
Advertising	\$0	\$6,000	\$6,000
Adult Fees	\$19,904	\$57,000	\$60,000
Youth Fees	\$13,891	\$35,000	\$36,000
Contributions – Private	\$0	\$2,500	\$2,500
Contributions – United Way	\$13,469	\$13,000	\$13,000
Miscellaneous	\$144	\$100	\$400
Total Revenue	\$71,978	\$143,600	\$157,900
Expenditures			
Wages	\$77,479	\$114,460	\$127,790
Benefits	\$25,935	\$36,210	\$49,134
Office Expense	\$128	\$800	\$800
Operating Supplies	\$20,326	\$20,000	\$25,000
Professional Services	\$9,282	\$21,000	\$21,000
Communications	\$412	\$1,500	\$1,500
Transportation	\$8,220	\$8,640	\$9,072
Programs	\$4,316	\$8,000	\$10,000
United Way	\$1,6016	\$18,000	\$20,000
Printing & Publishing	\$404	\$5,000	\$2,000
Insurance & Audit	\$1,074	\$500	\$500
Rentals	\$2,400	\$8,000	\$8,000
Field Maintenance – Spence Softball Complex	\$0	\$1,000	\$2,000
Administrative Reimbursement	\$15,600	\$16,320	\$15,840
Total Expenditures	\$181,592	\$259,430	\$292,632
Net Position	(\$109,614)	(\$115,830)	(\$134,736)
Contribution from General Fund	\$108,000	\$110,400	\$122,400
Fund Balance	\$21,160	\$15,730	\$12,824

Source: City of Sturgis 2021-22 Operating Budget

Doyle and Recreation Board

The Doyle and Recreation Board is comprised of 11 members, four of which are appointed by the Sturgis Foundation. The Board advises the city concerning policies and procedures for the development and maintenance of the Doyle Center and recreation programming and events.

Parks and Cemeteries Supervisor

The Parks and Cemeteries Supervisor is responsible for all aspects of parks and cemeteries maintenance. The Supervisor oversees three full-time staff members and all seasonal staff. Other responsibilities include the purchase and maintenance of equipment and assisting the Doyle Center and Recreation Director in the preparation and implementation of park improvement projects.

Parks and Cemeteries Board

The Parks and Cemeteries Board is comprised of five members of the community appointed by the City Commission. The Board advises the city on policies and procedures related to the development and maintenance of city parks, recreational facilities, and grounds. The Doyle and Recreation Board and the Parks and Cemeteries Board are being consolidated at the end of 2021 and will be one entity when this plan is adopted.

Budget

Recreation Fund

Revenue for the recreation fund is comprised of concessions sales, advertising , recreational fees (adult and youth), private contributions, non-profit

contributions, and miscellaneous funds. Significant expenditures include staffing costs and operating supplies. The COVID-19 pandemic significantly impacted recreation revenues and expenditures; therefore, the current budget does not fully represent recreation costs in typical conditions. Given low revenue-generating potential, the

recreation fund requires contributions from the general fund to cover expenses.¹

Doyle Community Center Fund

The Doyle Community Center raises a large portion of its revenue through memberships and facilities rental. While the COVID-19 pandemic impacted

Table XX: Doyle Community Center Fund Budget

Recreation Fund	Actual 9/30/2020	Budget 9/30/2021	Budget 9/30/2022
Revenues			
Concession Sales	\$1,702	\$1,500	\$1,500
Programming	\$15,214	\$26,000	\$26,000
Contract Service Fees	\$15,718	\$23,000	\$25,000
Silver Sneakers	\$1,750	\$3,000	\$3,000
Court Rental	\$30,736	\$50,000	\$50,000
Office Rental	\$2,400	\$2,400	\$2,400
Contributions – Private	\$2,025	\$6,000	\$6,000
Contributions – Foundation	\$26,915	\$30,000	\$30,000
Memberships	\$252,294	\$350,000	\$310,000
Day Passes	\$15,849	\$20,000	\$20,000
Miscellaneous	\$3,946	\$3,600	\$3,500
Interest Rebate	\$1,638	\$2,100	\$1,500
Total Revenue	\$370,187	\$518,200	\$478,900
Expenditures			
Wages – Regular	\$141,401	\$186,440	\$192,030
Wages - Overtime	\$23	\$100	\$100
Benefits	\$52,833	\$67,590	\$68,611
Office Expense	\$6,002	\$16,000	\$11,000
Operating Supplies	\$9,398	\$15,000	\$15,500
Professional Services	\$8,821	\$14,000	\$15,000
Housekeeping	\$27,588	\$42,635	\$42,640
Contract Services	\$5,949	\$3,800	\$4,000
Communications	\$3,291	\$2,000	\$2,000
Transportation	\$1,440	\$1,560	\$1,644
Programs	\$6,103	\$9,000	\$9,000
Silver Sneakers	\$1,718	\$5,500	\$4,000
Printing & Publishing	\$3,856	\$15,000	\$10,000
Insurance & Audit	\$6,512	\$5,500	\$7,300
Utilities	\$41,466	\$50,000	\$50,000
Repair & Maintenance	\$24,704	\$25,000	\$27,000
Capital Outlay – Facility	\$33,625	\$200,000	\$235,500
Capital Outlay – Equipment	\$0	\$13,000	\$0
Debt Service	\$33,489	\$33,000	\$33,000
Administrative Reimbursement	\$22,800	\$21,600	\$20,400
Total Expenditures	\$431,019	\$726,725	\$748,725
Net Position	(\$60,832)	(\$208,525)	(\$269,825)
Contribution from (to) Capital Reserves	\$7,460	\$150,000	\$200,000
Contribution from General Fund	\$35,040	\$47,040	\$59,040
Fund Balance	\$44,098	\$32,613	\$19,893

Source: City of Sturgis 2021-22 Operating Budget

operations and the ability to collect revenues from services, operations in 2022 are returning to pre-pandemic levels.²

Sturges-Young Center for the Arts Fund

Like the Doyle Community Center, COVID-19 impacted the financial position of the Sturges-

Young Center for the Arts. The Center was an area of concern prior to the pandemic, the cost of performances, declining sponsorships, and capital needs of an aging facility placed a financial strain on the facility. To address some of the financial concerns of the Center, post-pandemic food service has transitioned from an in-house service to a catering model.³

Table XX: Sturges-Young Center for the Arts Fund Budget

Recreation Fund	Actual 9/30/2020	Budget 9/30/2021	Budget 9/30/2022
Revenues			
Charges for Service	\$12,362	\$30,000	\$30,000
Food Sales	\$86,174	\$163,500	\$10,000
Liquor Sales	\$10,337	\$25,100	\$25,100
Use & Admission Fees	\$16,077	\$40,000	\$40,000
Advertising	\$0	\$5,000	\$5,000
Fundraising	\$16,877	\$24,000	\$24,000
Rental Income	\$21,610	\$28,000	\$28,000
Contributions – Private & Corporate	\$176,873	\$213,000	\$300,000
Contributions – Memorial Funds	\$0	\$20,000	\$20,000
Miscellaneous	\$4,764	\$5,000	\$5,000
Interest Rates	\$7,221	\$7,210	\$7,210
Total Revenue	\$352,295	\$560,810	\$494,310
Expenditures			
Wages – Regular	\$144,846	\$238,810	\$200,000
Wages – Overtime	\$1,018	\$1,080	\$1,110
Benefits	\$43,629	\$71,270	\$74,480
Office Expense	\$5,557	\$5,000	\$5,000
Operating Supplies	\$22,508	\$20,000	\$15,000
Liquor Sales	\$3,271	\$7,000	\$7,000
Food Supplies	\$50,870	\$65,400	\$5,000
Contract Dining Services	\$71,855	\$84,000	\$0
Professional Services	\$8,115	\$6,000	\$8,000
Credit Card Dees	\$3,318	\$4,000	\$4,500
Communications	\$3,300	\$1,900	\$3,500
Transportation	\$1,523	\$0	\$0
Programs	\$20,185	\$32,000	\$35,000
Printing & Publishing	\$6,193	\$16,000	\$16,000
Insurance & Audit	\$5,648	\$5,000	\$5,700
Utilities	\$33,876	\$45,000	\$45,000
Repairs & Maintenance	\$58,909	\$25,500	\$25,500
Capital Outlay	\$206,007	\$277,300	\$602,600
Debt Services – Energy Project	\$60,311	\$60,620	\$60,620
Administrative Reimbursement	\$15,000	\$17,520	\$20,400
Total Expenditures	\$765,939	\$983,400	\$1,134,410
Net Position	(\$413,644)	(\$422,590)	(\$640,100)
Contribution from Council of Arts Fund	\$35,746	\$0	\$0
Contribution from (to) Capital Reserves	\$52,934	\$103,000	\$150,000
Contribution for Debt Service	\$52,680	\$52,680	\$52,680
Contribution from General Fund	\$300,000	\$300,000	\$300,000
Fund Balance	\$49,602	\$82,695	\$18,572

Source: City of Sturgis 2021-22 Operating Budget

Partnerships

There are several key partnerships that are essential to supporting parks and recreation facilities, events, and programs in the City of Sturgis. The Sturgis Area Community Foundation (SACF) is a charitable community foundation that supports arts and culture, community well-being, health, and recreation, and education programs. In 2020 – 2021, the SACF awards roughly \$950,000 in grants, of which roughly \$28,000 were allocated to recreation and wellbeing. Within the SACF organizational umbrella, the Youth Advisory Council identifies youth-related issues and solutions in the Sturgis Area.

The SACF is a key supporter of the Doyle Community Center and maintains its offices within the Center.⁴ The Sturgis School District is another important partner for recreation offerings. The school district and city share some recreational facilities which facilitate a close working relationship between the two partners. In addition to recreation programs offered by the city, the school district offers interscholastic sports programs, summer sports clinics, and wrestling programs at Camp Fort Hill. Camp Fort Hill is an outdoor camp west of the city and offers nature trails, a climbing wall, a nature center, and supports numerous community events.⁵ Located on Lake Tamarak the camp has a wealth of natural areas. The camp is operated by a non-profit organization, but maintains close ties to organizations within the

city. The Amigo Center is another outdoor center north of the city that offers camping and lodging and various outdoor recreation opportunities. The non-secular center has a youth summer camp and hosts several adult oriented retreats.

To offer youth sports in the community the city partners with the Sturgis Youth Soccer, Sturgis Youth Football, Jr. Trojan Baseball, and Sturgis Little League Softball. The city coordinates the sports season including practice/game times and user fees. City management of the sports season ensures that each organization has adequate practice and play time and allows time for the city to conduct field maintenance at appropriate times.

Other partnerships between the city and local organizations occur for individual events or activities throughout the year and the city often shares use of facilities, resources, staffing, and funding. Organizations that partner with the city on an event-by-event basis include the Sturgis Area Chamber of Commerce, St Joseph County United Way, Youth for Christ, and Sturgis Enrichment Center.

Volunteers

There is no formal recreation volunteer program but local organizations, such as the Building Trades Vocational Program, lend their expertise to maintenance or construction of parks and recreation facilities.

Sources

- 1 Fiscal Year 2021-2022 Operating Budget, City of Sturgis, https://www.egovlink.com/public_documents300/sturgis/published_documents/Budget%20and%20Finance/Current%20Budget.pdf
- 2 Ibid.
- 3 Ibid.
- 4 Impact – Sturgis Area Community Foundation, <https://www.sturgisfoundation.org/impact>
- 5 Activities – Camp Fort Hill, <https://www.campforthill.org/activities>



3. Recreation Inventory

In order to understand the condition and status of recreational facilities in Sturgis, an inventory of existing facilities was conducted in June 2022. The intent of the inventory is to provide a comprehensive understanding of the current recreational offerings to recreational users. While multiple agencies and groups in the city have recreational facilities, only city facilities were inventoried. The detailed inventory for each park can be found in the appendix.

In addition to detailing the type and quantity of amenities at each recreation facility the condition of amenities and overall accessibility was recorded. Condition was assessed on a “poor”, “fair”, “good”, to “excellent” scale. Accessibility was evaluated on a scale of 1 to 5:

- » 1: none of the facilities meet accessibility guidelines
- » 2: some of the facilities meet accessibility guidelines
- » 3: most of the facilities meet accessibility guidelines
- » 4: the entire park meets accessibility guidelines
- » 5: The entire park was developed/renovated using the principles of universal design

Principles of Universal Design

Universal design is the practice of designing and constructing an environment so that it can be understood, accessed, and use to the greatest extent possible by all people regardless of their age or ability. Everyday examples of universal design include curb cuts, which allow people with wheelchairs, parents with strollers, and cyclists to seamlessly transition between the street and the sidewalk. Universal design has seven principles:

- » **Principle 1: Equitable Use.** The design is useful and marketable to people with diverse abilities.
- » **Principle 2: Flexibility in Use.** The design accommodates a wide range of individual preferences and abilities.
- » **Principle 3: Simple and Intuitive Use.** Use of the design is easy to understand, regardless of the user’s experience knowledge, language skills, or current concentration level.

- » **Principle 4: Perceptible Information.** The design communicates necessary information effectively to the use, regardless of ambient conditions or the user’s sensory abilities.
- » **Principle 5: Tolerance for Error.** The design minimizes the hazards and the adverse consequences of accidental or unintended actions.
- » **Principle 6: Low Physical Effort.** The design can be used effectively and comfortable and with a minimum of fatigue.
- » **Principle 7: Size and Space for Approach and Use.** Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user’s body size, posture, or mobility.

City of Sturgis Facilities

Mini Parks

Mini parks are small facilities intended to serve the community directly around the park. They also tend to be focused on serving one specific group of recreational users. Tot lots are an example of a mini park. Mini parks are less than an acre and serve people within a ¼ mile radius of the park. There are four mini parks in Sturgis.

Neighborhood Parks

Neighborhood parks are the basic building blocks of park systems and provide informal recreational activities like playgrounds, courts, and field games. Typically, neighborhood parks range from 5 – 15 acres in size and serve the community within ½ mile radius around the park. There are three neighborhood parks in Sturgis, and while they are smaller than the typical size of a neighborhood park, their amenities and usage are most analogous to those of neighborhood parks.

Community Parks

Community parks serve a broader purpose than neighborhood parks and provide a range of facilities capable of supporting large community events. These areas are typically larger than 25 acres and serve multiple neighborhoods. The service area of community parks ranges from one to two miles. Facilities generally include natural areas, picnic shelters, and trails. Specialized

recreational facilities like swimming pools and community centers are generally located in community parks. There are five community parks located in Sturgis.

Natural Resource Areas

Natural resource areas are large tracts of land that have been set aside for preservation. While recreation is not often the primary goal of a natural resource area, they do support passive recreation

like hiking, birdwatching, or natural resource education. There is one area in Sturgis that is categorized as a natural resource area.

Special Use Parks

Special-use parks are parks that have a specialized of single purpose activity, such as golf courses, nature centers, or arenas. There is one special use park in Sturgis.

Free Church Park - Mini Park

Free Church Park is located in the Central Business District at the corner of E. Chicago Rd and S. Monroe St. The park totals 0.5 acres and is used primarily as a nicely shaded resting spot for residents and shoppers using the downtown area. The park has a pavement stage with multiple levels and is used for community events. The park has five benches, four picnic tables, planting beds, and a wooden shed structure used as Santa's House around the winter holiday season. However, the pavement has several cracks and holes, there is no paved path to the picnic tables, the ramp to the stage is not accessible, and there are no ADA accessible benches or tables and no accessible parking nearby.

Condition: 56%

Accessibility Rating: 2

Recommendations:

- » Add accessible benches and picnic tables
- » Paved access to benches and picnic tables
- » Remediate pavement



Free Church Park sign



Bench

Pioneer Park - Mini Park

Pioneer Park is located at the southeastern intersection of E Chicago Rd and Pioneer Ave and marks the historic location where Judge John Sturgis first settled in 1827. The 0.1-acre park has a stone marker and flower beds. There are no accessible features.

Condition: 50%

Accessibility Rating: 1



Historical marker



Pioneer Park sign

Rest Stop Park - Mini Park

Rest Stop Park is located behind businesses on South Centerville Rd. and can be accessed via Chella St. The 0.5-acre park is unimproved and provides a resting spot for pedestrians traveling between the businesses on South Centerville Rd. There are no accessible features. If desired by the surrounding neighborhood this park could support a picnic area or planting beds. There are no immediate plans for developing this facility.

Condition: Unrated

Accessibility Rating: 1



Unimproved lot

Shadowlawn Park - Mini Park

Shadowlawn Park is located along the northern edge of E Congress St running west from E Electric Ct. The 0.2-acre unimproved park is located adjacent to Congress Elementary School and is used by children and parents before and after

school. Given the small size of the park and current usage it should remain as an unimproved park.

Condition: Unrated

Accessibility Rating: Unrated

Langrick Park - Neighborhood Park

Langrick Park is located in a residential district at the intersection of Langrick St and W Jerolene St. The park totals 1.8 acres and has numerous play amenities. The park has two benches, two picnic tables, a portable restroom, two tennis courts, a basketball court, 8 swings (two of which are baby swings), and a play structure. The tennis courts are in poor condition, there are no nets, the surface is cracked, and the courts are overgrown with weeds. The tennis courts need to be completely repaired or replaced with a different play facility. The basketball court is in poor condition. The play structure needs repairs to the wood mulch safety surface, and a slide safety bar is missing. While there are paved ramps to the play surface none of the equipment is accessible. The parking lot is firm but has several large cracks, none of the spaces are striped, and there is no designated ADA parking. There is a paved pathway from the parking lot to and around the playground, but the path does not connect to any other amenities.

Condition: 53%

Accessibility Rating: 2

Recommendations:

- » Remove tennis courts
- » Replace playground equipment with universally designed equipment when play equipment needs to be retired
- » Add accessible parking spaces
- » Provide firm, stable pathways to all amenities



Langrick Park sign



Basketball court



Swing set

Old Depot Park - Neighborhood Park

The site of the historic train depot, Old Depot Dog Park, is a 2.7-acre park located at the intersection of W Main St and Market St. The train depot building was relocated from the site to 101 S Jefferson St and serves as the Sturgis Historical Museum. The dog park has a small dog and large dog run. There are seven benches located throughout the park, all in excellent condition. The signs at the park are only in English, unlike most other parks where signage is provided in both English and Spanish.

Condition: 95%

Accessibility Rating: 2

Recommendations:

- » Pave a path to the first bench and picnic table in each dog run
- » Add Spanish language signage
- » Add designated accessible parking and provide accessible routes into the gated areas
- » Consider additional enrichment equipment if desired by the community



Bark Park sign



Signage



Fencing and play area

Memorial Park - Neighborhood Park

Located at the northeastern intersection of Centerville Rd and Chicago Rd, Memorial Park is one of the most visible parks in the city. The 3.7-acre park was originally built as a memorial to World War I veterans but has grown to include other memorials, play equipment, and picnic areas. There are three picnic tables, none of which are accessible, and a bench. The basketball court is in poor condition, the pavement is cracked and there are no nets and should be removed. The play area has a paved ramp down into to the play structure, but the rubber mulch surface is not accessible and there is no accessible path connecting the ramp to the parking lot or sidewalk. The rubber mulch appears to be ground up tires, which is no longer recommended as a play surface due to the environmental and health hazards it poses. The play equipment is in good condition and appeals to a range of ages, but it is not accessible. The permeable parking lot has two accessible spaces denoted by signs, but the parking lot is not striped and there is no accessible route from the parking spaces to any of the amenities.

Condition: 79%

Accessibility Rating: 1

Recommendations:

- » Remove basketball court
- » Pave a path from the sidewalk and parking lot to the play area and memorial
- » Replace the rubber play surface material
- » Replace playground equipment with universally designed equipment when play equipment needs to be retired



Memorial Park sign



Play equipment with rubber mulch



Gravel parking lot

Wall Fields - Community Park

Wall Field is located at Wall Elementary School and is leased to the city from the school district. The park was redeveloped using Clean Michigan Initiative funds in 2002. There are four baseball fields and one Sandy Koufax diamond. The fields are lined on each side by bleachers all of which are in good or excellent condition. At the northern end of the facility is a concession stand and restrooms. However, there is no paved path from the parking lot to the dugouts, viewing areas, concession stand, or restrooms.

Condition: 85%

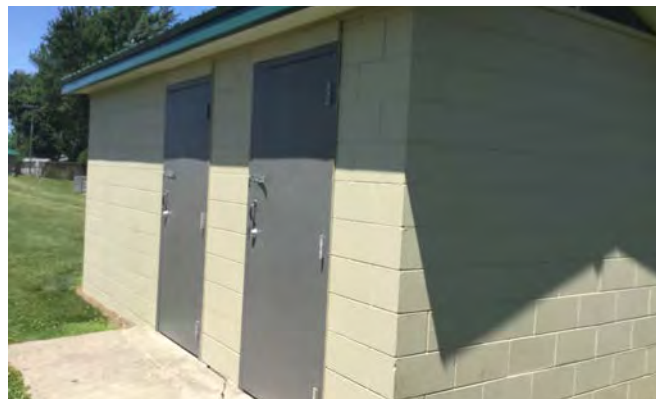
Accessibility Rating: 1

Recommendations:

- » Pave a path from the parking lot to the concession area and viewing areas.
- » Provide shaded viewing areas



Concessions



Restrooms



Softball fields

Spence Softball Complex - Community Park

The Spence Softball Complex is the city's most recently constructed recreational facility and is located north of the Doyle Recreation Center along E Lafayette Rd. The complex is widely used for youth and recreational softball tournaments. There are four softball fields, a concession stand, viewing areas, and parking lot. A storage barn is also being constructed on-site to accommodate equipment and inventory for the concession stand. The facility also has one of the highest accessibility ratings and further development of the facility should continue to maintain the high level of accessibility. The current facility was scaled back from the additional design due to financial limitations. Further development of the complex should focus on the elements that were not pursued during initial construction.

Condition: 100%

Accessibility Rating: 4

Recommendations:

- » Install shade devices over viewing areas and dugouts
- » Install a play structure between the fields
- » Install a shaded picnic/seating area between the fields



Aerial view of softball fields

Thurston Woods Park - Community Park

Totaling 13 acres, Thurston Woods Park is one of the largest city parks. The park is also informally referred to as Trojan Timbers. The facility is located behind the Doyle Center and can be accessed off N. Franks Ave or Cedar St. The park has numerous mature hickory and oak trees providing a forested feel to the park. The defining feature of the park is the wooden play structure, Trojan Timbers. Trojan Timbers was constructed by the community and remains a source of pride. However, the structure needs to be replaced but should be done in consultation with the community to maintain the strong connection between the community and the park. The park also has several picnic shelters, some of which have electric service available, a paved pathway that circles the park, and several swing sets in various conditions. A splash pad is slated to be constructed between Thurston Woods and the Doyle Center. The splash pad will include restrooms that will also serve Thurston Woods.

Condition: 53%

Accessibility Rating: 2

Recommendations:

- » Connect all shelters to the walking path
- » Connect the parking lot to the walking path
- » Replace play structure with significant involvement with the community
- » Add more water stations
- » Add education/interpretive signs



Play structure



Picnic facility



Wooden swing set



Parking lot

Franks Park - Community Park

Located near the southern city limit, Franks Park provides a host of soccer fields and one multi-purpose field. There is a concession stand and restrooms with picnic tables under the shelter for visitors and spectators and a small play area. There are eight picnic tables, four benches, and two spectator bleachers. None of the benches or picnic tables are accessible. There are three different striped sizes of soccer fields: four large, three medium, and four small. The soccer fields are in excellent condition. There are no accessible paths to the fields. The play structure is in good condition and the engineered wood fiber surface appears to be maintained, but none of the equipment is designed to be accessible. There is a paved ramp down from the sidewalk to the play area. The sidewalk from the parking lot needs repair to address a low spot and unevenness. Additionally, the ramp from the parking lot to the sidewalk is too steep to meet accessibility guidelines. The parking lot is generally firm but large cracks are present. There are seven signed accessible parking spaces.

Condition: 70%

Accessibility Rating: 2

Recommendations:

- » Replace/alter some of the benches and picnic tables around the concession stand to ADA standards
- » Replace playground equipment with universally designed equipment when play equipment needs to be retired
- » Repair sidewalk from parking lot to concession area
- » Replace ramp from parking lot to sidewalk to comply with ADA standards
- » Create an accessible path from the sidewalk/concession area around the perimeter of the park to increase accessibility to the back fields



Soccer fields



Play equipment



Picnic tables

Oaklawn Terrace Park - Community Park

Located off S Nottawa Ave, Oaklawn Terrace is one of the oldest parks in the city. The site of the former city dump, Oaklawn Terrace stretches for two blocks along the western side of Oaklawn Cemetery totaling 11.7 acres, excluding the cemetery. In the southern section of the park there are two picnic shelters with six picnic tables each. Only one of the tables is ADA compliant. The paths in the southern section of the park are also at grades too steep to comply with ADA standards. The play area in the park, while in excellent condition, has limited options for accessible play. The northern section of the park hosts a band shell, ice rink, picnic shelter next to the pump house, and sledding hill. The ice rink does not have a cooling system and is challenging to maintain in the winter. Oaklawn Terrace Park presents an opportunity to expand winter recreation in Sturgis including a warming shelter.

Condition: 69%

Accessibility Rating: 2

Recommendations:

- » Connect play area to northern parking lot
- » Pave a path to the band shell
- » Add picnic tables in northern green space



Oaklawn Park sign



Picnic shelter



Bandshell

Pahl Pointe Park - Natural Resource Area

Pahl Pointe Park is one of two city parks located outside the city's boundaries. The park sits on the north side of the St. Joseph River near Centerville, roughly 30 minutes away from Sturgis. The creation and continued maintenance of the park is mandated by the hydro-electric power station licensing agreement. The west side of the park has a small parking lot and trail leading to a fishing dock. On the east side of the park, along Covered Bridge Rd is a parking area, vault toilet, and fishing dock. Overall, the park is in fair to good condition. Physical improvements to the restroom, signage, and parking lot are needed. The fishing docks, the defining assets of the park are in good condition. No features of this park are accessible, although the eastern fishing dock has a sloped ramp the walkways to access the dock are not accessible.

Condition: 58%

Accessibility Rating: 2

Recommendations:

- » Update vault restroom
- » Pave pathways to fishing docks to improve accessibility



Restroom



Signage

Covered Bridge Park - Special Use Park

On the opposite side from Pahl Pointe Park across the St. Joseph River is Covered Bridge Park which was created and maintained under the same licensing agreement. Covered Bridge Park is the more developed of the two and includes a boat launch, playground, pavilion, restrooms, and small walking trails. The picnic area and playground of this park appear to be sporadically used but are in good condition. The most heavily used areas of Covered Bridge Park are the boat launch and surrounding support features (restrooms and picnic tables). Improvements at this park should prioritize water access.

Condition: 54%

Accessibility Rating: 2

Recommendations:

- » Update vault restroom



Signage



Boat launch

Indoor Facilities

Doyle Community Center

The Doyle Community Center is the premier recreational facility in the city of Sturgis. Located along N Franks Ave, the 75,000 sq ft facility was constructed in 1995 with assistance from the Sturgis Area Community Foundation. The facility includes four multi-purpose courts that can be used for volleyball, basketball, or tennis. The multi-purpose courts were replaced within the last five years. There are six pickleball courts striped onto the multi-purpose court and indoor space that can accommodate floor hockey, soccer, or flag football. Along the second level of the facility is a 0.7-mile walking trail with two walking lanes and two running lanes. Other uses include indoor cycling, aerobics, racquetball, mixed martial arts room, and a 24-hour weight room that has a separate entrance. An outdoor splash pad is scheduled to be constructed between Thurston Woods Park and the Doyle Community Center and will likely become a very popular activity. Given the uniqueness of the facility it is difficult to quantify overall condition but the regular cleaning/maintenance and scheduling of equipment retirement and purchasing contributes to a well-built facility. However, the needs of the facility have outgrown the space.

Equipment storage is a consistent challenge and there is a need for an additional soccer and pickleball space. To improve accessibility, automatic door openers could be added to the entrance.

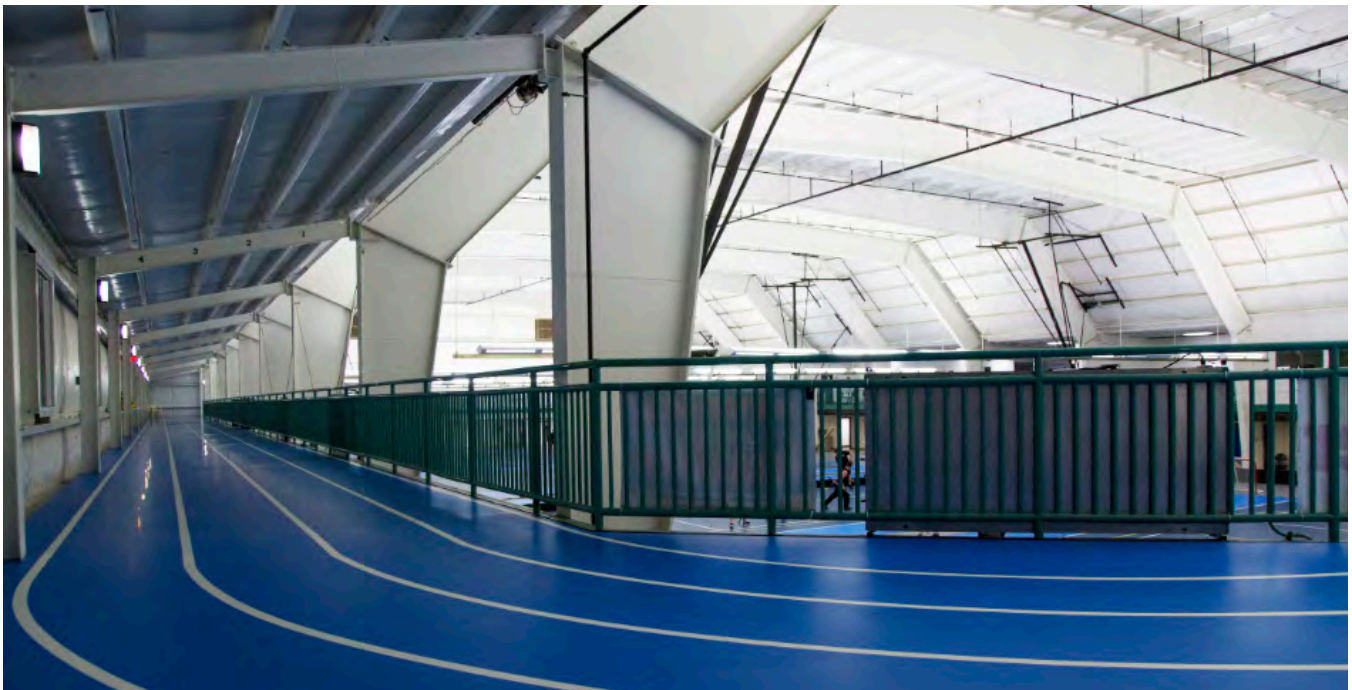
Accessibility Rating: 4

Recommendations:

- » Construct equipment storage internally or externally
- » Build outdoor pickleball courts on the southwest side of the building
- » Create a strength training space
- » Add door opener equipment

Sturges-Young Auditorium

Opposite the City Hall along N. Ottawa St is the Sturges-Young Auditorium. The Auditorium is owned by the city and features a performance space with seating for 1,000 people, meeting rooms, and a banquet facility. Like the Doyle Community Center, the uniqueness of this facility makes it challenging to assess the overall condition and status.



Indoor track at the Doyle Community Center

Image Credit: Doyle Center

Table XX: Recreation Access

	All Parcels		Residential Parcels	
Distance	Count	%	Count	%
Within 0.25 miles	4,002	99%	3,314	99%
Within 0.5 miles	4,038	99%	3,315	99%

Recreation Access

When planning for parks and recreation it is vital to ensure that all can access the facilities. To measure recreation access in the City of Sturgis a pedestrian shed map was created around the park facilities. For each park a pedestrian shed of 0.25 mile and 0.5 mile was generated, for mini parks only a 0.25 shed was generated. Sturges-Young Center for the Arts, Pahl Pointe Park, and Covered Bridge Park were excluded from the analysis because they are either not regularly open or far away from the city. As evident in the table titled “Recreation Access”, the city is extremely well served by parks and recreation facilities, almost 100% of the city’s parcels are within walking distance of a park.

Recreation Programming

The City of Sturgis began providing adult recreational programming in 1996 and youth

programming in 1998 after taking over this function from the Sturgis School District. The city provides a comprehensive range of adult and youth programs and events, complemented by interscholastic sports programs managed by the schools, and programs managed by other organizations but supported by the city. All Recreation and Doyle programs are available to anyone, regardless of Doyle Community Center Membership. Program fees are based on residency, with City of Sturgis residents receiving a discount on recreational programs. This is based on a “fare-share” concept that allows Sturgis citizens to receive a reduced fee based on the taxes they pay that go towards recreational programming.

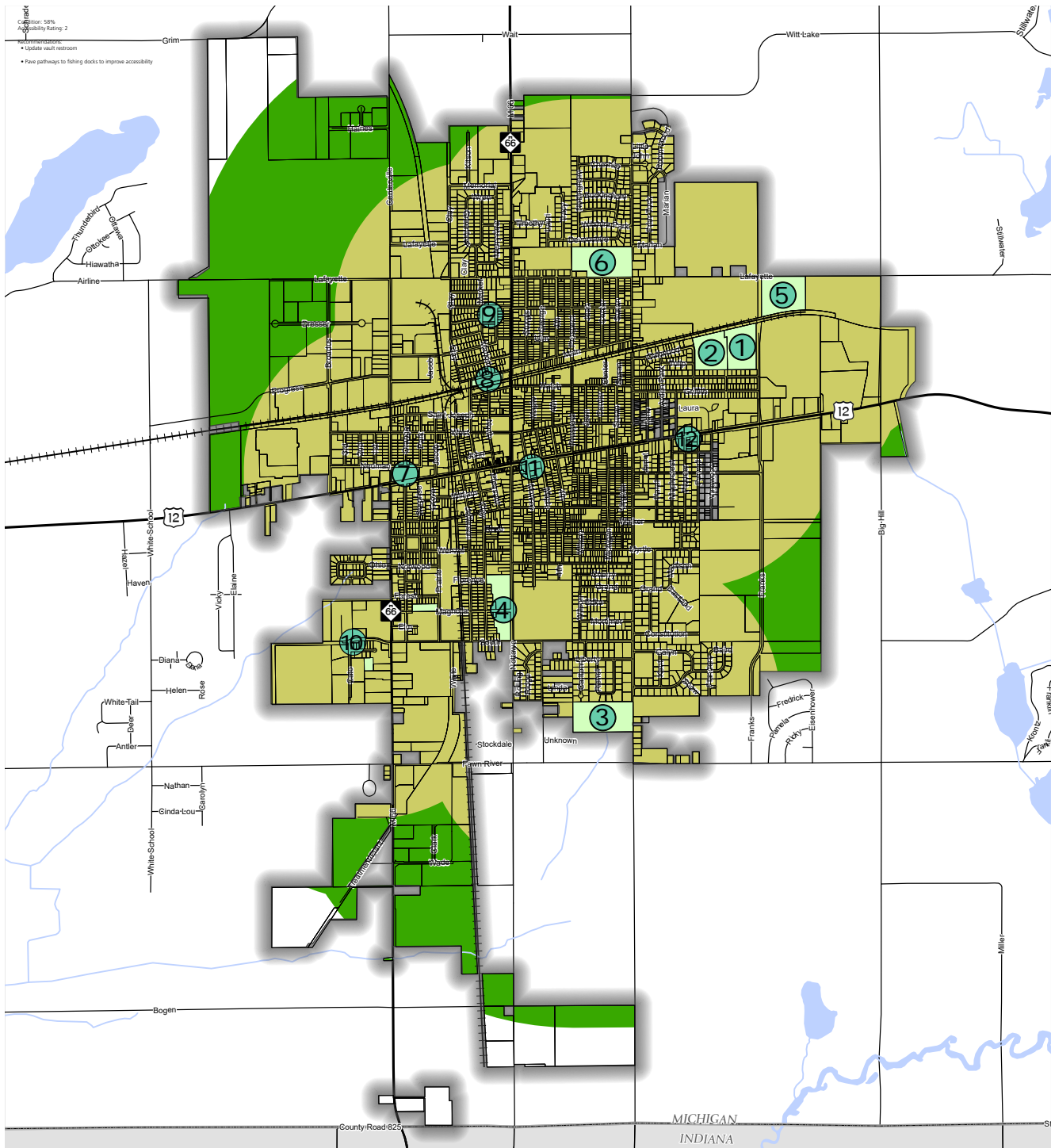
Youth Programming

The Sturgis Recreation Department provides a fun and safe environment which promotes physical fitness, sportsmanship, teamwork and positive parent involvement. The department’s goal is to provide children with the highest quality youth sports program available. Youth programming includes basketball, girls’ volleyball, floor hockey, flag football, Saturday Night Free-For-All (featuring open gym type activities), summer adventure club, mixed martial arts, T-ball, indoor soccer, kickball, and tennis. The majority of the programs are held at the Doyle Community Center with summer

Table XX: Youth Recreation Programming

Department	Program	Participants
Recreation Department	Date with Dad	0 (COVID-19 Pandemic)
	Youth Indoor Soccer	0 (COVID-19 Pandemic)
	Mom-Son Superhero Party	0 (COVID-19 Pandemic)
	Youth Flag Football	99
	Youth Tennis	70
	SHS Winter Girls Tennis Drills	9
	Pee Wee Powersports	19
	Dbl Dribblers/Hot Shots Basketball	30
	T-Ball	56
	Summer Adventure Club	160
	Summer Tennis Camp	116
Pay for Play	SYSO Soccer	507
	Travel Soccer	44
	JR Trojan Baseball	152
	Girls Youth Softball	28
	Rocket Football	76

Map XX: Pedestrian Shed



CITY OF STURGIS Pedestrian Shed

Data Sources: State of Michigan Geographic Data Library, City of Sturgis GIS, Indiana MAP

- City Boundary
- State Roads
- All Roads
- Railroads
- Parks / Facilities

- ① Doyle Community Center
- ② Thurston Woods Park
- ③ Franks Park
- ④ Oaklawn Terrace Park
- ⑤ Spence Softball Complex
- ⑥ Wall Fields
- ⑦ Memorial Park
- ⑧ Old Depot / Bark Park
- ⑨ Langrick Park
- ⑩ Rest Stop Park
- ⑪ Free Church Park
- ⑫ Pioneer Park

tennis camps held at the Augspurgen Tennis Courts. Baseball, football, soccer and wrestling programs are provided by other organizations, but using city facilities and are supported by the city. A breakdown of numbers of youth participating last year is included below. It is important to note that the COVID-19 pandemic has continued to have a significant impact on recreation participation.

Adult Programming

Adult programming includes leagues for women's volleyball, adult indoor soccer, coed volleyball, sand volleyball, men's league basketball, floor hockey, and men's, women's, coed, and church affiliated softball. Softball leagues play at the Spence Softball Complex with the remainder of the activities held at the Doyle Community Center. Registration is by team, with between 6 and 28 teams registering for each program annually.

Aerobic and Fitness Classes

A full range of aerobics and fitness classes are also available at the Doyle Community Center. Participants may purchase a punch card allowing users to attend any class or pay a drop-in rate. These rates are reduced for Doyle Community Center Members. Classes include general fitness, step, ball classes, senior aerobics, Pilates, yoga, mixed martial arts, silver sneakers, and indoor cycling.

Special Events

The Sturgis Recreation Department also organizes a number of annual events for the community. These include a Teen Dance Party for 6th to 8th graders, a 5K run or a 5K walk open to all ages, a Date with Dad, a Mom to Mom sale, Mother-Son Hero Night, Get Fit Challenge, and Color Run 5K. Other events are sponsored by the Sturgis Area Chamber of Commerce, the most notable of which is Sturgis Fest. The week-long festival begins with a kickoff dinner as well as a walk/run, competitions, sidewalk sales, bike night, classic car night, arts and crafts, a car show, 3x3 basketball tournament, and many more activities. Friday evening there is a parade and on Saturday night a huge fireworks display is planned.

School Facilities

Community Pool is located north of the High School.

Sturgis High School is located on a 35-acre site in the southeast section of the city. Facilities include ball fields, football, soccer, a track and gymnasium. A skate park is located on the school property, adjacent to the community pool. It was developed with the assistance of city funds but is not well used due to a fee policy for users and limited opening hours.

Sturgis Middle School is located on 50-acres in the northeast section of the city. 30-acres are developed, with recreational uses including Ball fields, soccer, tennis and a cross-county trail. The remainder of the property is undeveloped (except for the trail).

Congress Elementary School is located on a 2-acre site and contains a playground, gym, and play equipment.

Eastwood Elementary School is located on a 12-acre site on the east city limits, south of the high school. Facilities include 2 ball fields, a soccer field, and play equipment.

Jerolene Elementary School is located on a small 0.8-acre site and includes a playground.

Wall Elementary School is adjacent to the city managed Wall Fields and provides additional recreational facilities including two playgrounds, a bike safety course, and a basketball court.

Wenzel Elementary School is located on a small 0.8-acre site and includes play equipment and a gymnasium.

Augspurgen Tennis Courts is a 4.7-acre stand-alone facility, owned and managed by the school district but on city property. This facility includes 12 tennis courts, 3 of which are lit, a basketball court, restrooms, and pavilion building. Paved parking is also provided off South Lakeview Avenue.

Regional Recreational Facilities

Cade Lake County Park is located two miles east of the City of Sturgis. The site includes 52 acres on the shores of the 32-acre Cade Lake, offering 62 sites of modern and primitive camping, a swimming beach, fishing, boat rentals, picnic shelter, playground, volleyball, disc golf course, and hiking trails.

Camp Fort Hill is a 228-acre park on Tamarack Lake, 12 miles from Sturgis. Camp Fort Hill was historically used by Native Americans as a signal hill and is now owned and operated by a non-profit organization. The site features swimming, a climbing wall, nature trails, day camps and camp programs, providing recreational and educational opportunities for families, church groups, schools, scouts and other groups.

Covered Bridge Farm is located along the St. Joseph River north of Pahl Pointe Park. The parks total over 6 acres and has 1,000 ft of water access. In 2017, the historic barn on the property was renovated and can be rented as an event space.

Hoshel Canoe County Park is located 3 miles southwest of Centreville and offers a scenic island on the Prairie River. Facilities include a canoe launch and picnicking.

Meyer Broadway County Park is located west of US-131 near Three Rivers and offers 149 acres of natural areas and woodlands. Facilities include walking trails, wildlife and bird watching, playground, picnic pavilion, modern restrooms, sand volleyball and an 18-hole disc golf course. The park also features winter activities including a tubing hill and cross-country skiing.

Nottawa Creek Boat Landing features canoe access to the Nottawa Creek, north of M-60 on Olney Road.

Palmer Lake Beach is in the east of the County and offers a swimming beach, picnic pavilion and restrooms.

Plum Lake County Park is located along E Lafayette Rd, directly east of Sturgis, and features nature trails, water recreation, and play equipment. In the spring large fields of coreopsis bloom covering the ground in a spectacular display of yellow flowers.

Rawson's King Mill Park is located off M-60 on the northeast side of the county. This park on Nottawa Creek includes scenic views of the mill and dam, two islands, fishing access, picnic pavilion, restrooms and walking trails.

Sand Lake County Park is located approximately 10 miles north of Sturgis and is a popular lakefront park. This 12-acre park features camping on the shores of Sand Lake, a public swimming beach, fishing opportunities, picnic areas and picnic shelter, softball field and volleyball.

Timm Preserve is a 95-acre nature area located 12 miles northwest of Sturgis and features a small parking lot, a half-mile hiking trail, wooded areas and wetlands.

Three Rivers State Game Area is located northwest of Constantine and features approximately 2,125 acres of public hunting land.

Wahbememe Historical Monument is located at US 131 and US 12 in White Pigeon and features a historical marker and stone recognizing the achievements of Patawatomi Chief Wahbememe.

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4. Planning Process

The City of Sturgis updates the Parks and Recreation Plan every five years to stay current with its recreation inventory and to re-prioritize projects. One of the key components of the update process is community engagement.

The community engagement strategy included an online survey, in-person engagement, and youth survey. The online survey was provided in English and Spanish and received over 200 responses in the months that it was open – which indicates that the survey results are statistically significant at the 85% confidence level. For a city the size of Sturgis, this is within the range of typical response rate for a Parks and Recreation Plan. The survey was distributed via social media, flyers posted at popular locations around the city, and publicized in the local paper. On September 13, a pop-up engagement session was held at the Homegrown Festival, a local music festival in Sturgis. Over 60 people participated in the pop-up engagement.

To review the draft plan and additional content a leadership team was developed comprising of city staff, local leaders, and community members. The leadership team met once a month, throughout the duration of the planning process. A final draft plan was approved for distribution by _____ and the 30-day public review period began on _____.

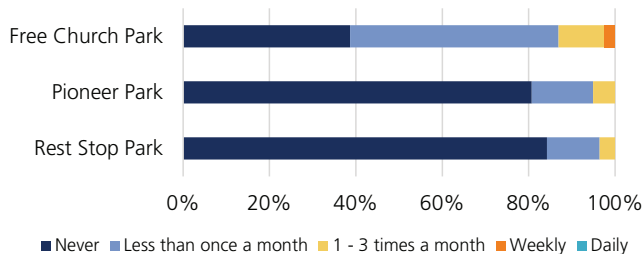
After the 30-day public review period concluded on a public hearing was held at the _____ Planning Commission Meeting. The public hearing was advertised in the _____. The Planning Commission voted _____ to approve the plan for City Council Approval. The Parks and Recreation Plan came before the City Council on _____. A public hearing was held at this meeting and advertised in the _____. Following the public hearing, the plan was adopted by the City Council on _____.

A summary of the survey results and community input session is highlighted on the following pages.

Community Survey

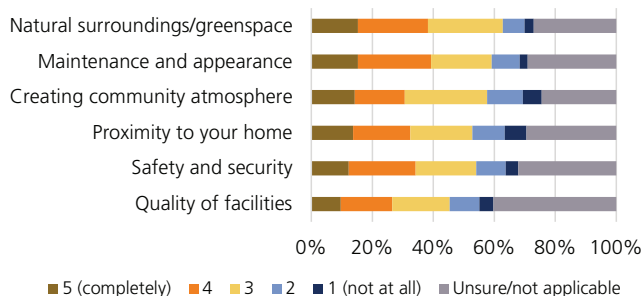
Question 1: How often have you visited any of these mini parks in the last 12 months?

Approximately 39% of respondents have never visited Free Church Park. Nearly 48% of respondents have visited less than once per month and 10% of respondents visit Free Church Park one to three times every month. Nearly 85% of respondents have never visited Rest Stop Park and 12% have visited it less than once a month. Under 4% visit this park one to three times every month. The majority of respondents, about 80%, have never visited Pioneer Park, approximately 14% of respondents visit less than once per month, and 5% visit one to three times per month.



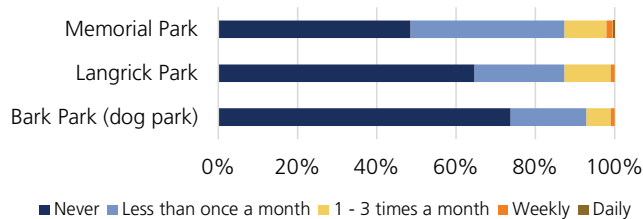
Question 2: On a scale of 1 to 5, how does the city meet your expectations for mini parks?

This question measured respondents' satisfaction with quality of facilities, park maintenance and appearance, safety and security, proximity to respondents' home, natural surroundings and creating community atmosphere. Approximately 50% of respondents indicated the city meets expectations for all measured values (3 and 4 on a scale from 1 to 5). About 25 to 40% of respondents were either unsure or felt the questions did not apply, and 10 to 15% of respondents felt completely satisfied across all values measured.



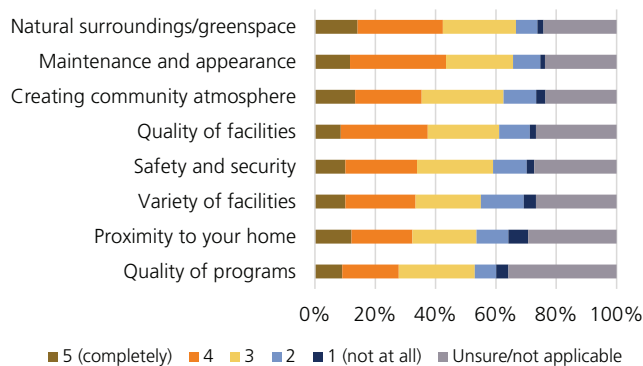
Question 3: How often have you visited any of these neighborhood parks in the last 12 months?

Most respondents have never visited Langrick Park, Bark Park, and Memorial Park, although nearly 40% of respondents indicated they visit Memorial Park less than once every month.



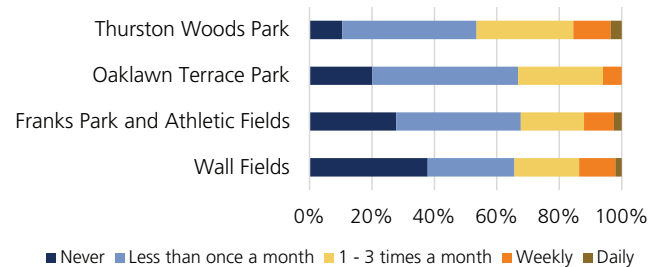
Question 4: On a scale of 1 to 5, how does the city meet your expectations for neighborhood parks?

This survey question measured quality of programs, facilities, variety, park maintenance and appearance, safety and security, proximity to home, natural surroundings and creating community. Most respondents felt the city met their expectations (3 and 4 on a scale from 1 to 5) and approximately 10% felt the city fully meets their expectations for the measured values. Between 20 to 30% of respondents chose unsure or not applicable when asked this question.



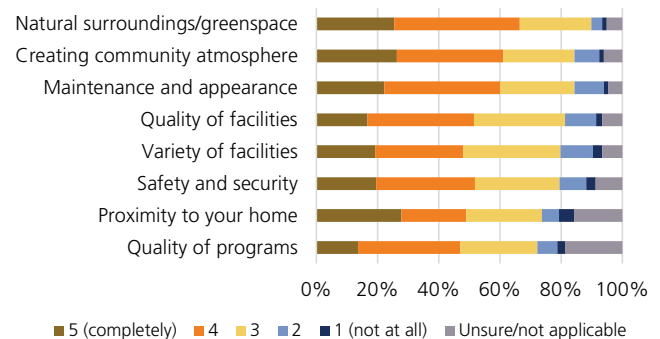
Q5: How often have you visited any of these community parks in the last 12 months?

This question measured how frequently respondents visited Walls Fields, Thurston Woods Park, Franks Park and Athletic Fields, and Oaklawn Terrace Park. Walls field was the least visited of the four parks, 38% of respondents have never visited this park. Most respondents visit the four parks less frequently than once to 3 times every month. There are few weekly or daily visitors to any of these parks.



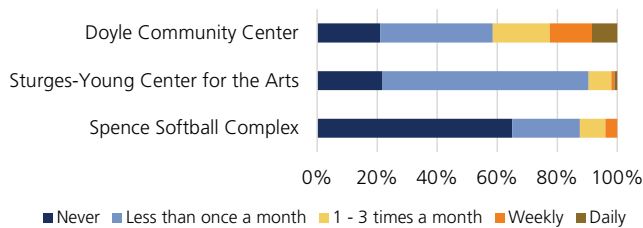
Q6: On a scale of 1 to 5, how does the city meet your expectations for community parks?

Most respondents felt the city partially met their expectations (3 and 4 on a scale from 1 to 5) and approximately 20 to 25% felt the city fully meets their expectations for the measured values, with the exception of the quality of programs. Only 13% of respondents felt completely satisfied with the programming in community parks. Respondents who chose unsure or not applicable when asked these questions varied between 6 to 18%.



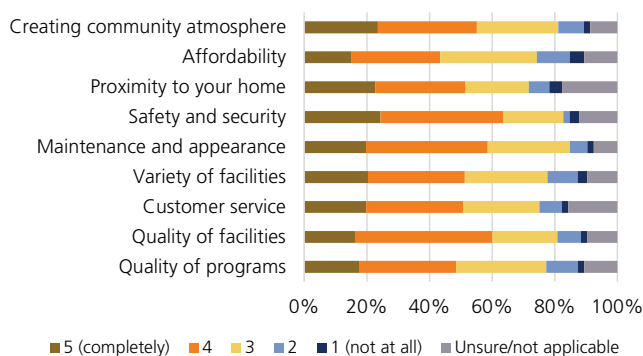
Q7: How often have you visited any of these recreational facilities in the last 12 months?

This question was specific to Spence Softball Complex, Doyle Community Center, and Sturges-Young Center for the Arts. Most respondents do not use these facilities, 65% of those who answered have never visited Spence Softball Center and nearly 70% of respondents indicated they visit Sturges-Young Center for the Arts less than once every month. Doyle Community Center shows the most consistency between monthly to daily visitors.



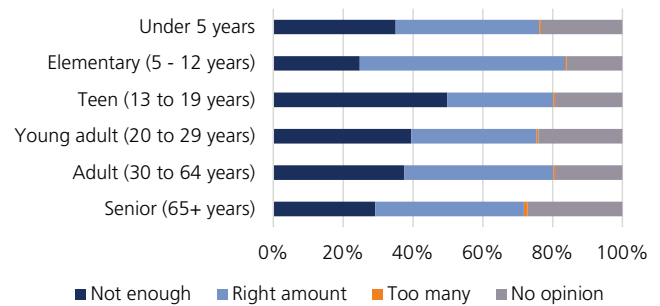
Q8: On a scale of 1 to 5, how does the city meet your expectations for recreational facilities?

This survey question measured expectations for recreational facilities by quality of programs, facilities, customer service, variety, maintenance and appearance, safety and security, proximity to home, affordability and creating community atmosphere. Most respondents felt the city partially met their expectations (3 and 4 on a scale from 1 to 5). Complete satisfaction ranged between 15 to 23% depending on the measured value. Respondents who chose unsure or not applicable when asked these questions varied between 7 to 17%.



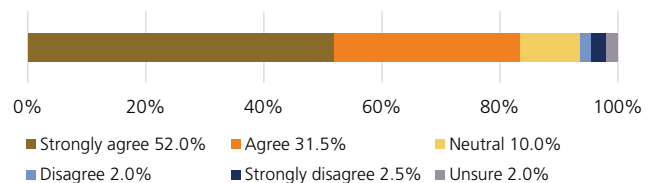
Q9: Please rate the adequacy of the availability/existence of recreational facilities and programming in Sturgis for the following age groups?

This question measured the availability of facilities and programming from a range of not enough to too many for user groups aged 5 and under to seniors aged 65 and older. Nearly 50% of respondents indicated a need for facilities and programming specific to teens between the ages of 13-19 years and 40% of respondents indicated a need for facilities and programming offered for young adults between 20 and 29. Between 30 to 58% of respondents indicated there are the right number of facilities and programs depending on the age group measured. Approximately 20% of respondents had no opinion.



Q10: To what level do you agree with the following statement: "Universal Design principles should be incorporated into the design, construction, and maintenance of City of Sturgis parks and recreation facilities."?

Most respondents either strongly agreed (52%) or agreed (31.5%) with the statement. Approximately 10% of respondents were neutral and about 4% disagreed with the statement.

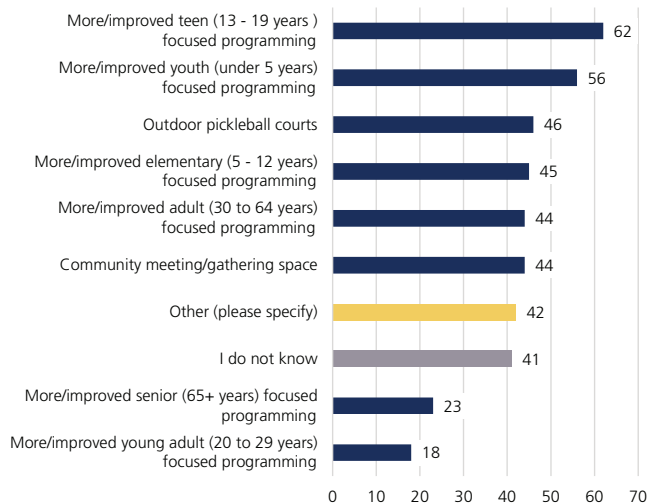


Q11: Would you support universal design if it means higher initial construction costs but lower long-term maintenance costs?

Most respondents support universal design if it meant higher initial construction costs but lower long term maintenance costs, 80% of them responded yes, 4% answered no, and 15% were unsure.

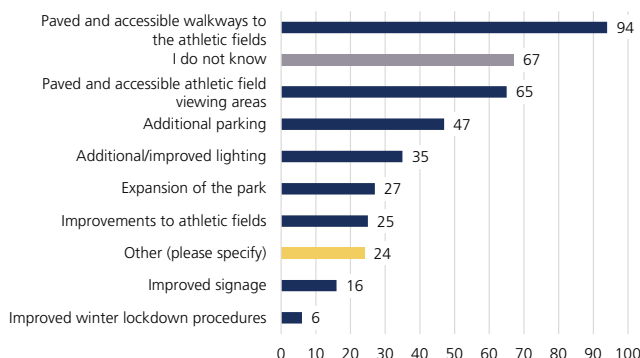
Q12: Which of the following are the top three improvements needed at the Doyle Center?

Answers indicated a strong need for additional and improved youth (under 5 to 12 years) and teen (13 to 19 years) programs as well as outdoor pickleball courts, community gathering spaces, and elementary (5 to 12 years) and adult (30-64 years) programming. Other responses that were less frequent included senior and young adult focused programming.



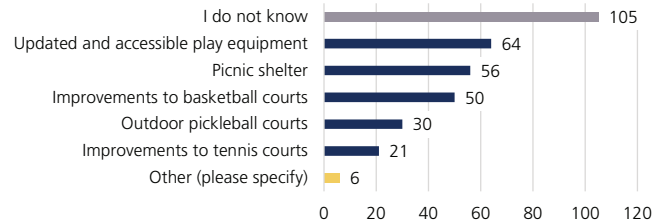
Q13: Which of the following are the top three improvements needed at Franks Park and Athletic Fields?

Respondents' answers indicated a strong interest for paved and accessible walkways to both the athletic fields (47%) and field viewing areas (32%). Other responses indicated a need for additional parking and lighting. Less frequent responses included a need to expand the park, athletic field improvements, improved signage, and winter lockdown procedures.



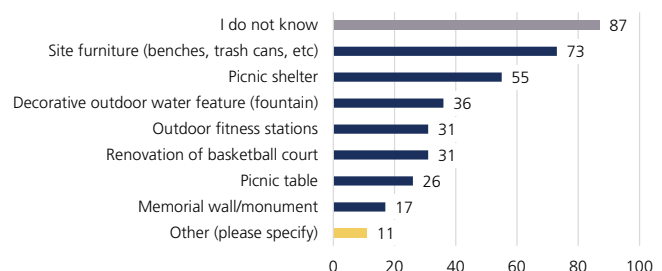
Q14: Which of the following are the top three improvements needed at Langrick Park?

The top 3 responses to this question were updating play equipment and making it more accessible (32%), providing a picnic shelter (28%) and improving the basketball courts (25%). Other responses included pickleball courts and tennis courts improvements. Over one-half of respondents indicated they did not know what improvements were needed.



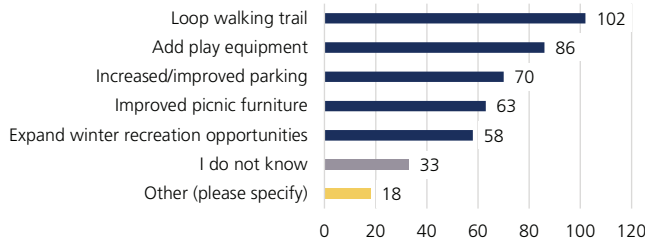
Q15: Which of the following are the top three improvements needed at Memorial Park?

The top improvements needed at the park based on respondent feedback were site furniture including benches and trash cans (40%) and the addition of picnic shelters (30%). Other responses included a decorative water feature, outdoor fitness stations, renovations of basketball courts, picnic tables and a memorial wall. A large percentage of respondents (40%) did not know what improvements were needed.



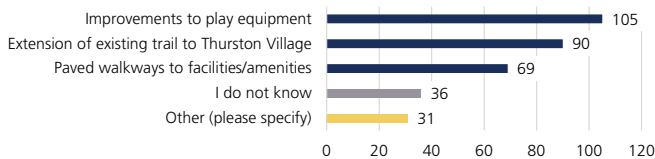
Q16: Which of the following are the top three improvements needed at Oaklawn Terrace Park?

The top responses were the need to create a loop walking trail (50%), add play equipment (43%), increase parking (35%), and improve picnic furniture (31%).



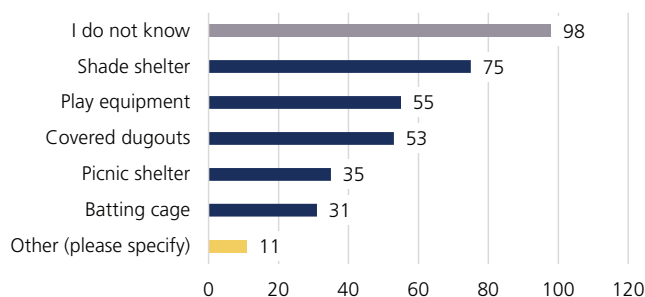
Q17: Which of the following are the top three improvements needed at Thurston Woods Park?

The top responses were rated as improvement to play equipment, extension of existing trail to Thurston Village, and paved walkways. Other responses were not specified, or respondents did not know what improvements are needed.



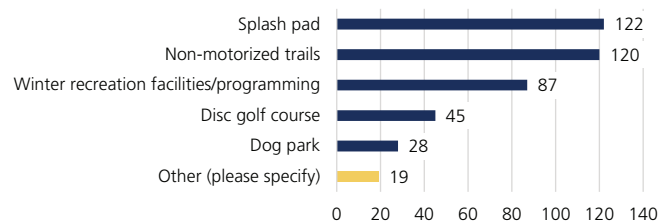
Q18: Which of the following are the top three improvements needed at Spence Softball Complex?

The top improvements were rated as shade shelter, play equipment, covered dugouts, picnic shelters, and batting cages. Other responses were not specified and approximately 49% of respondents did not know what improvements are needed at the park.



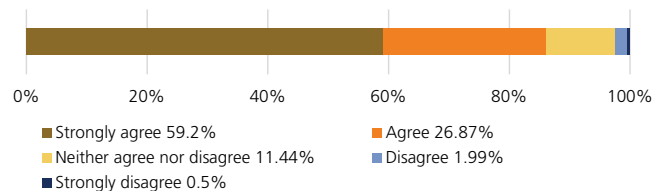
Q19: Which of the following facilities that are currently in development or are planned to be developed in the future are a priority for you?

The top facilities and amenities were rated as splash pad (60%), nonmotorized trails (60%), winter recreation programming (43%), disk golf (22%), and a dog park (14%).



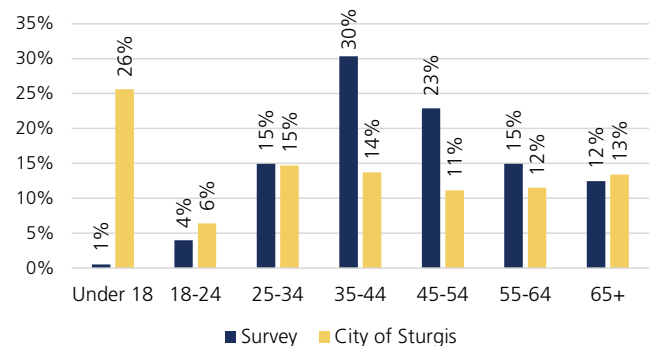
Q20: To what degree do you agree with the following statement: "Non-motorized trails (walking trails, bike trails, bike lanes) in Sturgis should be expanded."

Most respondents either strongly agreed (60%) or agreed (27%) that nonmotorized trails should be expanded in the City of Sturgis. Less than 2% of respondents either disagreed or strongly disagreed with the statement and approximately 12% had no opinion.



Q21: What is your age?

Most of those surveyed were between 35 to 54 years old. Within this group 30% of respondents were between 35 to 44 years old.



Q22: How many members of your household are under the age of 18?

Almost 50% of those surveyed live in households with members who are 18 years or older. About 24% of households have 3 or more family members who are under 18.

Q23: How many members of your household are over the age of 65?

Over 81% of households have members aged 65 or younger.

Q24: How many members of your household have a disability?

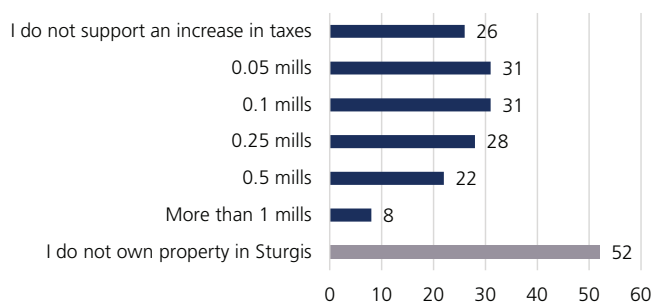
Most households did not have members (80%) with a disability.

Q25: Are you a City of Sturgis resident?

Most survey respondents (64%) are Sturgis residents.

Q26: How much of a property tax would you support for increase funding for parks and recreation services?

Answer choices ranged from not supporting a tax increase to supporting a tax increase of over 1 mill (over \$100 for property with a taxable value of \$100,000). A higher percentage of respondents supported a lower level of tax increase to fund parks and recreation services than those who did not support a tax increase. Most respondents would support a tax increase ranging between 0.05 to 0.25 mills which is 5 to 25 dollars for a property with a taxable value of \$100,000. Tax increases of 0.5 mills and higher were supported less. Nearly 27% of respondents indicated they do not own property in Sturgis.



Community Input Session

On Saturday, September 13th, a pop-up community engagement event was held at the Sturgis Homegrown Festival which took place in Oaklawn Terrace Park. The pop-engagement lasted 5 hours and over 60 people participated. Participants were given 10 sticky dots marked with \$1 and asked to place the dots on parks and recreation improvements across Sturgis, see the figure titled "Pop-Up Engagement." The improvements had individual costs ranging from \$1 to \$4, requiring participants to think about resource allocation and what improvements were worth the investment. Participants ranged from young children (elementary age) to seniors but there was strong participation from youth (high school range). Younger participants tend to gravitate towards the pickleball, basketball, and ice rink improvements.

Top Priorities

- » Improve basketball court at Langrick Park
- » Add a loop walking trail at Oaklawn Terrace Park
- » Add outdoor pickleball courts at the Doyle Community Center
- » Expand teen programming at the Doyle Community Center
- » Install a chilling system for the ice rink at Oaklawn Terrace Park

Figure XX: Pop-Up Engagement

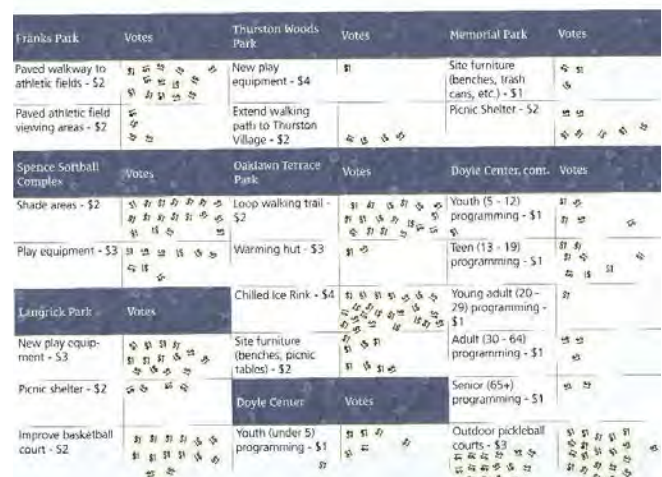


Table XX: Pop-Up Engagement Results

Improvement	Improvement Cost	Community Investment	Community Votes	Priority
Franks Park				
Paved walkway to athletic fields	\$2	\$23	12	T-#12
Paved athletic field viewing areas	\$2	\$5	3	#22
Thurston Woods Park				
New play equipment	\$4	\$34	9	#17
Extend walking path to Thurston Village	\$2	\$22	11	T-#15
Memorial Park				
Site furniture	\$1	\$17	17	T-#8
Picnic shelter	\$2	\$9	5	T-#19
Spence Softball Complex				
Shade areas	\$2	\$29	29	#11
Play equipment	\$3	\$15	5	T-#19
Langrick Park				
New play equipment	\$3	\$35	12	T-#12
Picnic shelter	\$2	\$8	4	#21
Improve basketball court	\$2	\$55	28	#1
Doyle Community Center				
Youth (under 5) programming	\$1	\$16	16	#10
Youth (5 - 12) programming	\$1	\$18	18	T-#6
Teen programming (13 - 19) programming	\$1	\$20	20	T-#4
Young adult (20 - 29) programming	\$1	\$12	12	T-#12
Adult (30 - 64) programming	\$1	\$17	17	T-#8
Senior (65+) programming	\$1	\$18	18	T-#6
Outdoor pickleball courts	\$3	\$66	22	#3
Oaklawn Terrace Park				
Loop walking trail	\$2	\$54	27	#2
Warming hut	\$3	\$21	7	#18
Chilled ice rink	\$4	\$81	20	T-#4
Site furniture	\$2	\$21	11	T-#15



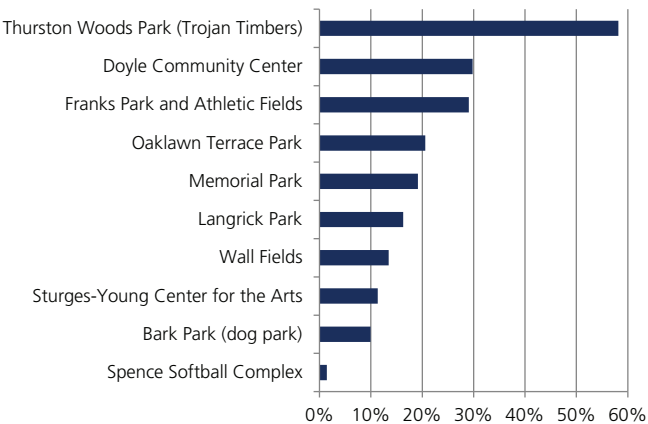
Augsburger Tennis Center

Youth Survey

In review of the community engagement results it was determined that there was additional value in specifically engaging middle schoolers and high schoolers. These age groups have lower participation in Sturgis Parks and Recreation facilities and programs so the survey was structured to determine what gaps may be present in current recreation offerings and the needs of this age group. The survey was distributed through the Sturgis Public School system and received 145 responses over the three weeks it was open.

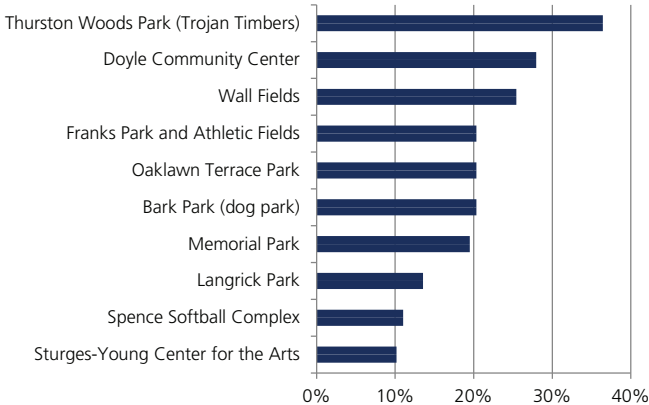
Q1: Which of the following parks and facilities do you use regularly (at least once a month)?

The most utilized park was Thurston Woods, almost 60% of survey respondents indicated that they used the park at least once a month. Following Thurston Woods, the Doyle Community Center and Franks Park and Athletic Fields were the second and third most utilized parks, respectively. Spence Softball Complex had a very low level of utilization, however that facility is locked when not used for softball games and the local schools have their own ball facilities both of which likely contribute to low utilization of the facility by youth.



Q2: Which of the following parks and facilities do you live near (within walking distance)?

The three parks which the most survey respondents lived near were Thurston Woods, the Doyle Community Center, and Wall Fields. It is important to note that while over 25% of respondents lived within walking distance of Wall Fields, less than 15% of respondents reported going to the facility on a regular basis.



Q3: How do you access the following parks and facilities? (check all that apply)

The vast majority of respondents rely on someone else to drive them to visit the park facilities – a large potential barrier for increasing youth access/participation. Walking and driving themselves were the next two most common ways youth access the parks. Notably, biking was fairly low – however the continued development of the non-motorized plan should likely increase bike access to city parks.

Table XX: Youth Access to Parks

Park	I walk	I bike	I ride the bus	I drive myself	I am driven by someone else
Memorial Park	33% (35)	8% (8)	2% (2)	14% (15)	65% (68)
Langrick Park	24% (22)	9% (8)	2% (2)	15% (14)	68% (62)
Bark Park (Dog Park)	29% (25)	12% (10)	0% (0)	15% (13)	65% (56)
Thurston Woods Park (Trojan Timbers)	35% (48)	18% (25)	1% (1)	14% (19)	66% (91)
Oaklawn Terrace Park	27% (26)	11% (11)	1% (1)	15% (15)	66% (64)
Franks Park and Athletic Fields	17% (17)	8% (8)	0% (0)	18% (18)	75% (76)
Wall Fields	37% (38)	14% (14)	1% (1)	12% (12)	60% (61)
Doyle Community Center	27% (30)	12% (13)	1% (1)	11% (12)	74% (82)
Sturges-Young Center for the Arts	17% (15)	7% (6)	1% (1)	18% (16)	74% (65)
Spence Softball Complex	17% (13)	6% (5)	0% (0)	15% (12)	74% (58)

Q4: What activities/sports do you participate in?

In total, 24 individual sports and recreational activities were listed by survey respondents. Basketball was the most common sport (11%), followed by soccer (20%), and volleyball (7%). Additionally, 25% of respondents stated they do not participate in any activities or sports.

Q5: What recreation facilities do you wish the City of Sturgis had?

Survey respondents listed over 20 recreation facilities that they wished were present in the city. The most common suggestions were more/better basketball courts (11%), more soccer fields (10%), a water park (6%), volleyball (5%), and pickleball (5%). Some suggestions, such as a dog park and skating rink, are already present in the city and respondents may just be unaware the facilities exist.

Q6: What recreation programs do you wish the City of Sturgis had?

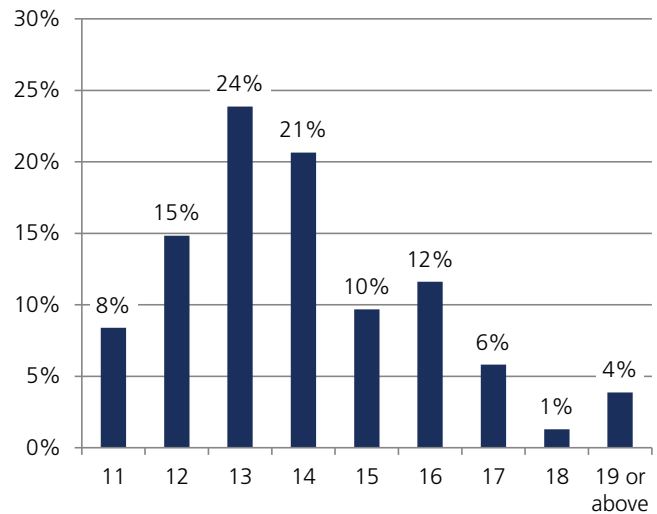
Roughly 47% of respondents had not suggestions or were unsure of what recreation programs they would like in the city. Although four suggestions emerged from the responses. Open gym was the top suggestion (27%), followed by sports leagues (10%), more community events (10%), and soccer programs (4%). However, it is important to note that open gym, organized sports leagues, and community events were given as examples of recreation programs in the survey and respondents may have been influenced by the examples.

Q7: What prevents you from using the city parks and facilities more often?

The lack of transportation was the top response (22%) when asked what prevented respondents from using the parks and facilities more often. It is not surprising that this is the top response given that most respondents relied on someone else to get to the parks (Q3). Lack of time (11%), boring/nothing to do at the park (6%), and safety concerns (6%) were the second, third, and fourth most common reasons, respectively. Notably, 12% of respondents stated that nothing prevents them from using the parks and facilities.

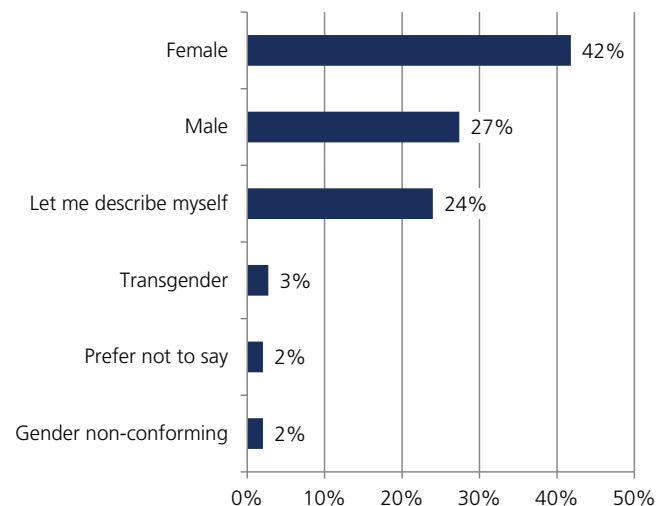
Q8: What is your age?

The survey had strong participation among middle school aged students, those between the ages of 11 and 13 accounted for almost half of all respondents. Upper relatively few upper high school students participated in the survey.



Q9: What is your gender?

More female students completed the survey compared to male students. Of the 35 students who self-described their gender, only four reported their gender identity. Most other "let me describe myself" responses included a description of the respondents personality traits or physical characteristics.





5. Implementation

Recreation Needs and Deficiencies

The National Recreation and Parks Association (NRPA) has established parkland standards and guidelines based on park classification. Recreation standards and guidelines provide a benchmark for evaluating the relative adequacy or inadequacy of the city’s recreation system. This plan has used, as a guide, the 1983 Recreation, Park, and Open Space Standards and Guidelines and the 1995 Park, Recreation, Open Space, and Greenways Guidelines published by the NRPA. The 1983 and 1995 guides were the most recent documents that provided recommendations for park acreages.

Mini-Parks

Mini parks are small facilities intended to serve the community directly around the park. They also tend to be focused on serving one specific group of recreational users. Tot lots are an example of a mini park. Mini parks are less than an acre and serve people within a ¼-mile radius of the park. There are four city-owned mini parks in Sturgis and three school facilities.

Sturgis has an acreage deficiency of mini parks, even including the acreage of the school facilities. One challenge of mini parks is that they often lack amenities and are not often a priority for

Table XX: Mini Park Standards

Facility	Acreage
City-owned	1.3
Free Church Park	0.5
Rest Stop Park	0.5
Pioneer Park	0.1
Shadowlawn Park	0.2
Non-City-owned	1.5
Trinity Lutheran School	0.5
Wenzel Elementary	0.8
Holy Angels Catholic Church	0.1
Sturgis Church of the Nazarene	0.1
Total	2.8

2020 Population	Acreage Required	Acreage Available	Deficiency/ Surplus
11,082	5.5	2.8	-2.7

Table XX: Neighborhood Park Standards

Facility	Acreage
City-owned	8.2
Langrick Park	1.8
Bark Park (Old Depot Dog Park)	2.7
Memorial Park	3.7
Non-City-owned	22.0
Congress Elementary	2.0
Eastwood Elementary	12.0
Wall Elementary	8.0
Total	30.2

2020 Population	Acreage Required	Acreage Available	Deficiency/ Surplus
11,082	22	30.2	8.2

investment. As small plots of land become available in areas not served by mini parks the city should consider acquiring them to build out the mini park system.

Neighborhood Parks

Neighborhood parks are the basic building blocks of park systems and provide informal recreational activities like playgrounds, courts, and field games. Typically, neighborhood parks range from 5 – 15 acres in size and serve the community within ½ mile radius around the park. There are three city-owned neighborhood parks and three school facilities in Sturgis, and while they are smaller than the typical size of a neighborhood park, their amenities and usage are most analogous to those of neighborhood parks.

Sturgis’ neighborhood park system exceeds the recommended acreage, when including the school properties. However, the bulk of the neighborhood park acreage (73%) is on school properties – which the city has little to no management over. Therefore, the city should coordinate with the Sturgis Public School System to ensure that the school park facilities continue to contribute meaningfully to the park system.

Community Parks

Community parks serve a broader purpose than neighborhood parks and provide a range of

Table XX: Community Park Standards

Facility	Acreage
City-owned	76.6
Wall Fields	15.0
Spence Softball Complex	17.4
Thurston Woods Park	13.0
Franks Park	19.5
Oaklawn Terrace Park	11.7
Non-City-owned	70.2
Augspurger Tennis Courts	4.7
Sturgis Middle School	30.0
Sturgis High School	35.5
Total	146.8

2020 Population	Acreage Required	Acreage Available	Deficiency/ Surplus
11,082	88	146.8	58.8

facilities capable of supporting large community events. These areas are typically larger than 25 acres and serve multiple neighborhoods. The service area of community parks ranges from one to two miles. Facilities generally include natural areas, picnic shelters, and trails. Specialized recreational facilities like swimming pools and community centers are generally located in community parks. There are five community parks managed by the city.

The majority of Sturgis' park acreage is comprised of community parks, 76.6 acres in total. When comparing city-owned community parks to the recommended community park acreage of 88, the city almost meets the recommended standard. When including the school facilities in the total calculation the city exceeds the standard by almost 60 acres.

Amenities and Facilities

In addition to the Parks and Recreation Standards, the NRPA has established Park Metrics that provide benchmarks for communities' park amenities and facilities, based on population size, budget, number of parks, and employees. The Park Metrics provide a detailed and tailored estimate for the number of facilities per population. The available standards for communities analogous to Sturgis (population, number of parks) are included in the table titled "NRPA Park Metrics."

For most amenities, the city meets or exceeds the standards. Deficiencies in amenities include playground equipment, outdoor basketball courts, tennis courts, and an adult soccer field. However, when including Augspurgen Tennis Courts the city exceeds the recommended number of tennis courts. Additionally, there are multi-purpose fields in the public park facilities that could serve as an adult soccer field but there is no dedicated adult soccer field. More/improved outdoor basketball courts were a common theme throughout the community engagement process and will be included in the capital improvement schedule.

Table XX: NRPA Park Metrics

Facility	Standard	Recommended Facilities	Existing Facilities	Gap
Multipurpose court (volleyball, basketball)	1: 10,019	1	2	+1
Playground Equipment	1:1,368	8	6	-2
Basketball (outdoor)	1:1,840	6	2	-4
Tennis	1:2,072	5	1	-4
Baseball - adult	1:9,032	1	1	-
Baseball - youth	1:3,263	3	4	+1
Softball	1:2,682	4	4	-
Football	1: 8,045	1	1	-
Soccer - adult	1:8,045	1	0	-1
Soccer - youth	1:2,306	5	11	+6
Community Center	1:9,032	1	1	-

*Public park facilities only

Goals and Objectives

A set of goals was developed to help guide future decision-making for parks and recreation facilities in Sturgis. The goals were synthesized from the prior plan, community engagement, the recreation vision for the Master Plan, and direction of the leadership team.

Action Plan

The action plan outlines steps the City of Sturgis should take to achieve its recreation goals. All actions identify a responsible party, potential partners, and metric to measure progress over the next five years. Some goals or objectives may not be achieved within the next five years and future iterations of this document should maintain some level of consistency over the years in order to accomplish long-term objectives.

VISION: Improve residents' quality of life by expanding meaningful, inclusive, and fun recreation opportunities.

GOAL 1: Provide a geographically balanced and accessible system of parks and recreation facilities that meet or exceed the principles of universal design.

GOAL 2: Expand the diversity of recreation facilities available at existing recreation facilities to offer year-round opportunities for individuals of all ages and abilities in order to meet current and future demands.

GOAL 3: Preserve, protect, and improve historic, natural, scenic, or environmentally sensitive areas for appropriate public use and enjoyment and habitat protection.

GOAL 4: Promote and maintain strong working relationships with St. Joseph County, neighboring townships, the Sturgis Public School District, private entities, and other community organizations to enhance recreational opportunities available to area residents.

GOAL 5: Continue to implement the non-motorized trailway plan throughout the city and beyond to provide a safe, attractive, and enjoyable recreational experience and non-motorized transportation options.

GOAL 6: Continue to encourage and seek out philanthropic, grant-based, and other donor-driven funding mechanisms for financial support of park facilities.

GOAL 7: Increase community awareness of parks, facilities, and programs through targeted outreach and engagement.

Table XX: Action Plan

Action	Responsible Party	Partners	Applicable Goal(s)
Develop a youth/student Doyle Membership structure to reduce the cost for youth (under 18)	Doyle Community Center Board	City of Sturgis, Sturgis Schools	1, 2, 7
Encourage developments over 20 acres to set aside land for recreational use	Planning Commission	Zoning Board of Appeals	1, 2, 3, 4, 6
Improve or develop parks with universal design principles	City staff	Parks Board	1, 2
Conduct a maintenance assessment of each facility annually	City staff		2, 3
Post on social media weekly about new programs, existing facilities, and future projects	City staff	Parks Board	6, 7
Develop 1 linear miles of the non-motorized plan each year, on average	City staff	Parks Board, community partners	1, 2, 4, 5, 6
Form a working group with the schools to coordinate improvements and upgrades to existing city and school recreation facilities	City staff	Parks Board	1, 4
Increase participation in Doyle programs by 25% over the next 5 years	Doyle Community Center Board	City staff	1, 2
Develop a recreation awareness program through local schools	City staff	Sturgis Schools	4, 7
Update the Parks and Recreation Master Plan every 5 years	City Staff	Parks Board, Doyle Community Center Board	1, 2, 3, 4, 5, 6, 7

Projects Currently in Development or Construction

There are several projects in Sturgis currently in the development or construction phase, as of 2022. Because these projects have not been constructed, they were not included in the recreation inventory. Additionally, they are not included in the action plan or capital improvement schedule because they have received the necessary funds and are being implemented.

Splash Pad

A splash pad and modern restrooms are being developed at Thurston Woods Park, between the wooded park area and the Doyle Center. In addition to the splash pad, the development will include modern restrooms, site furnishings, and utility and infrastructure improvements. The design of the splash pad will be rooted in universal design principles, ensuring all residents can use the splash pad – regardless of ability. When completed the splash pad will total 2,500 sq ft and include 20



An artist's rendering of the splash pad.

different water elements. The project is expected to be completed in 2023.

Non-Motorized Transportation Plan

In 2013, the City of Sturgis and its partners, including neighboring jurisdictions, developed the Sturgis Community Non-Motorized Trailway

Master Plan. The plan created a 20-year vision for a regional non-motorized trail system. Over the past decade pieces of the trail network have been developed. Most recently a 2-mile section of the trail from N Franks Ave to N Jefferson St (along the rail right-of-way) and then to Chicago Rd was approved for design and construction bids.

Capital Improvement Schedule

The Capital Improvement Schedule of the City of Sturgis Parks and Recreation Master Plan states the proposed course of development or improvement that will be taken over the next five years. The goals and objectives described above served as guidelines for the capital improvement schedule.

Table XX: Capital Improvement Schedule

Year	Improvement	Park	Improvement Cost	Funding Source(s)	Applicable Goal(s)
2023	Youth (under 5) programming	Doyle Community Center	\$2,000	City funds	1, 2
	Teen programming		\$2,000	City funds	1, 2
	Accessibility improvements to sidewalk and parking lot	Franks Park	\$10,000	City funds	1
	Covered dugouts	Spence Softball Complex	\$120,000	MDNR grants	1, 2
	Develop a site master plan	Oaklawn Terrace	\$35,000	City funds	1, 2, 3
2024	Outdoor pickleball courts on southwest side of the building	Doyle Community Center	\$200,000	MDNR grants	1, 2
	Remove tennis courts	Langrick Park	\$80,000	MDNR grants	1
	Replace play equipment		\$200,000	City funds, MDNR grants	1, 2
	Repair basketball court		\$20,000	MDNR grants	1, 2
	1-mile of non-motorized trail	Citywide	\$1,000,000	City funds, MDNR grants	1,2,4,5,6
2025	Paved walkways to athletic fields	Franks Park	\$120,000	MDNR grants	1, 2, 3
	Install basketball courts on the south side of the city in an existing or new facility	Undetermined	\$80,000	MDNR grants, city funds	1, 2
	Paved athletic field viewing areas	Franks Park	\$60,000	MDNR grants	1, 2, 3
2026	Install play equipment	Spence Softball Complex	\$80,000	MDNR grants	1, 2
	Replace basketball court	Memorial Park	\$80,000	MDNR grants	1, 2
	Loop walking trail	Oaklawn Terrace	\$150,000	MDNR grants	1, 2, 3
	Replace play equipment	Thurston Woods	\$300,000	MDNR grants, city funds, community assistance	1, 2
	1-mile of non-motorized trail	Citywide	\$1,000,000	City funds, MDNR grants	1,2,4,5,6
2027	Chilled Ice Rink	Oaklawn Terrace	\$1,000,000	MDNR grants, city funds, community assistance	1, 2
	Shade shelters	Spence Softball Complex	\$80,000	MDNR grants	1, 2

Doyle Community Center

The Doyle Community Center is a well-established facility; however, it is challenging to engage/program for young children (under 5) and teenage users. Results from the youth survey highlighted a desire for more programming (open gym, sports leagues, community events) and while some of these programs currently exist, they could be expanded. Additionally, increasing awareness about the available programs may increase participation among youth. A membership schedule should be developed specifically for youth and information about the Doyle Center, activities, programs, and youth membership structure should be distributed throughout the school system.

Outdoor pickleball courts are a priority for the community and there is space on the southwestern edge of the Doyle Center for several courts. Additional storage will also need to be developed at the Doyle Center in the future but there are no immediate solutions for storage space and there are limited opportunities to expand the footprint of the building. Other enhancements at the Doyle Community Center include improving the outdoor sand volleyball courts with new sand and equipment.

Capital Improvement	Year	Cost	Funding Source(s)
Youth (under 5) programming	2023	\$2,000	City funds
Teen programming	2023	\$2,000	City funds
Outdoor pickleball courts	2024	\$200,000	MDNR grants

Franks Park

There is a need to develop paved and accessible walkways and viewing areas to the fields. Additionally, the sidewalk and ramp from the sidewalk to the parking lot need to be brought up to ADA standards.

Capital Improvement	Year	Cost	Funding Source(s)
Accessibility improvements to sidewalk and parking lot	2023	\$10,000	City funds
Paved walkways to athletic fields	2025	\$120,000	MDNR grants
Paved athletic field viewing areas	2025	\$60,000	MDNR grants

Langrick Park

The tennis courts need to be removed, which would provide space for additional amenities in the future. The basketball court also needs to be repaired – a community priority. The playground equipment while in good condition has limited opportunities for accessible play. While there are ramps leading from the sidewalk to the play surface, the play surface itself is not accessible.

Capital Improvement	Year	Cost	Funding Source(s)
Remove tennis courts	2024	\$80,000	MDNR grants
Replace play equipment	2024	\$200,000	City funds, MDNR grants
Repair basketball court	2024	\$20,000	MDNR grants

Memorial Park

Memorial Park is predominately a passive recreation facility with a playground and a small basketball court. The basketball court is in poor condition and replacing the amenity should be the top priority for improving this facility.

Capital Improvement	Year	Cost	Funding Source(s)
Replace basketball court	2026	\$80,000	MDNR grants



Play equipment at Thurston Woods Park

Oaklawn Terrace Park

This facility has a lot of potential for enhancement. Given the size and scope of the facility/ improvements developing a site master plan is recommended. Recommended improvements include a loop walking trail that would connect all amenities and create an exercise circuit and install a chilling system for the ice rink. However, improvements to the ice rink will likely also include supporting amenities like a warming hut, skate/ shoe rental, and staffing. More work is needed to determine the financial feasibility of long-term improvements to the ice rink, which can be addressed in the site master plan. This park is the best location to expand winter recreation opportunities building on the existing use of the sledding hill during the winter.

Capital Improvement	Year	Cost	Funding Source(s)
Develop a site master plan	2023	\$35,000	City funds
Loop walking trail	2026	\$150,000	MDNR grants
Chilled ice rink	2027	\$1M	MDNR grants, city/community funds

Spence Softball Complex

Funding limitations during the construction of Spence Softball Complex resulted in elements that were part of the initial design being dropped. The following improvements are intended to fully realize the design of the softball complex.

Capital Improvement	Year	Cost	Funding Source(s)
Covered dugouts	2023	\$400,000	MDNR grants
Install play equipment	2026	\$80,000	MDNR grants
Covered viewing areas	2027	\$80,000	MDNR grants

Thurston Woods Park

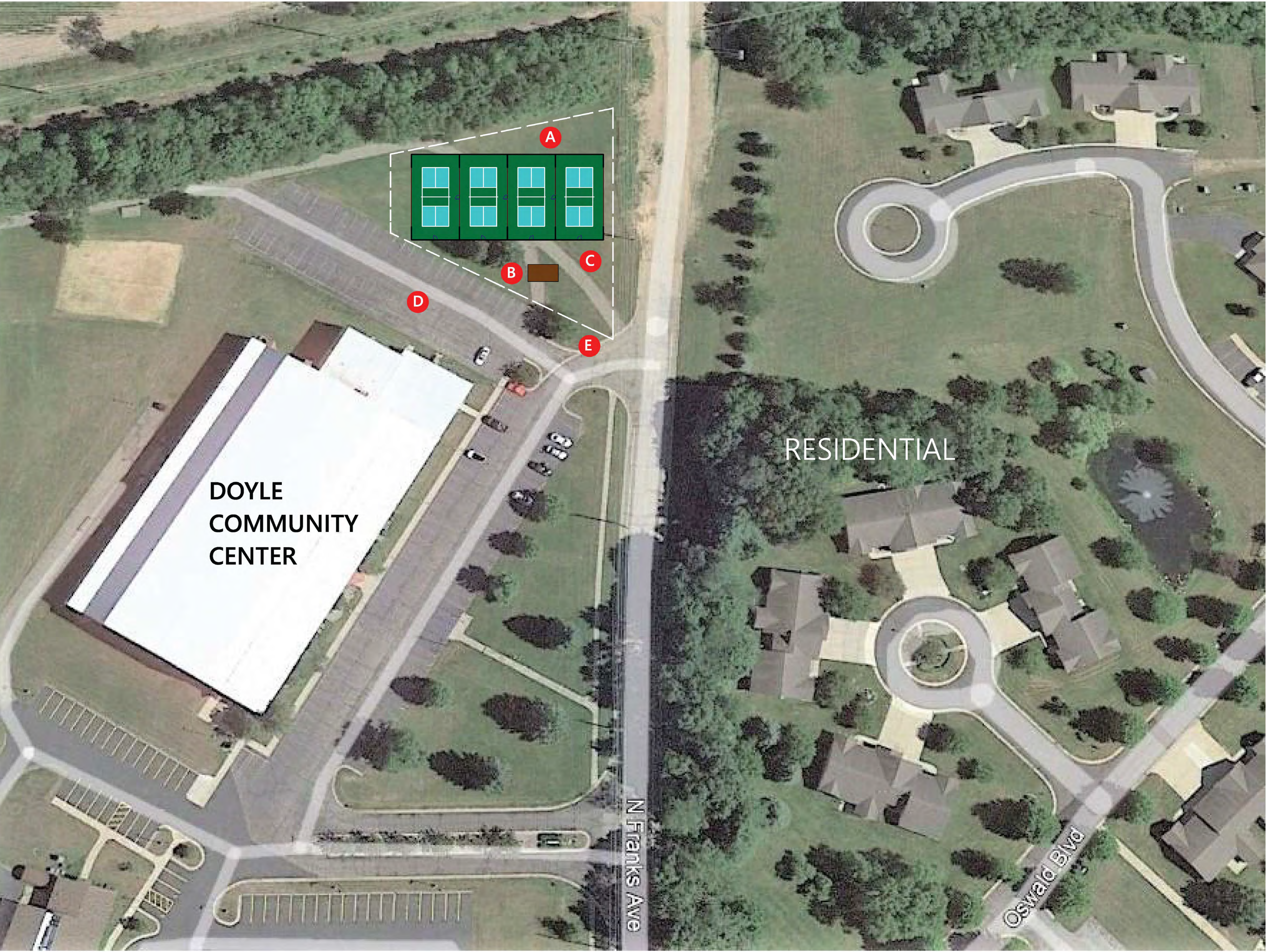
Thurston Woods is one of the most used parks in the city. The development of the splash pad will likely increase usage and bring needed modern restrooms to the park. The proximity of other amenities will encourage usage and make the park appealing to a diverse range of users and ages. Eventually, the play structure will need to be replaced. Given the community pride and connection to the existing structure, any replacement should be done in collaboration with the community.

Capital Improvement	Year	Cost	Funding Source(s)
Replace play equipment	2026	\$300,000	MDNR grants, city/community funds

Appendix

**City of Sturgis
City Commission
Regular Meeting**

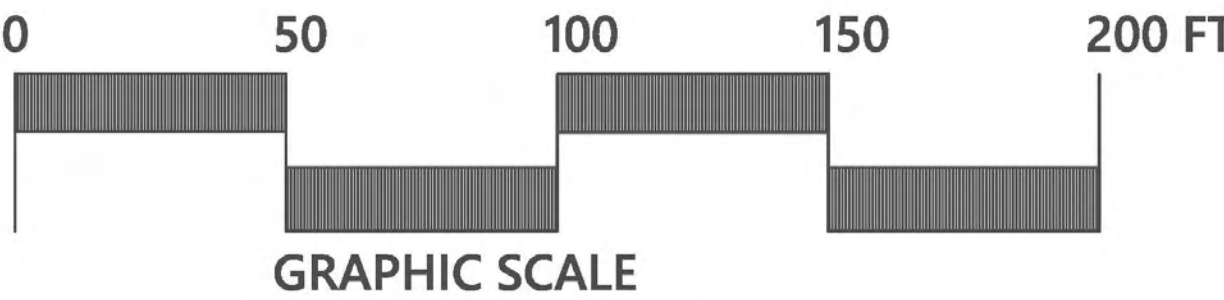
Agenda Item 10D



PARKS AND RECREATION
PROPOSED PICKLE BALL COURTS
DECEMBER 2022

LEGEND

- A** PICKLE BALL COURTS
- B** PAVILION AND SEATING
- C** ACCESSIBLE WALKS
- D** EXISTING PARKING LOT
- E** PARK ENTRY SIGN



s. allen design
ARCHITECTURE

s. allen design
A R C H I T E C T U R E

49A W. Chicago Street
Coldwater, Michigan 49036

Tel. 517-279-7787
sallendesignaia@gmail.com

Preliminary Cost Estimate
Sturgis Pickle Ball Courts

Date: December 7, 2022

1. General Conditions

a.	Administrative	\$ 1,500
b.	Lay-out / staking	\$ 3,000
c.	Contractor supervision	\$ 4,500
d.	Building permit	\$ 400
e.	Bonds	\$ 0

2. Site Work

a.	Fencing and gates	\$ 38,500
b.	Grading, asphalt and court paint	\$ 98,600
c.	Grass seed & top soil	\$ 6,000
d.	Pavilion	\$ 26,600
e.	Park entrance signage	\$ 2,000
f.	Sidewalks	\$ 7,000
g.	Electrical	\$ 9,000

Subtotal	\$197,100
Contingency 10%	\$ 19,700

Subtotal	\$216,800
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Contractor Overhead & Profit 15%	\$ 32,500
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Topographical survey	\$ 4,000
Bidding documents	\$ 8,100

Estimated Project Cost	<u>\$261,400</u>
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**City of Sturgis
ST. JOSEPH COUNTY, MICHIGAN**

RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH

WHEREAS, the City of Sturgis supports the submission of an application titled “City of Sturgis Pickleball Courts” to the Michigan Department of Natural Resources Spark Grant Program for construction of new outdoor pickleball courts adjacent to the Doyle Community Center and Thurston Woods Park; and

WHEREAS, The total project cost is estimated at \$264,000.00, including grant writing, design, bidding, permitting, construction, and contingency; and

WHEREAS, the City of Sturgis is hereby making a financial commitment to the project in the amount of \$50,000.00 match funds, in cash and/or force account.

NOW THEREFORE, BE IT RESOLVED that the City of Sturgis hereby authorizes submission of a Spark Application for \$214,000.00, and further resolves to make its financial obligation amount of \$50,000 (19%) of a total \$264,000.00 project cost, available during the 2023-2024 fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by City of Sturgis at their regular meeting held on December 12, 2022 in City Commission Chambers with quorum present.

Mayor

ATTEST

City Clerk

Dated: _____

Received for Administration:

Received as to form:

City Manager

City Attorney

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10E



TO: Michael L. Hughes, City Manager
 FROM: Holly Keyser, City Controller
 SUBJECT: 2022-2023 Proposed Budget Amendment
 DATE: December 9, 2022

In accordance with the Uniform Budgeting and Accounting Act, the following governmental funds need to be amended to reflect changes in the expected revenue and operating expenditures anticipated in the 2022-2023 fiscal year, as compared to those originally estimated in the 2022-2023 approved budgets as previously amended.

	Original Budget	Amendment 1 12.9.22	Proposed Budget
Fund -265 Doyle Community Center			
Revenue	509,400	-	509,400
Expenditures	691,208	14,430	705,638
Contribution from General Fund	47,040		47,040
Contribution from Capital Reserve Fund	100,000	-	100,000
Change in Fund Balance	(34,768)	(14,430)	(49,198)
Beginning Fund Balance	76,086	41,318	76,086
Projected Ending Fund Balance	41,318	26,888	26,888

The Doyle Community Center Fund expenditures are increased for the estimated cost to adjust wages and benefits per the Compensation Study recommendations.

	Original Budget	Amendment 1 12.9.22	Proposed Budget
Fund -214 Downtown Development Fund			
Revenue	106,808	23,500	130,308
Expenditures	105,940	23,500	129,440
Contribution from General Fund	-	-	-
Contribution from Capital Reserve Fund	-	-	-
Change in Fund Balance	868	-	868
Beginning Fund Balance	53,565	54,433	53,565
Projected Ending Fund Balance	54,433	54,433	54,433

The Downtown Development Authority budget is amended to reflect the grant revenue and expense for improvements to 101 W. Chicago Rd. (Open Door Gallery) of \$20,000 as well as the grant and expense of \$3,500 for the Christmas Tree for the Dashing Thru Downtown Event