



**AGENDA  
CITY COMMISSION MEETING  
WEDNESDAY, DECEMBER 13, 2023  
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
  - A. United Way Christmas Cash Raffle Drawing – Andrew Kuk
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 20, 2023 regular meeting as presented.**
  - B. Pay Bills
    - **AUTHORIZE the payment of the City bills in the amount of \$2,107,721.92 as presented.**
  - C. Accounts Payable Authorization
    - **AUTHORIZE the Finance Committee to approve the payment of City bills at their next meeting.**
  - D. Airport AWOS Contract
    - **APPROVE Contract No. 2023-00619 with MDOT Aeronautics for AWOS services and AUTHORIZE City Manager Andrew Kuk to sign all necessary documents.**
9. UNFINISHED BUSINESS
10. NEW BUSINESS
  - A. LDFA Boundaries, Development Plan, and TIF Plan Public Hearing – Kenneth Rhodes
  - B. Stapleton Industrial Park Special Assessment – Kenneth Rhodes
  - C. Electric Environmental Engineering RFP – Chris McArthur
  - D. Commission Procedural Policy Amendments – Andrew Kuk
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

# Manager's Report

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DECEMBER 13, 2023



CITY OF  
**Sturgis**  
MICHIGAN

Submitted by:

A handwritten signature in black ink, appearing to read "Andrew Kuk", is written over a white background.

Andrew Kuk  
City Manager

## **5. Presentation**

### **A. United Way Christmas Cash Raffle Drawing**

**Staff: Andrew Kuk**

The winning ticket for the United Way Christmas Cash Raffle will be drawn.

## 8. Consent Agenda

### Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for December 13, 2023 as presented.

### Staff Recommendation:

**APPROVE**

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

##### Consent Agenda Motion:

*APPROVE the minutes from the November 20, 2023 regular meeting as presented.*

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

##### Consent Agenda Motion:

*AUTHORIZE the payment of the City bills in the amount of \$2,107,721.92 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 20<sup>th</sup>, 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 26<sup>th</sup>; this allows for a more regular accounts payable schedule to be maintained. This year, bills would be prepared for December 27<sup>th</sup>, 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.*

## **8D. Airport AWOS Contract**

In 2018 the Sturgis City Commission approved a five-year contract with the Michigan Department of Transportation Aeronautics Division (MDOT Aero) for maintenance of the Automated Weather Observation System (AWOS). The AWOS provides weather data to pilots and others. Under the contract the City pays for power and telephone hookup to the system, provides a place for equipment and maintains the area around it, and splits the cost of maintenance and system service costs incurred by MDOT. Included in your packet is a new contract for AWOS service provision. The terms of the contract remain the same and the contract term is for an additional five years.

### *Consent Agenda Motion:*

*APPROVE Contract No. 2023-0619 with MDOT Aeronautics for AWOS services and AUTHORIZE City Manager Andrew Kuk to sign all necessary documents.*

### Information Included in Packet:

1. AWOS Contract Amendment

## **10. New Business**

### **A. LDFA Boundaries, Development Plan, and TIF Plan Public Hearing**

**Staff: Kenneth Rhodes**

#### **OPEN PUBLIC HEARING**

A Local Development Finance Authority (LDFA) is an economic development tool that allows eligible entities to acquire and dispose of interests in real and personal property, issue bonds, and use tax increment financing to fund public infrastructure improvements for eligible property.

The City of Sturgis initially created an LDFA in 2008 to help complete an expansion project by Americraft Carton. Funds were used to pay back a Michigan Economic Development Corporation Loan for the project. The Authority district was amended in 2018 and 2022 for the purposes of expanding the Authority's boundaries and adding new projects to the development plan.

Two parcels on the Indiana border, which are being developed as Stateline Business Park for commercial and industrial development, were purchased by the City of Sturgis Economic Development Corporation in 2021. They were not yet within the City limits at the time of the last LDFA boundary adjustment. Some of the projects in the current Development Plan relate to this area, so it is now time to add these parcels to the LDFA boundaries. The only changes in the Development and TIF Plans, which are highlighted, amend the boundary map to include these parcels; no projects have been added or amended. The previous plans projected the LDFA to capture over \$12,000,000 in the next 27 years and outlined multiple projects to be completed with these funds. It is difficult to quantify the capture amount with the addition of the Stateline Business Park to the plan, but it should exceed the previous projections.

Per the requirements of the Recodified Tax Increment Financing Act (Act 57 of 2018), a public hearing is required when the local Municipality is creating or amending a Local Development Financial Authority (LDFA). At the November 8,

2023, meeting, the City Commission set this public hearing regarding a change to the LDFA boundaries as well as amendments to the Development and TIF Plans.

## **CLOSE PUBLIC HEARING**

### **Proposed Motion:**

**Move that the Sturgis City Commission ADOPT/NOT ADOPT the Resolution Approving Amendments to Development Plan and Tax Increment Financing Plan for the Local Development Finance Authority of the City of Sturgis as presented.**

### **Staff Recommendation:**

**ADOPT**

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

1. Development and Tax Increment Financing Plan
2. Resolution

## **10. New Business**

### **B. Stapleton Industrial Park Special Assessment**

**Staff: Kenneth Rhodes**

The Sturgis Improvement Association (SIA) was formed in 1902 with the mission of improving the prosperity of the City of Sturgis. Over the years the SIA has acquired property, sold that property for industrial development, and used the funds from those sales to continue to facilitate economic development in the Community.

Projects over the years have included:

- Industrial land in the area around Prairie Avenue, east of South Centerville Road where Oak Products is currently located
- Airport Industrial Park (south of the airport to Progress St.)
- Bullard Industrial Park (by Stoughton Estates)
- Stapleton Industrial Park (north of the airport)
- Dresser Business Park (on Bogen Road)

When the Economic Development Corporation (EDC) legislation was adopted in the state in the 1970s, the members of the SIA were appointed to the EDC Board because the focus of each was quite similar. Over the years the SIA, EDC, and City worked collaboratively on the development of industrial land, with the organizations sharing development of some projects to take advantage of the ability to sell property quicker, hold property, or access grants for and develop property.

One of these collaborations regarded what is now Dresser Business Park. In 2001, the SIA and the City of Sturgis entered into an agreement for how funds would be distributed from the sale of lots in Dresser Park (formerly known as the Pidgeon Property); funds were distributed to the City and the SIA as lots were sold. With the sale of all of the lots in Dresser Park now complete, the SIA was owed \$131,604.45 as their portion according to the agreement.

In Stapleton Industrial Park, where the property was owned by the SIA, paving, water, and sewer infrastructure was installed by the City in the late 1980s,



resulting in special assessments totaling \$6,500 per acre. The two most recent sales in Stapleton, for lots 1 and 2 and to Heartland RV, resulted in special assessments due in the amount of \$147,225.00.

The SIA Board has approved the transferring of their proceeds for the lot sales in Dresser Park for payment of the Stapleton special assessments. The remaining difference is \$15,620.55 and the SIA Board has asked for consideration to waive this amount. The City Commission has previously chosen to waive some special assessment amounts in the past for industrial park property.

The mission of the SIA continues to be to increase the economic prosperity of the City, although industrial lot sales are no longer the focus. They have been very involved, both with time and funding, in vocational education at Sturgis High School and St. Joseph County. They also provide support to the St. Joe County Edge. They are in the process of acquiring 104-106 North Nottawa in order to revitalize that downtown property. One of the first projects will be to remove the metal covering the brick façade. Coincidentally, the quote for this project is approximately \$15,000.00.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the waiver of special assessments for the Sturgis Improvement Association as presented.**

## **10. New Business**

### **C. Electric Environmental Engineering RFP**

**Staff: Chris McArthur**

On November 20, 2023 the City of Sturgis Electric Department issued a request for proposals for a 5-year contract for environmental engineering and consulting services related to the Electric Department. The scope of work includes performing environmental engineering and consulting services for the current diesel generator and future generation to be added. This includes preparing and submitting annual and semi-annual reports per our renewable operating permit to the EPA and the State of Michigan and preparing permits for future generation assets as budgeted for.

On December 4, 2023, bids were received from NTH Consultants, LTD and Fisbeck. Those submitting proposals were asked to provide information on their firm qualifications, previous experience, proposed project team (with resumes), references, and fee structure. Copies of the two proposals are included in your packet along with a fee structure comparison. Both firms had similar cost structures, and both had a 3% increase per year. NTH offered a more detailed cost breakdown with Fishbeck offering a broader price breakdown making it harder to compare. Upon evaluating the proposals from the electric department needs and costs, NTH Consultants, Ltd. fits best and has the most experience with municipals in the area.

#### **Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the proposal from NTH Consultants, Ltd. for Electric Environmental Engineering/Consulting Services for a term of five (5) years.**

#### **Staff Recommendation:**

**APPROVE**

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

1. Bid Tab

2. NTH Consultants Bid
3. Fishbeck Bid

## **10. New Business**

### **D. Commission Procedural Policy Amendments**

**Staff: Andrew Kuk**

Recently I have run into a couple of areas as it relates to Commissioner reimbursements and payable items that I would like some clarification on. These include reimbursement of expenses when Commissioners are on City business, how we provide apparel items to Commissioners, and our provision of business cards to Commissioners.

In the case of Commissioner reimbursements, what is included in the City Commission Procedural policy is brief and somewhat vague. In the case of apparel and business cards, the policy is silent and past practice is the only guide.

In order to address gray areas and clarify how the Commission would like these issues handled in the future, I have included in your packet some draft language to amend the Procedural Policy as it relates to these topics. I want to note that the language included is for the most part intended to mimic what has been (non-written) past practice. The only deviations from this are the inclusion of an additional apparel item at the start of a new term for a reelected Commissioner and provisions to allow for Commission approval to pay for business expenses not otherwise addressed by policy.

If desired, this draft language can be amended to reflect how the Commission wants these issues to be addressed.

#### **Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the amendments to the Commission Procedural Policy as presented.**

#### **Staff Recommendation:**

**APPROVE**

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

1. Commission Procedural Policy Draft Changes

## Noteworthy Meetings / Events

- Retirement Board Meeting | November 21<sup>st</sup>
- Route 12 Harley Davidson Business After Hours | November 21<sup>st</sup>
- Airport Advisory Committee Meeting | November 28<sup>th</sup>
- MMEA Michigan Energy Law Re-Write Webinar | December 6<sup>th</sup>
- Timberly Tree Farm Business After Hours | December 7<sup>th</sup>
- United Way Campaign Day | December 8<sup>th</sup>

## Upcoming Events

- Christmas Wizards | Sturges-Young | 7pm | December 9<sup>th</sup>
- Sturgis Wind Symphony | Sturges-Young | 3pm | December 10<sup>th</sup>
- Christmas Cash Raffle Drawing | December 13<sup>th</sup>
- City Hall Closed for Christmas Holiday | December 22<sup>nd</sup>-25<sup>th</sup>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8A**



**REGULAR MEETING - STURGIS CITY COMMISSION**  
**MONDAY, NOVEMBER 20, 2023**  
**WIESLOCH RAUM – CITY HALL**

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

The Pledge of Allegiance was said by all present.

The Invocation was given Commissioner Miller

Commissioners present: Mullins, Bir, Nieves, Albarran, Smith, Harrington, Hile, Vice-Mayor Miller, Mayor Perez

Commissioners absent: None

Also present: City Attorney, City Manager, City Controller, City Engineer, Deputy City Clerk

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

**Voting yea: Nine**

**Voting nay: None**

**MOTION CARRIED**

Moved by Comm. Hile and seconded by Vice-Mayor Miller to approve the Consent Agenda of November 20, 2023 as presented.

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

- APPROVE the minutes from the November 8, 2023 regular meeting as presented.
- APPROVE the minutes from the November 13, 2023 organizational meeting as presented.

**B. Pay Bills**

- AUTHORIZE the payment of the City bills in the amount of \$1,582,563.14 as presented.

**Voting yea: Nine**

**Voting nay: None**

**MOTION CARRIED**

City Engineer Barry Cox provided information on sanitary sewer maintenance needs as identified in the 2020 Asset Management Plan and through field-observations and rehabilitation of sanitary manholes via lining, bench repair, and flow channel improvements. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Albarran to approve the 2023 Sanitary Sewer Rehabilitation Project bid from Spectra Tech, LLC in the amount of two hundred and twenty thousand, nine hundred dollars (\$220,900.00) and authorize the City Manager to sign all necessary documents.

**Voting yea: Nine**

**Voting nay: None**

**MOTION CARRIED**

Moved by Comm. Hile and seconded by Comm. Smith to approve a contingency budget for the 2023 Sanitary Sewer Rehabilitation project in the amount of twenty-two thousand dollars (\$22,000.00).

**Voting yea: Nine**

**Voting nay: None**

**MOTION CARRIED**

The meeting was adjourned at 6:20 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				
11-20-2023	247734M	05686	TRI-STATE SECURITY LKSMITH LLC	3,584.00
11-22-2023	PR0623M	00061	CITY OF STURGIS PAYROLL	324,015.79
11-11-2023	T16277M	06388	ALLIANCE BEVERAGE DISTRIBUTING	59.90
11-14-2023	T16278M	05903	WEST SIDE BEER DISTRIBUTING	161.35
11-16-2023	T16279M	01127	STATE OF MICHIGAN	288.99
11-20-2023	T16280M	04197	MI PUBLIC POWER AGENCY	178,994.59
11-10-2023	T16281M	04088	BLUE CROSS BLUE SHIELD OF MI	39,820.08
11-17-2023	T16282M	04088	BLUE CROSS BLUE SHIELD OF MI	23,599.94
11-24-2023	T16283M	04088	BLUE CROSS BLUE SHIELD OF MI	139,702.50
11-27-2023	T16284M	00108	STATE OF MICHIGAN	55,316.06
11-27-2023	T16285M	04197	MI PUBLIC POWER AGENCY	174,560.21
11-28-2023	T16286M	05903	WEST SIDE BEER DISTRIBUTING	164.50
11-22-2023	T16287M	03245	IMPERIAL BEVERAGE	208.80
12-01-2023	T16288M	04088	BLUE CROSS BLUE SHIELD OF MI	22,640.15
12-05-2023	T16289M	06121	GB SOLAR TE 2020 HOLDINGS LLC	66,935.38
12-04-2023	T16290M	00197	CITY OF STURGIS UTILITIES	19,527.16
12-06-2023	T16291M	03770	MICHIGAN GAS UTILITIES	36.98
12-01-2023	T16292M	04389	FRONTIER COMMUNICATIONS A	105.84
12-12-2023	T16293M	00197	CITY OF STURGIS UTILITIES	10,768.97
12-01-2023	T16294M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
12-07-2023	T16295M	03770	MICHIGAN GAS UTILITIES	100.94
12-08-2023	T16296M	03770	MICHIGAN GAS UTILITIES	550.84
12-08-2023	T16297M	03770	MICHIGAN GAS UTILITIES	13.31
12-20-2023	T16298M	00197	CITY OF STURGIS UTILITIES	10,285.91
12-10-2023	T16299M	04421	AT&T MOBILITY	789.39
12-13-2023	T16300M	04389	FRONTIER COMMUNICATIONS A	26.08
12-13-2023	T16301M	04389	FRONTIER COMMUNICATIONS A	242.70
12-13-2023	T16302M	04389	FRONTIER COMMUNICATIONS A	101.44
12-13-2023	T16303M	04389	FRONTIER COMMUNICATIONS A	53.30
12-13-2023	T16304M	04389	FRONTIER COMMUNICATIONS A	202.64
12-14-2023	T16305M	04389	FRONTIER COMMUNICATIONS A	54.11
12-12-2023	T16306M	02909	CHARTER COMMUNICATIONS	725.84
12-20-2023	T16307M	00197	CITY OF STURGIS UTILITIES	6,150.63
12-19-2023	T16308M	03770	MICHIGAN GAS UTILITIES	671.84
12-19-2023	T16309M	03770	MICHIGAN GAS UTILITIES	38.25
12-18-2023	T16310M	04389	FRONTIER COMMUNICATIONS A	604.00
12-20-2023	T16311M	03770	MICHIGAN GAS UTILITIES	94.27
12-20-2023	T16312M	03770	MICHIGAN GAS UTILITIES	506.03
12-19-2023	T16313M	04389	FRONTIER COMMUNICATIONS A	220.75
12-01-2023	T16314M	06290	MEDPRO WASTE DISPOSAL LLC	26.25
11-21-2023	T16315M	05892	PAYCOR	344.21
12-01-2023	T16316M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
12-22-2023	T16317M	04389	FRONTIER COMMUNICATIONS A	53.69
12-21-2023	T16318M	03770	MICHIGAN GAS UTILITIES	176.17
12-21-2023	T16319M	03770	MICHIGAN GAS UTILITIES	1,103.77
12-21-2023	T16320M	03770	MICHIGAN GAS UTILITIES	1,474.98
11-22-2023	T16321M	00062	CITY OF STURGIS-EMPLOYEE INS	67,791.17
11-22-2023	T16322M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,846.24
11-22-2023	T16323M	00065	DOYLE MEMBERSHIP TRANSFER	2,676.10
11-22-2023	T16324M	00063	CITY OF STURGIS TAX TRANSFER	17,775.96
11-22-2023	T16325M	05123	COMERICA BANK-INST TRUST SERV	29,268.07
11-22-2023	T16326M	03229	CITY OF STURGIS-WORKERS COMP	2,705.93

Date	Check#	Vendor	Vendor Name	Amount
11-22-2023	T16327M	00064	INTL CITY MGMT ASSOC RETR CORP	8,637.18
12-05-2023	T16328M	06030	VERIZON CONNECT NWF INC	113.33
11-29-2023	T16329M	06469	CMH RECORDS INC	7,500.00
12-04-2023	T16330M	04197	MI PUBLIC POWER AGENCY	177,191.89
12-06-2023	T16331M	00512	CAMOCO FUEL SYSTEM	15,135.57

Automatic Checks

12-13-2023	247735	01283	ABONMARCHE BYCE	4,975.00
12-13-2023	247736	00066	ACTION QUICK PRINT PLUS	120.75
12-13-2023	247737	06156	AGILE TICKETING SOLUTIONS LLC	56.00
12-13-2023	247738	00332	ALEXANDER CHEMICAL CORP	339.75
12-13-2023	247739	05103	BRIDGETTE ALLEY	250.00
12-13-2023	247740	06119	AMAZON.COM SALES INC	8,279.17
12-13-2023	247741	06318	AMBULANCE BILLING NETWORK LLC	2,777.48
12-13-2023	247742	00340	AMERICAN SAFETY & FIRST AID	134.98
12-13-2023	247743	00041	AMY ALBRECHT	132.00
12-13-2023	247744	03576	ARROW SERVICES INC	83.00
12-13-2023	247745	00296	AUSTIN W SHAVER	40.27
12-13-2023	247746	05001	BAUCKHAM THALL SEEGER	2,934.61
12-13-2023	247747	05634	BEL-AIRE HEATING & AIR	150.00
12-13-2023	247748	06117	BENITA ANN LEWIS	15.00
12-13-2023	247749	00041	BETHANY HAGNER	45.00
12-13-2023	247750	00072	BIRD, SCHESKE, REED & BEEMER,	7,543.00
12-13-2023	247751	02749	HARLAN BLOOD	15.00
12-13-2023	247752	00296	BOBBY E FRAME	78.09
12-13-2023	247753	00006	BOLAND TIRE INC	3,497.88
12-13-2023	247754	00041	BRENDA DURAN	30.00
12-13-2023	247755	03343	BYLER ELECTRIC INC	43,883.40
12-13-2023	247756	06463	C.S.I. HEATING & COOLING LLC	1,730.00
12-13-2023	247757	00001	CIVICA NORTH AMERICA INC	32,321.88
12-13-2023	247758	06266	COMPSYCH CORPORATION	3,705.60
12-13-2023	247759	06325	COTTIN'S HARDWARE	240.28
12-13-2023	247760	06158	CULLIGAN WATER OF STURGIS	198.00
12-13-2023	247761	06264	CUTTER'S EDGE LAWN CARE LLC	1,545.00
12-13-2023	247762	00296	DAMON E HUGHES	50.37
12-13-2023	247763	00296	DAVID W KEITH	100.00
12-13-2023	247764	06459	DRAKE HARKER	90.00
12-13-2023	247765	03095	MARY DRESSER	160.00
12-13-2023	247766	04638	DRIESENGA & ASSOCIATES INC	560.00
12-13-2023	247767	00364	CAROL DUSTIN	280.00
12-13-2023	247768	01403	GEORGE EARL	40.00
12-13-2023	247769	06361	ECOLAYERS INC	775.00
12-13-2023	247770	06014	EGANIX INC	840.00
12-13-2023	247771	00166	ELHORN ENGINEERING CO	1,345.00
12-13-2023	247772	04955	ENVIRO-CLEAN	6,158.00
12-13-2023	247773	06343	ERIN MELCHI BAKER	80.00
12-13-2023	247774	05929	FACTUAL DATA	50.00
12-13-2023	247775	05151	FAWN RIVER MECHANICAL LLC	215.00
12-13-2023	247776	05490	FERGUSON WATERWORKS #3386	3,585.64
12-13-2023	247777	00013	FISHBECK	6,301.13
12-13-2023	247778	05583	FITNESS THINGS INC	230.00
12-13-2023	247779	00776	FLEIS & VANDENBRINK	55,079.50
12-13-2023	247780	06287	FOCAL POINT STUDIOS	5,000.00

Date	Check#	Vendor	Vendor Name	Amount
12-13-2023	247781	05584	FREDERICK CONSTRUCTION INC	91,044.76
12-13-2023	247782	04389	FRONTIER COMMUNICATIONS A	5,943.61
12-13-2023	247783	02082	GECKO SECURITY LLC	4,744.75
12-13-2023	247784	04002	GENESIS LAMP CORP	601.71
12-13-2023	247785	06219	HAVILAND PRODUCTS COMPANY	746.40
12-13-2023	247786	04298	HPS LLC	760.00
12-13-2023	247787	04922	HUTSON ASSESSING INC	4,900.49
12-13-2023	247788	05522	INTERSTATE BATTERIES-GREAT LKS	611.19
12-13-2023	247789	05171	STUART C IRBY CO	2,653.22
12-13-2023	247790	06314	JODIE M JOHNSON	40.00
12-13-2023	247791	05842	JOHN DEERE FINANCIAL	65.53
12-13-2023	247792	06217	JOHN J FLOWERS	40.00
12-13-2023	247793	05426	JONES & HENRY ENGINEERS LTD	2,211.82
12-13-2023	247794	00041	JOSHUA ABBS	396.00
12-13-2023	247795	06364	KALLEWARD GROUP INC	1,411.00
12-13-2023	247796	00889	KENTON KELLEY	130.50
12-13-2023	247797	04238	MICHELE KELLEY	184.50
12-13-2023	247798	01101	JANENE KOSMAN	20.00
12-13-2023	247799	00212	KSS ENTERPRISES	2,210.05
12-13-2023	247800	04039	LAKELAND ASPHALT CORP	391.21
12-13-2023	247801	05977	LAKELAND INTERNET LLC	106.94
12-13-2023	247802	06333	LAND & RESOURCE ENGINEERING	2,600.00
12-13-2023	247803	00394	LAWSON-FISHER ASSOCIATES PC	5,329.86
12-13-2023	247804	03684	LEXISNEXIS RISK SOLUTIONS	200.00
12-13-2023	247805	00220	LITHO PRINTERS INC	129.77
12-13-2023	247806	00666	LOCKPORT TOWNSHIP TREASURER	3,013.80
12-13-2023	247807	00023	LONESPRUCE	60.00
12-13-2023	247808	06464	LRS LLC	2,808.04
12-13-2023	247809	06460	LUKE M FROST	60.00
12-13-2023	247810	06087	MALLORY SAFETY AND SUPPLY, LLC	1,504.64
12-13-2023	247811	00585	MI ASSOC OF CHIEFS OF POLICE	280.00
12-13-2023	247812	05634	MICHAEL BURBANK	50.00
12-13-2023	247813	00403	MICHIGAN CAT	8,267.74
12-13-2023	247814	00702	MICHIGAN MUNICIPAL LEAGUE	1,890.00
12-13-2023	247815	00505	STATE OF MICHIGAN	7,150.00
12-13-2023	247816	00880	STATE OF MICHIGAN	150.00
12-13-2023	247817	01437	STATE OF MICHIGAN	75.00
12-13-2023	247818	04702	MILLER JOHNSON ATTORNEYS	3,581.50
12-13-2023	247819	04014	MILLERS SALES & SERVICE	14.50
12-13-2023	247820	05051	MILSOFT UTILITY SOLUTIONS	518.02
12-13-2023	247821	00847	MWEA	95.00
12-13-2023	247822	00296	NATHAN D HUGHES	44.56
12-13-2023	247823	06267	NEW CREATIONS LANDSCAPE LLC	2,436.20
12-13-2023	247824	05677	NORTH BREATHING AIR LLC	170.00
12-13-2023	247825	03934	OUDBIER INSTRUMENT CO	504.13
12-13-2023	247826	05634	PARMA TUBE	167.23
12-13-2023	247827	00296	PAUL B BELL	29.91
12-13-2023	247828	00033	POSTNET POSTAL & BUSINESS	179.81
12-13-2023	247829	00485	POWER LINE SUPPLY	5,001.53
12-13-2023	247830	00031	POWER SYSTEM ENGINEERING INC.	1,550.00
12-13-2023	247831	06455	QUALITY PRECAST INC	145,250.00
12-13-2023	247832	04251	RAI JETS LLC	1,260.00
12-13-2023	247833	05206	RAM CONSTRUCTION SERVICES	2,584.00

Date	Check#	Vendor	Vendor Name	Amount
12-13-2023	247834	00035	RESCO	5,512.44
12-13-2023	247835	06038	REVOLUTION HEALTH, P.C.	248.00
12-13-2023	247836	03542	RICKETT'S LAWN CARE	280.00
12-13-2023	247837	05634	ROGER MYERS	50.00
12-13-2023	247838	05634	ROUTE 12 HARLEY SHOP	1,066.59
12-13-2023	247839	06467	SAMANTHA SETTERBLAD	120.00
12-13-2023	247840	06280	SHOULDICE INDUSTRIAL	41,051.88
12-13-2023	247841	05168	SLS PRODUCTION SERVICES LLC	2,301.00
12-13-2023	247842	00488	STATE SYSTEMS RADIO INC	390.00
12-13-2023	247843	00296	STEVEN R AND SANDRA L HORN	28.68
12-13-2023	247844	05582	STRAIGHT LINE MOWING	100.00
12-13-2023	247845	00551	STURGENSIAN	185.00
12-13-2023	247846	01458	STURGIS AREA CHAMBER	440.00
12-13-2023	247847	02310	STURGIS CIVIC PLAYERS	14,648.00
12-13-2023	247848	00936	STURGIS COMMUNITY POOL	180.00
12-13-2023	247849	00042	STURGIS ELECTRIC MOTOR SERVICE	7,450.00
12-13-2023	247850	00290	STURGIS HOSPITAL	45.00
12-13-2023	247851	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
12-13-2023	247852	00841	STURGIS TOWING & RECOVERY	173.00
12-13-2023	247853	06134	SWANK MOTION PICTURES INC	2,100.00
12-13-2023	247854	04140	SWICK BROADCASTING COMPANY	1,210.00
12-13-2023	247855	06151	THE NAKED SHIRT CUSTOM PRINTNG	432.00
12-13-2023	247856	06360	THOMPSON CONSTRUCTION CO LLC	4,214.90
12-13-2023	247857	00047	CITY OF THREE RIVERS	8,984.20
12-13-2023	247858	00047	CITY OF THREE RIVERS	810.00
12-13-2023	247859	06441	TOTAL PROPERTY MANAGEMENT	1,075.00
12-13-2023	247860	05686	TRI-STATE SECURITY LKSMITH LLC	878.00
12-13-2023	247861	05745	ERICA VARGAS SARCO	100.00
12-13-2023	247862	00296	WALCOTT HOMES LLC	8.04
12-13-2023	247863	01479	WARNER NORCROSS & JUDD LLP	12,195.00
12-13-2023	247864	03511	WASTE MANAGEMENT	120.00
12-13-2023	247865	06107	YEOMAN, TALIA	180.00
12-13-2023	247866	06462	ZACHARY PERRY	60.00
12-13-2023	D02148	04066	BORDEN WASTE-AWAY SERVICE INC	6,399.43
12-13-2023	D02149	02983	CINTAS LOCATION #351	2,397.21
12-13-2023	D02150	03929	EMERGENCY MEDICAL PRODUCTS INC	847.14
12-13-2023	D02151	00019	KENDALL ELECTRIC INC	551.38
12-13-2023	D02152	00020	KENDRICK STATIONERS INC	364.08
12-13-2023	D02153	03944	LINDE GAS & EQUIPMENT INC	346.00
12-13-2023	D02154	06250	MARANA GROUP	6,310.55
12-13-2023	D02155	05121	MICKEY'S LINEN	253.02
12-13-2023	D02156	06069	NAPA AUTO PARTS	476.50
12-13-2023	D02157	05042	PLANT GROWTH MANAGEMENT SYSTEM	5,744.00
12-13-2023	D02158	03091	PRIME QUALITY ELECTRIC LLC	21,035.11
12-13-2023	D02159	00279	RATHCO SAFETY SUPPLY	312.00
12-13-2023	D02160	06125	THE COPY IMAGE INC	1,083.08
12-13-2023	D02161	05777	TRACE ANALYTICAL LABORATORIES	13,822.50
12-13-2023	D02162	04792	VILLA ENVIRONMENTAL CONSULTANT	200.00
Manual Total				\$1,423,680.16
Automatic Total				\$684,041.76
Grand Total				\$2,107,721.92

**PAYROLL DISBURSEMENT**  
**FOR PAYROLL ENDING 11/19/2023**  
**PR0623M PAYROLL DATE 11/22/2023**

GENERAL	\$169,048.45
MAJOR STREET	4,526.13
LOCAL STREET	3,722.50
CEMETERY	5,649.41
AIRPORT	0.00
BUILDING	3,489.90
HOUSING DEPARTMENT	0.00
STURGES-YOUNG CENTER FOR THE ARTS	6,255.80
RECREATION	2,914.58
DOYLE RECREATION CENTER	9,443.45
AMBULANCE	11,123.39
ELECTRIC	80,100.40
SEWER	18,363.64
WATER	6,952.52
MOTOR VEHICLE	2,425.62
<b>Payroll Sub-Total</b>	<b>\$324,015.79</b>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8D**





**MICHIGAN DEPARTMENT OF TRANSPORTATION**

**CITY OF STURGIS**

**CONTRACT**

This Contract is made and entered into between the Michigan Department of Transportation (MDOT) and the City of Sturgis (AGENCY) for the purpose of setting forth the obligations and intent of MDOT and the AGENCY as they pertain to the continued operation and maintenance of a Weather Observation and Data Dissemination System (SYSTEM) at the Kirsch Municipal Airport in Sturgis, Michigan, to enhance aviation safety and efficiency.

**Recital:**

The SYSTEM is made up of two components or subsystems, commonly known as (a) the Automated Weather Observation System (AWOS) and (b) a system to collect the AWOS data for national dissemination (Data Collection System).

The parties agree that:

**THE AGENCY WILL:**

1. Retain ownership of all components of the AWOS but not the Data Collection System.
2. Continue to provide the following:
  - a. For the AWOS component:
    - i. A suitable location within the airport's boundaries that meets the installation requirements of the current version of Federal Aviation Administration (FAA) Order 6560.20.
    - ii. A location within the terminal building for the AWOS data display. Access by pilots to this location will be at the discretion of the AGENCY.
  - b. For the Data Collection System component: A location within the terminal building for the computer.
3. Provide a local telephone line and electrical power in accordance with the following:
  - a. The telephone line must be a single party line dedicated to the AWOS component.

- b. Electrical power requirements:
  - i. 240V, 60Hz, 15 amps, or greater circuit dedicated to the AWOS component.
  - ii. 120V, 60Hz, 15 amps, or greater circuit for the Data Collection System component.
  - iii. Pumps, motors, and similar units must be on a separate circuit.
- 4. Not charge for direct or telephone dial-up access to the AWOS.
- 5. Provide MDOT, its maintenance representative, and/or the Data Collection System service provider (Provider) with access to the SYSTEM upon advance notice for maintenance and for installation, if necessary.
- 6. Pay one hundred percent (100%) of the operational costs for electrical power usage and the telephone line. These costs cannot be applied as credit toward the AGENCY's fifty percent (50%) share of the maintenance costs and service charges.
- 7. Pay MDOT fifty percent (50%) of the maintenance costs and SYSTEM service charges incurred by MDOT, including administrative costs and costs of scheduled and unscheduled work performed under this Contract, upon being invoiced by MDOT. (See Attachment 1 for AWOS maintenance costs that could be incurred by MDOT.) Maintenance costs incurred by the AGENCY will not be included in the total costs incurred by MDOT, nor will they be applied as credit toward the AGENCY's fifty percent (50%) share of the maintenance costs and service charges.
- 8. Pay one hundred percent (100%) of the costs to repair damaged underground AWOS cables. If MDOT conducts these repairs, the AGENCY will be invoiced for one hundred percent (100%) of the costs. The AGENCY may pay MDOT directly for reimbursement of these repair costs or may file a claim with its insurance company for reimbursement. The AGENCY will not be liable for any costs for repairs to any AWOS cable damaged by MDOT.
- 9. Perform at its sole expense the following maintenance activities:
  - a. Keep the area within one hundred (100) feet of the AWOS mowed to a height not to exceed ten (10) inches.
  - b. Protect the integrity of any underground cables by preventing any trenching or tilling over them.

- c. Protect the area within one thousand (1,000) feet of the AWOS wind sensors by preventing any construction, clearing those trees identified by MDOT, and controlling the growth of all trees and vegetation in the area, including preventing the growth of any vegetation within the stone pad area around the AWOS and removing any vegetation that grows within this pad.
  - d. Provide assistance to MDOT and the Provider for minor troubleshooting, such as checking telephone circuits for dial tone, making visual inspections of sensors, resetting circuit breakers and equipment, making display and equipment checks, replacing units, and resolving telecommunication/internet connection issues.
  - e. Clear the AWOS access road, as necessary.
- 10. Not modify the SYSTEM in any way without the express written consent of MDOT, the FAA, and/or the Provider.
  - 11. Allow MDOT to review all new construction plans for compliance with current AWOS siting standards as set forth in the latest version of FAA Order 6560.20.
  - 12. Comply with any and all federal, state, and local statutes, ordinances, and regulations and obtain all permits that are applicable to the entry into and the performance of this Contract.
- MDOT WILL:
- 13. Arrange with the Provider for the installation of the Data Collection System, if necessary.
  - 14. Pay all invoices associated with the operation and maintenance of the SYSTEM except the invoices for electrical power and the telephone line.
  - 15. Bill the AGENCY for fifty percent (50%) of the service charges and maintenance costs incurred by MDOT for providing management of the SYSTEM and the entire weather network and for conducting scheduled and unscheduled maintenance of the AWOS. (See Attachment 1 for AWOS maintenance costs that could be incurred by MDOT.)
  - 16. Bill the AGENCY for one hundred percent (100%) of the costs incurred by MDOT for repairing damaged AWOS cables. MDOT will not bill the AGENCY for costs incurred to repair any AWOS cables damaged by MDOT.
  - 17. Perform the FAA-required scheduled and unscheduled maintenance of the AWOS. MDOT will provide the FAA Form 6030-1 logbook for entry of all maintenance activities.
  - 18. Replace defective boards and components with serviceable spare items from MDOT's inventory of spare items. In addition, MDOT will make necessary arrangements for the

purchase of replacement items or for factory repairs when necessary and will pay the factory for those purchases and repairs and for shipping. MDOT will bill the AGENCY for these costs in accordance with Section 15 above.

19. Provide the AGENCY with advance notice of intent to perform scheduled and unscheduled maintenance to allow satisfactory arrangements to be made for access to the SYSTEM.
20. Train AGENCY personnel on proper procedures for making entries in the FAA Form 6030-1 logbook and the AWOS equipment logbook.
21. Act as the AGENCY's representative regarding compliance with FAA rules, regulations, advisory circulars, and directives pertaining to the maintenance and operation of the AWOS.
22. Act as the AGENCY's representative regarding compliance with Federal Communications Commission (FCC) rules and regulations, including modification and renewal of the FCC license for the AWOS transmitter.
23. Discontinue the data collection services in the event of the following:
  - a. The AGENCY does not comply with the provisions of this Contract; or
  - b. The AGENCY no longer wishes to participate in the program.

#### GENERAL CONDITIONS:

24. The Provider will retain ownership of the Data Collection System.
25. The AGENCY (hereinafter in Appendix A referred to as the "contractor") will comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, dated June 2011, attached hereto and made a part hereof. This provision will be included in all subcontracts relating to this Contract.
26. In accordance with 1980 PA 278, MCL 423.321 *et seq.*, the AGENCY, in performance of this Contract, will not enter into a contract with a subcontractor, manufacturer, or supplier listed in the register maintained by the United States Department of Labor of employers who have been found in contempt of court by a federal court of appeals on not less than three (3) occasions involving different violations during the preceding seven (7) years for failure to correct unfair labor practices, as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 USC 158. MDOT may void this Contract if the name of the AGENCY or the name of a subcontractor, manufacturer, or supplier utilized by the AGENCY in the performance of this Contract subsequently appears in the register during the performance period of this Contract.

27. Each party to this Contract will remain responsible for any claims arising out of that party's performance of this Contract, as provided by this Contract or by law.

This Contract is not intended to increase or decrease either party's liability for or immunity from tort claims.

This Contract is not intended to give, nor will it be interpreted as giving, either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this Contract.

28. MDOT will not be subject to any obligations or liabilities by contractors of the AGENCY or their subcontractors or any other person not a party to this Contract without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.
29. With regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Contract, the AGENCY hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT.

The AGENCY shall require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Contract due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT as a third-party beneficiary.

The AGENCY shall notify MDOT if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Contract may have occurred or is threatened to occur. The AGENCY shall also notify MDOT if it becomes aware of any person's intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Contract.

30. Either party may terminate this Contract upon sixty (60) days written notice to the other party.
31. The parties agree that this Contract constitutes the entire contract between the parties and supersedes any and all prior contracts or oral understandings.
32. This Contract will be in effect from the date of award through five (5) years, unless it is terminated by either party in accordance with Section 30.

33. This Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the AGENCY and MDOT and upon adoption of a resolution approving said Contract and authorizing the signature(s) thereto of the respective representative(s) of the AGENCY, a certified copy of which resolution will be sent to MDOT with this Contract, as applicable.

CITY OF STURGIS

By: \_\_\_\_\_  
Authorized Signer

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Title: Department Director  
Approved as to Legal Form  
7-20-23 J.S.

The logo for the Michigan Department of Transportation (MDOT) is displayed in the background. It features a green outline of the state of Michigan on the left, with the letters "MDOT" in a large, blue, serif font to its right. Below "MDOT", the words "Michigan Department of Transportation" are written in a smaller, green, sans-serif font.

## ATTACHMENT 1

### **Items Included in AWOS Maintenance Expenses That Could Be Incurred by MDOT**

#### Scheduled Maintenance

- Inspections     FAA-required annual and two tri-annual inspections in accordance with the FAA-approved AWOS Manufacturer's Logbook. Expenses include labor and travel.
- Preventative     May include, but is not limited to, such items as testing and servicing of uninterruptible power supply (UPS) and batteries, cleaning aspirator fan and tube, measuring processor and ceilometer battery levels, overall cleaning and checking condition of all components. Expenses may include labor, travel, and materials.

#### Unscheduled Maintenance

- Outages     Includes troubleshooting and repairs and may include replacement of defective components with MDOT serviceable spares. May also include the costs to repair defective items by outside facilities and/or the purchase of new replacement items. Expenses include labor, travel, materials, outside vendor repairs and purchases, and shipping.

#### Administration

Involves a share of the oversight of the entire weather network, and includes activities that are not location-specific but are general in nature to all locations. Expenses include, but are not limited to, contract administration and compliance, system monitoring, calibration and repair of required test equipment and standards, items and supplies purchased that will be used for all locations, and time spent to arrange and coordinate inspection schedules with the FAA and to review Miss Dig tickets.



## **APPENDIX A**

### **PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10A**



# CITY OF STURGIS

## LOCAL DEVELOPMENT FINANCE AUTHORITY

REVISED

### DEVELOPMENT AND TAX INCREMENT FINANCING PLAN

Prepared for the:

**City of Sturgis**  
**Local Development Finance Authority**  
130 N. Nottawa  
Sturgis, Michigan 49091

Prepared by:

**City Staff**  
130 N. Nottawa  
Sturgis, Michigan 49091

Approved by the City of Sturgis LDFA: \_\_\_\_\_

Approved by the Sturgis City Commission: \_\_\_\_\_

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**City of Sturgis Local Development Finance Authority  
Development & Tax Increment Financing Plan**

## **1.0 INTRODUCTION**

### **1.1 Legislative Authority**

This plan has been prepared pursuant to the requirements of Part 4 of the Recodified Tax Increment Financing Act, Public Act 57 of 2018 ("Act 57"). The legislature has found that:

- 1.1.1 That there exists in this state conditions of unemployment, underemployment, and joblessness detrimental to the state economy and the economic growth of the state economy.
- 1.1.2 That government programs are desirable and necessary to eliminate the causes of unemployment, underemployment, and joblessness therefore benefiting the economic growth of the state.
- 1.1.3 That it is appropriate to finance these government programs by means available to the state and local units of government, including tax increment financing.
- 1.1.4 That tax increment financing is a government financing program which contributes to economic growth and development by dedicating a portion of the tax base resulting from the economic growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use and thereby facilitate certain projects which create economic growth and development.
- 1.1.5 That it is necessary for the legislature to exercise the sovereign power to legislate tax increment financing as authorized in this part and in the exercise of this sovereign power to mandate the transfer of tax increment revenues by city, village, township, school district, and county treasurers to authorities created under this part in order to effectuate the legislated government programs to eliminate the conditions of unemployment, underemployment, and joblessness and to promote state economic growth.
- 1.1.6 That the creation of jobs and the promotion of economic growth in the state are essential governmental functions and constitute essential public purposes.
- 1.1.7 That the creation of jobs and the promotion of economic growth stabilize and strengthen the tax bases upon which local units of government rely and that government programs to eliminate causes of unemployment, underemployment, and joblessness benefit local units of government and are for the use of those local units of government.
- 1.1.8 That the provisions of this part are enacted to provide a means for local units of government to eliminate the conditions of unemployment, underemployment, and joblessness and to promote economic growth in the communities served by these local units of government.

### **1.2 Powers of the Authority**

Act 57 grants an LDFA certain powers, which include:

- 1.2.1 Study and analyze unemployment, underemployment, and joblessness and the impact of growth upon the Authority district or districts.
- 1.2.2 Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility.
- 1.2.3 Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, to promote the growth of the Authority district or

- districts, and take the steps that are necessary to implement the plans to the fullest extent possible to create jobs, and promote economic growth.
- 1.2.4 Implement any plan of development necessary to achieve the purposes of this part in accordance with the powers of the Authority as granted by this part.
  - 1.2.5 Make and enter into contracts necessary or incidental to the exercise of the board's powers and the performance of its duties.
  - 1.2.6 Acquire by purchase or otherwise on terms and conditions and in a manner the Authority considers proper, own or lease as lessor or lessee, convey, demolish, relocate, rehabilitate, or otherwise dispose of real or personal property, or rights or interests in that property, which the Authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect to the property.
  - 1.2.7 Improve land, prepare sites for buildings, including the demolition of existing structures, and construct, reconstruct, rehabilitate, restore, and preserve, equip, improve, maintain, repair, or operate a building, and any necessary or desirable appurtenances to a building, as provided in section 412(2) for the use, in whole or in part, of a public or private person or corporation, or a combination thereof.
  - 1.2.8 Fix, charge, and collect fees, rents, and charges for the use of a building or property or a part of a building or property under the board's control, or a facility in the building or on the property, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the Authority.
  - 1.2.9 Lease a building or property or part of a building or property under the board's control.
  - 1.2.10 Accept grants and donations of property, labor, or other things of value from a public or private source.
  - 1.2.11 Acquire and construct public facilities.
  - 1.2.12 Incur costs in connection with the performance of the board's authorized functions including, but not limited to, administrative costs, and architects, engineers, legal, and accounting fees.
  - 1.2.13 Plan, propose, and implement an improvement to a public facility on eligible property to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state constitution code act, 1972 PA 230, MCL 125.1501 to 125.1531.

### **1.3 Authority History**

The City of Sturgis Local Development Finance Authority ("the Authority") was initially created by the City of Sturgis in August of 2008 to eliminate the causes of unemployment, underemployment, and joblessness therefore benefiting the economic growth of the state. Further, the creation of jobs and the promotion of economic growth stabilize and strengthen the tax bases upon which the City relies and therefore utilizing tax increment financing as a way to eliminate causes of unemployment, underemployment, and joblessness benefits the City.

The Authority district was amended in 2018 and 2022 for the purposes of expanding the Authority's boundaries and the addition of new projects within the development plan. The amendments included within this document seek to expand the Authority's boundaries within the development plan and tax increment financing plan.



## **2.0 Development Plan | Information Required by MCL 125.4415(2)**

### **2.1 A description of the property to which the plan applies in relation to the boundaries of the Authority district and a legal description of the property.**

The Authority district and development plan boundaries are the same and include any publicly owned right-of-ways that service the district. Maps and legal descriptions of the district is attached as Figure 1.

### **2.2 The designation of boundaries of the property to which the plan applies in relation to highways, streets, or otherwise.**

There are six distinct sub areas within the City to which this plan applies:

1. The Americraft properties are located along W. South Street between Prairie Ave and Magnolia Ave.
2. Stapleton Industrial Park, which consists of parcels on Haines Blvd.
3. Bullard Industrial Park, which consists of parcels on Kitson Ave, in addition to adjacent parcels on N. Nottawa St.
4. Dresser Industrial Park, located on the south side of Bogan Road west of S. Lakeview Ave.
5. Solar Field Frontage located on the east side of S. Centerville Rd, both north and south of Bogan Rd.
6. State Line Business Park, located on the west side of S. Centerville Rd, and terminating at the State border.

### **2.3 The location and extent of existing streets and other public facilities in the vicinity of the property to which the plan applies; the location, character, and extent of the categories of public and private land uses then existing and proposed for the property to which the plan applies, including residential, recreational, commercial, industrial, educational, and other uses.**

All properties included within this plan are currently served or will be through the implementation of this plan by City-owned streets, water, sanitary sewer, storm sewer, and electric. Improvements to these public facilities are necessary to implement the purposes of this plan. Current land use of property within this plan is primarily industrial and commercial in nature.

### **2.4 A description of public facilities to be acquired for the property to which the plan applies, a description of any repairs and alterations necessary to make those improvements, and an estimate of the time required for completion of the improvements.**

Additional land may be acquired in the future to facilitate continued industrial growth, however no specific parcels have been identified at the time of this plan amendment. With the exception of this potential land acquisition, it is not anticipated that any other public facilities will be acquired, therefore this section is not applicable.

### **2.5 The location, extent, character, and estimated cost of the public facilities for the property to which the plan applies, and an estimate of the time required for completion.**

A list of proposed public facility improvement projects can be found in section 4.7 below.

### **2.6 A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.**

A statement of the stages of construction planned and the estimated time of completion for each stage is included within the project descriptions in section 4.7 below.

**2.7 A description of any portions of the property to which the plan applies, which the Authority desires to sell, donate, exchange, or lease to or from the municipality and the proposed terms.**  
At this time, it is not anticipated that the Authority will sell, donate, exchange, or lease any property from the City, therefore this section is not applicable.

**2.8 A description of desired zoning changes and changes in streets, street levels, intersections, and utilities.**

There will be changes within the State Line Business park including the expansion of utilities from other City utility sources, also the introduction of new roadways, including an East to West internal road that will intersect S. Centerville Rd and of other interior roadways.

**2.9 An estimate of the cost of the public facility or facilities, a statement of the proposed method of financing the public facility or facilities, and the ability of the Authority to arrange the financing.**

The total estimated cost of public facilities contemplated in this plan is \$14,435,500. It is anticipated that the City will finance these costs from available city resources and will be reimbursed by the Authority over time as tax increment revenues become available.

**2.10 Designation of the person or persons, natural or corporate, to whom all or a portion of the public facility or facilities is to be leased, sold, or conveyed and for whose benefit the project is being undertaken.**

Leasing, purchasing, or conveying public facilities is not anticipated, therefore this section is not applicable.

**2.11 The procedures for bidding for the leasing, purchasing, or conveying of all or a portion of the public facility or facilities upon its completion.**

Leasing, purchasing, or conveying public facilities is not anticipated, therefore this section is not applicable.

**2.12 Estimates of the number of persons residing on the property to which the plan applies and the number of families and individuals to be displaced.**

No persons reside on the property; therefore this section is not applicable.

**2.13 A plan for establishing priority for the relocation of persons displaced by the development.**

No persons reside on the property; therefore this section is not applicable.

**2.14 Provision for the costs of relocating persons displaced by the development.**

No persons reside on the property; therefore no persons will be displaced and this section is not applicable.

**2.15 A plan for compliance with 1972 PA 227, MCL 213.321 to 213.332.**

No persons reside on the property; therefore no persons will be displaced and this section is not applicable.

**2.16 Other material which the Authority or governing body considers pertinent.**

None.

### 3.0 Tax Increment Financing Plan | Information Required by MCL 125.4412(1)

#### 3.1 Reasons that the plan will result in the development of captured assessed value that could not otherwise be expected.

The anticipated improvements to public facilities contemplated by this plan in support of expansion projects by Heartland RV, Cruiser RV, the future expansion of the State Line Business Park along with anticipated, but yet unknown future projects within the district boundaries, will result in significant capital investments and will result in the development of captured assessed value that could not otherwise be expected.

#### 3.2 Estimate of the captured assessed value for each year of the plan

An estimate of the anticipated captured assessed value for each year of the plan is included in Table 2.

#### 3.3 Estimated tax increment revenues for each year of the plan

An estimate of the anticipated tax increment revenues is attached as Table 2.

#### 3.4 Explanation of the tax increment procedure

100% of all tax increment revenues available for capture will be captured by the Authority, including tax increment revenues attributable to personal property taxes. Capture by the Authority will occur as taxes are paid in each tax year and will be disbursed on an irregular basis, likely not to exceed twice a year.

Several parcels in this plan are within the City of Sturgis because of a Conditional Land Transfer under Public Act 425. Pursuant to the PA 425 agreements which conditionally transferred these parcels into the City, a portion of the millage will be transmitted by the City to the Township prior to capture by the LDFA. The term of the PA 425 agreements are scheduled to end on August 3, 2055. The following list represents the parcels that are subject to 425 agreements, along with the respective millage pass through to the township.

<u>Dresser Industrial Park Parcels</u>	<u>Millage</u>	<u>Solar Frontage Parcels</u>	<u>Millage</u>
052 777 290 00	1.5 Mils	052 777 450 10	1.5 Mils
052 777 289 10	1.5 Mils	052 777 452 00	3.0 Mils
052 777 289 00	1.5 Mils	<u>State Line Bus Park Parcels</u>	<u>Millage</u>
052 777 288 00	1.5 Mils	052 777 453 00	1.5 Mils
052 777 288 10	1.5 Mils	052 777 454 00	1.5 Mils

#### 3.5 Maximum amount of note or bonded indebtedness

At this time, it is not anticipated that the LDFA will issue bonds for any projects.

#### 3.6 Amount of operating and planning expenditures of the Authority and municipality, the amount of advances extended by or indebtedness incurred by the municipality, and the amount of advances by others to be repaid from tax increment revenues

It is anticipated that the City of Sturgis will incur the cost of constructing the public facilities contemplated by this plan subject to a financing and reimbursement agreement between the City and LDFA. This agreement will provide for the reimbursement of the City's eligible costs by the

LDFA through the capture of tax increment revenues. A copy of this agreement is included as Attachment 2.

The total amount of advance or indebtedness incurred by the City of Sturgis to be repaid from tax increment revenues is anticipated to be: \$14,335,500

### **3.7 Costs of the plan anticipated to be paid from tax increment revenues**

A description of the costs anticipated to be paid from tax increment revenues is listed below, while a summary of those costs included as Table 1. A map showing the location of these projects is included as Figure 2.

- |              |  |                  |
|--------------|--|------------------|
| <b>3.7.1</b> | <b>Purchase of 617 S. Jefferson.</b>   | <b>\$100,000</b> |
|              | In 2017 the opportunity existed for the Sturgis Housing Development Corporation to purchase and demolish the Sturgis Technologies building (Sturgis Technologies) located at 617 S. Jefferson.   |                  |
| <b>3.7.2</b> | <b>Magnolia Street Railroad Crossing Repair</b>  | <b>\$65,000</b>  |
|              | Public facility adjacent to the LDFA area.   |                  |
| <b>3.7.3</b> | <b>S. Jefferson 54" Storm Sewer Pipe</b>   | <b>\$900,000</b> |
|              | Relocation/diversion of existing 54" storm sewer pipe running under the Americraft Carton building. Project would include road work necessary as part of the project. Removes public facility currently on/adjacent to the LDFA area and relocates to improve service to and use of the LDFA property. |                  |
| <b>3.7.4</b> | <b>S. Jefferson Water Main Upgrade.</b>  | <b>\$120,000</b> |
|              | Project to be completed in conjunction with S. Jefferson storm sewer work. Project is a public facility which improves service to the LDFA area.   |                  |
| <b>3.7.5</b> | <b>Magnolia St. – Prairie to S. Jefferson.</b>   | <b>\$350,000</b> |
|              | Project includes road upgrades, with option to complete in concrete (estimated cost based on this option). This is a public facility which improves service to and is adjacent to the LDFA area.   |                  |
| <b>3.7.6</b> | <b>Magnolia 12" Water Main Replacement.</b>  | <b>\$165,000</b> |
|              | Project to be completed in conjunction with Magnolia St. road work. This is a public facility which improves service to and is adjacent to the LDFA area.  |                  |
| <b>3.7.7</b> | <b>Prairie St. – Magnolia to W. South St. Road improvements.</b>   | <b>\$240,000</b> |
|              | This is a public facility which improves service to and is adjacent to the LDFA area.  |                  |
| <b>3.7.8</b> | <b>Prairie St. Water Main Upgrade.</b>   | <b>\$100,000</b> |
|              | Project to be completed in conjunction with Prairie St. road work. This is a public facility which improves service to and is adjacent to the LDFA area.   |                  |

- 3.7.9 Lift Station at Stapleton Industrial Park** **\$1,200,000**  
Install in lift station to service commercial developments throughout Stapleton Industrial Park and immediate areas.
- 3.7.10 Haines Boulevard/Peterson Circle Road Improvements** **\$300,000**  
This project involves the City of Sturgis portion of cost for rehabilitation of Haines Boulevard/Peterson Circle in Stapleton Industrial Park in conjunction with MDOT Category A grant for the Heartland development.
- 3.7.11 Centerville Rd Watermain Extension** **\$583,000**  
The water main will be extended from Bogen Road, South along the east side of Centerville Rd. to service the developable industrial land on along the road frontage. This project is scheduled for Fall 2022.
- 3.7.12 Sturgis Electrical Utility Upgrades** **\$5,300,000**
- 3.7.12.1 Upgrade to service Industrial/Commercial developments in and around the Stapleton Industrial Park to be completed by the end of 2022.
  - 3.7.12.2 Upgrade to service Industrial/Commercial developments in and around the Bullard Industrial Park to be completed by the end of 2024.
- 3.7.13 Fiber Optic Communication Upgrades** **\$315,000**
- 3.7.13.1 Extension of fiber loop to service commercial developments in Stapleton Industrial Park to be completed by the end of 2022.
  - 3.7.13.2 Complete the Extension of fiber to service Dresser Industrial Park to be completed by the end of 2024.
  - 3.7.13.3 Extension of fiber to service developments in and along Solar field frontage on S. Centerville Rd. to be completed by the end of 2024.
- 3.7.14 Stoughton Estates to M-66 Water Connection** **\$65,500**  
This connection will improve water pressure, water availability and fire suppression capacity in the area. The project is anticipated to be completed by summer 2023.
- 3.7.15 Dollar General Water Loop** **\$281,000**  
The water loop at Dollar General will be extended from the dead end of Kitson East then east to M-66. This loop is needed to improve water pressure, water availability and fire suppression capacity in the Bullard Industrial Park. This project is anticipated to be completed in 2026.

**3.7.16 Haines Blvd to Kitson Water Loop \$326,000**

This project involves connecting the water loop from Haines Blvd. east to the Kitson dead-end and connection to loop at Dollar General. This connection will improve water pressure, water availability and fire suppression capacity in the Stapleton Industrial Park. This project is slated for 2023.

**3.7.17 S. Lakeview Water Main Loop \$1,000,000**

A 12" watermain loop will be installed along Lakeview from Fawn River Road to Bogen Road and then west to McCarthy Court. This loop will increase water pressure, water availability and fire suppression capacity in the Dresser Industrial Park.

**3.7.18 Infrastructure Maintenance and Improvements \$2,000,000**

The need for future infrastructure maintenance and improvements including but not limited to road resurfacing, maintenance of landscaping (including pathways and walking trails), lift stations and other underground infrastructure, electrical infrastructure, signage, and lighting, etc. is anticipated. It also anticipated that future unknown infrastructure projects in support of business expansions in the district will be necessary.

**3.7.19 Property Acquisition \$1,000,000**

In order to facilitate continued industrial growth in the community the LDFA or the City may seek to acquire additional property to be used to support continued business growth. Any acquisition of land shall be intended to be used in the development of eligible property under Act 51.

**3.7.20 Administrative Expenses \$25,000**

Administrative expenses, including hiring consultants in connection with the creation and implementation of this plan and future plan amendments have and/or will be incurred by the Authority.

**3.8 Duration of the development plan and the tax increment plan**

The development and tax increment financing plan will continue for as long as necessary to reimburse the costs contemplated by this plan, which is estimated to be 28 years.

**3.9 Estimate of the impact of tax increment financing on the revenues of all taxing jurisdictions in which the eligible property is or is anticipated to be located**

The tax increment revenue projections included in Table 2 estimate the impact of tax increment financing on the revenues of all taxing jurisdictions impacted by this plan.

**3.10 Legal description of the eligible property**

District boundary maps and legal description of the eligible property is attached as Figure 1.

**3.11 An estimate of the number of jobs to be created.**

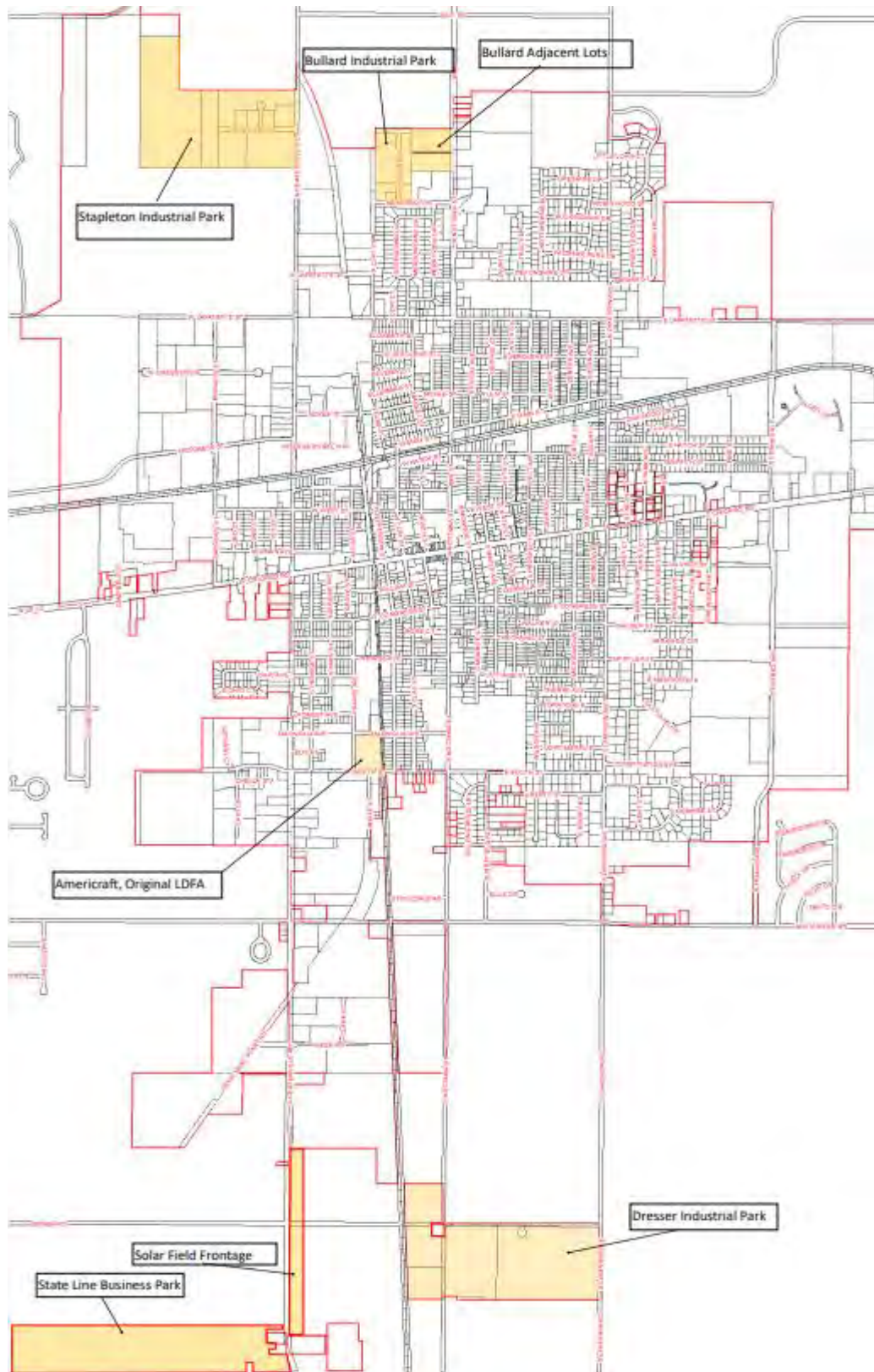
The expansion projects being contemplated by Heartland RV and Cruiser RV are projected to create approximately 458 new jobs in the first 3 years following completion of their projects. Expansion of existing businesses, along with the location of new businesses into the district are anticipated in the future and will create an unknown but potentially significant number of new jobs.

**3.12 Certified technology park & certified alternative energy park & Next Michigan development provisions. (Not applicable)**

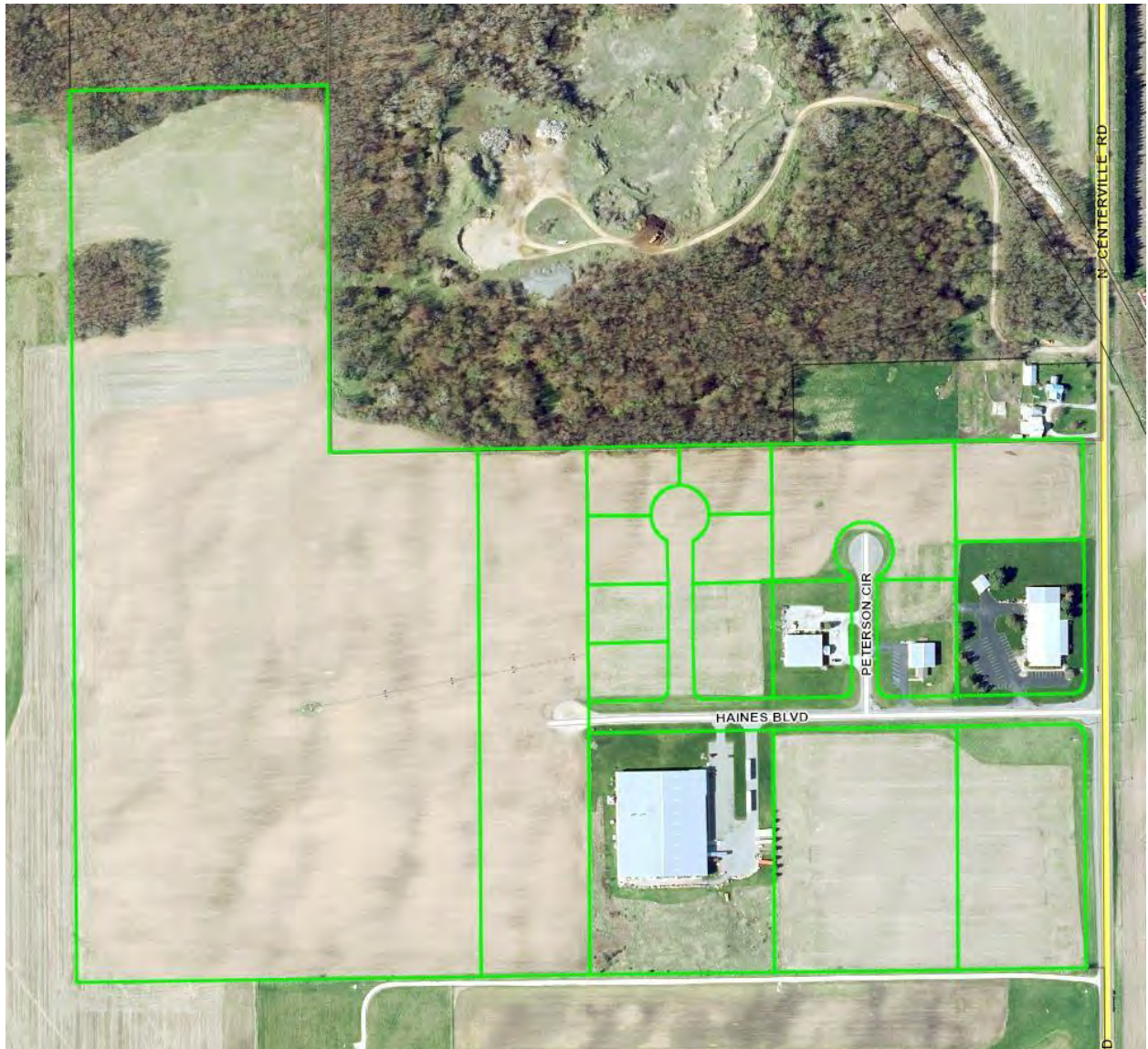
**3.13 Initial Assessed Value**

According to City records the base year valuation of the LDFA District is \$4,360,724. This represents a combination of the original (2008) initial assessed value amount of \$638,224 plus addition of the expansion in 2018 having an initial assessed value of \$1,345,000, the addition of the parcels contained in the 2022 amendment, having an initial assessed value of \$2,377,500, and the addition of the parcels contained in this 2023 amendment, having an initial assessed value of \$0.

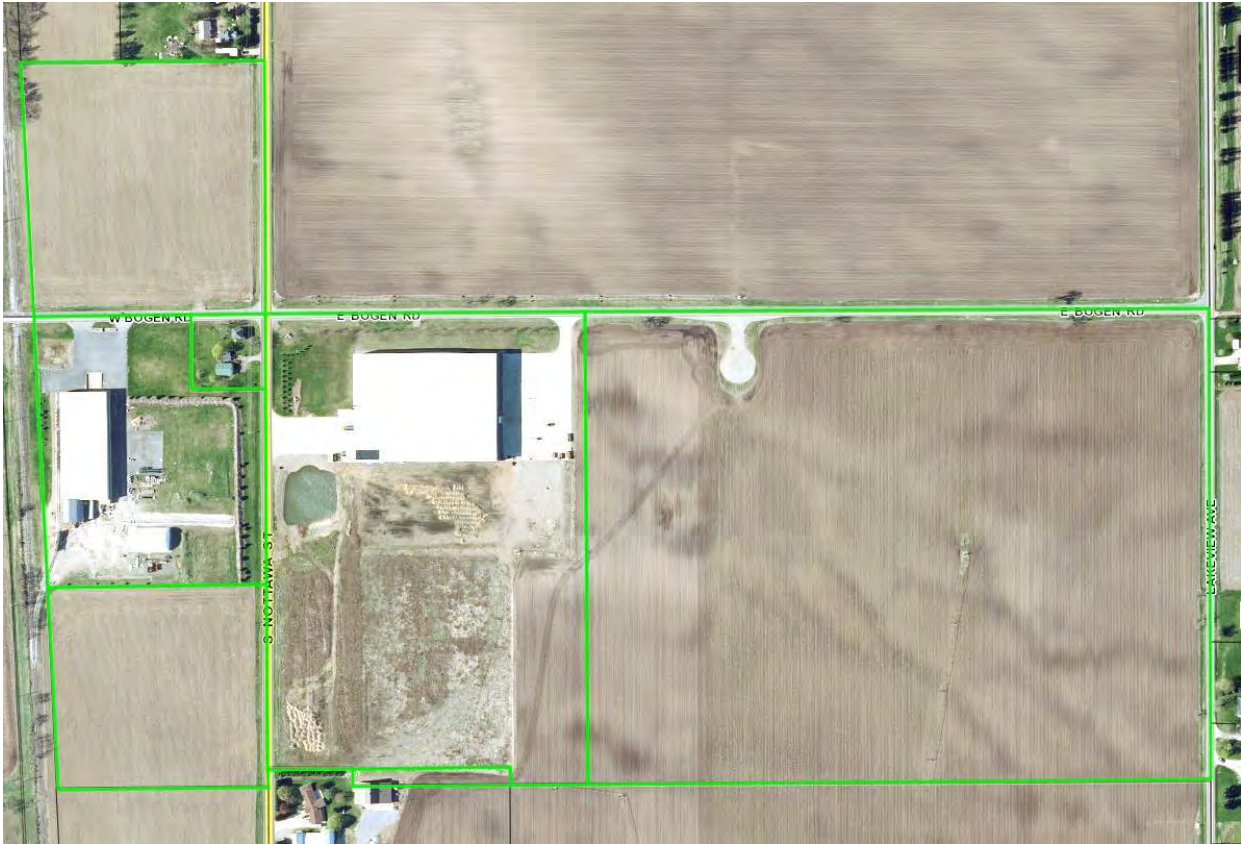
**FIGURE 1**  
**District Boundary Maps and Legal Description**







- 1500 Haines Boulevard
  - 052 777 027 10
- 1200 Haines Boulevard
  - 052 777 027 20
  - 052 715 001 00
  - 052 715 002 00
- 1139 Haines Boulevard
  - 052 715 003 00
- 101 Haines Boulevard
  - 052 715 012 00
- 933 Haines Boulevard
  - 052 715 014 00
- 1404 N. Centerville
  - 052 715 016 00
- No Address
  - 052 715 004 00
  - 052 715 005 00
  - 052 715 006 00
  - 052 715 007 00
  - 052 715 008 00
  - 052 715 009 00
  - 052 715 010 00
  - 052 715 013 00
  - 052 715 015 00



- 501 E. Bogen Rd.
  - 052 777 288 00
- 239 E. Bogen Rd.
  - 052 777 288 10
- No Address
  - 052 777 289 00 (Southwest corner)
  - 052 777 290 00 (Northwest corner)
- 230 W. Bogen Rd.
  - 052 777 289 10



## Solar Field & State Line Business Park



### Solar Field

- 2432 S. Centerville Road
  - 052 777 450 10
- 2730 S. Centerville Road
  - 052 777 452 00

### State Line Business Park

- 2747 S. Centerville Road
  - 052 777 453 00
- 2855 S. Centerville Road
  - 052 777 454 00



- 1277 Kitson Ave.
  - 052 105 001 00
- 1291 Kitson Ave.
  - 052 105 004 00
- 1220 Kitson Ave.
  - 052 105 016 00
- 1221 N. Clay St.
  - 052 105 017 00
- No Address, Kitson Ave.
  - 052 105 003 00
  - 052 105 005 00
  - 052 105 006 00
  - 052 105 007 00
  - 052 105 008 00
  - 052 105 009 00
- No Address Kitson Ave. Cont.
  - 052 105 010 00
  - 052 105 011 00
  - 052 105 012 00
  - 052 105 013 00
  - 052 105 014 00
  - 052 105 019 00
  - 052 109 020 00
  - 052 105 021 00
  - 052 105 022 00
  - 052 105 023 00
- 1344 N. Nottawa St.
  - 052 777 300 00
- 1308 N. Nottawa St.
  - 052 777 300 30

STAPLETON INDUSTRIAL PARK, A PART OF THE NE 1/4 & SE 1/4 OF SECTION 35, TOWN 7 SOUTH, RANGE 10 WEST, CITY OF STURGIS, ST. JOSEPH COUNTY, MICHIGAN; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 35, TOWN 7 SOUTH, RANGE 10 WEST, THENCE SOUTH 00°22'28" EAST ALONG THE EAST LINE OF SAID SECTION A DISTANCE OF 33.00 FEET TO THE SOUTH LINE OF THE NORTH 33 FEET OF THE SAID SOUTHEAST QUARTER; THENCE SOUTH 89°05'45" WEST ALONG SAID SOUTH LINE A DISTANCE OF 1326.68 FEET TO THE WEST LINE EXTENDED OF THE SOUTHEAST QUARTER OF SAID NORTHEAST QUARTER; THENCE NORTH 00°18'46" WEST ALONG SAID WEST LINE A DISTANCE OF 1354.89 FEET TO THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 88°52'27" EAST ALONG THE NORTH LINE OF SAID SOUTHEAST QUARTER A DISTANCE OF 1325.16 FEET TO THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER; THENCE SOUTH 00°22'45" EAST ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER A DISTANCE OF 1327.00 FEET TO THE POINT OF BEGINNING.

CONTAINING AN AREA OF 41.3 ACRES, MORE OR LESS, AND CONSISTING OF 16 LOTS NUMBERED 1 THROUGH 16 INCLUSIVE.

### **Dresser Industrial Park Legal Descriptions**

#### **501 E. Bogen Rd. -052 777 288 00**

COM NW COR NE 1/4 SEC 24 T8S R10W TH S 89D 35M 49S E 900 FT TO POB TH S 89D 35M 49S E 1753.74 FT TO THE NE COR NE 1/4 SEC 24 TH S 00D 32M 55S W 1316.64 FT TH N 89D 50M 01S W 1749.68 TH N 0D 22M 16S W 1323.86 FT TO POB. ALSO: COM NW COR NE 1/4 SEC 24 T8S R10W TH S00°22'16"W 813.50 FT POB TH S89°35'50"E 900 FT TH S00°22'16"W 510.33 FT TH N89°50'01"W 217.42 FT TH N00°22'16"E 51 FT TH N89°50'01"W 682.58 FT TH N00°22'16"E 463.04 FT POB. UNPLATED CITY OF STURGIS (2013-SPLIT TO 777-288-10, 2021-BC/ADD FR 777 288 10)

#### **239 E. Bogen Rd. -052 777 288 10**

COM NW COR NE 1/4 SEC 24 T8S R10W POB TH S 89D 35M 49S E 900 FT TH S 00D 22M 16S W 1323.86 FT TO THE S LN OF N 1/2 NE 1/4 TH N 89D 50M 1S W 662.42 FT TH N 00D 22M 16S E 51 FT TH N 89D 50M 01 S W 237.58 FT TO W LN NE 1/4 TH N 00D 22M 16S E 1276.58 FT TO POB. (SPLIT F/777-288-00 NOV. 2013) EXC BEG NW COR S 1/2 NE 1/4 SEC 24 T8S TH E ALG N LN S 1/2 NE 1/4 SD SEC TO NE COR OF W 20 AC OF S 1/2 NE 1/4 OF SD SEC TH N ALG NLY EXT E LN OF W 20 AC S 1/2 NE 1/4 51 FT TH W PLL N LN S 1/2 NE 1/4 TO W LN NE 1/4 TH S ALG SD LN 51 FT TO POB. ALSO EXC: COM NW COR NE 1/4 SEC 24 T8S R10W TH S00°22'16"W 813.50 FT POB TH S89°35'50"E 900 FT TH S00°22'16"W 510.33 FT TH N89°50'01"W 217.42 FT TH N00°22'16"E 51 FT TH N89°50'01"W 682.58 FT TH N00°22'16"E 463.04 FT POB. CITY OF STURGIS (2016 SPLIT FR/777 288 00, 2021 BC TO 777 288 00)

No Address

#### **052 777 289 00 (Southwest corner)**

N 1/2 NW 1/4 SEC 24 T8S R10W DESCRIBED AS COM AT NE COR SD FRL NW 1/3 TH S 00D 22M 16S W DIST OF 209.00 FT ALG E LN SD FRL NW 1/4 TH S 00D 22M 16W DIST 550.00 FT CONTG ALG SD E LN TO POB THS S 00D 22M 16S W DIST 568.58 FT CONTG ALG SD E LN TO S LN SD N 1/2 OF FRL NW 1/4 TH N 89D 56M 01S W DIST 589.17 FT ALG SD S LN TO ELY MARGIN OF MSRR R/R TH N 02D 15M 56S W 568.74 FT ALG SD ELY MARGIN TO PT FROM WHICH POB BEARS N 89D 57M 44S W TH S 89D 57M 44S E 615.33 FT TO POB SEC 24 T8S R10W UNPLATTED CITY OF STURGIS 7.86 AC

#### **052 777 290 00 (Northwest corner)**

S 43 RODS SE 1/4 SW 1/4 SEC 13 T8S R10W LY ELY RAILROAD RIGHT OF WAY. UNPLATTED CITY OF STURGIS. (TRANSFERRED TO CITY FOR 2007)

#### **230 W. Bogen Rd. -052 777 289 10**

N 1/2 NW 1/4 SEC 24 T8S R10W DESCRIBED AS COM AT NE COR SD FRL NW 1/4 TH S 00D 22M 16S W A DIST OF 209.00 FT ALG E LN SD FRL NW 1/4 TO POB TH S 00D 22M 16S W DIST 550.00 FT CONTG ALG SD E LN TH N 89D 57M 44S W DIST OF 615.33 FT PARALLEL WITH N LN SD FRL NW 1/4 TO ELY MARGIN MSRR R/W TH N 02D 15M 56S W A DIST OF 759.60 FT ALG SD ELY MARGIN TO SD N LN TH S 89D 57M 44S E A DIST OF 441.28 FT ALG SD N LN TO PT 209.00 FT WLY FROM SD NE COR OF NW 1/4 TH S 00D 22M 16S W DIST OF 209 FT PARALLEL WITH SD E LN TH S 89D 57M 44S E A DIST 209.00 FT PARALLEL WITH SD N LN TO POB. SEC 24 T8S R10W UNPLATTED CITY OF STURGIS 10.02 AC



**2432 S. Centerville Rd | Parcel 052 777 450 10**

BEG SW COR SEC 13 T8S R10W TH N00°45'47"E (REC N00°45'49"E) 869.06 FT TH S89°57'47"E 250.02 FT TH S00°45'47"W 869.06 FT TH N89°57'47"W (REC N89°57'45"W) 250.02 FT POB. CITY OF STURGIS (SPLIT F/777 450 00, 2020)

**2730 S. Centerville Rd | Parcel 052 777 452 00**

COM SW COR SEC 24 T8S R10W TH N00°06'52"E (REC S) 2580.15 FT TH S89°57'47"E (REC W) 50 FT TO POB TH S89°57'47"E (REC W) 200 FT TH S00°06'52"W 1890.74 FT TH 70.01 FEET ALG ARC 1484.84 FT RADIUS CURVE LEFT CHORD BEARING S01°15'13"E 70 FT TH N89°25'08"W (REC E) 200.27 FT TH 68.37 FT ALG ARC 1686.24 FT RADIUS CURVE RIGHT CHORD BEARING N01°03'48"W 68.37 FT TH N00°06'52"E 1890.47 FT TO POB. CITY OF STURGIS (BYCH W/ 777 451 00, 2020)

**State Line Business Park Legal Descriptions**

**2747 S. Centerville Rd | Parcel 052 777 453 00**

S 1/2 OF N 1/2 OF SEC 23 T8S R10W LYING E OF RR EXC S 40 RDS & EXC COM AT SE COR TH N 40 RDS TO BEG TH W 10 RDS TH N 15 RDS TH W 10 RDS TH N TO 1/8 LN TH E 20 RDS TH S TO POB & EXC COM E LN RR R/W & E-W 1/8 LN TH S TO PNT 40 RDS N OF SEC LN TH W TO RR R/W TH NELY ALG R/W TO BEG. 44.44 A+/- . CITY STURGIS ANNEXED 2022 (OLD PIN 015 023 005 00).

**2747 S. Centerville Rd | Parcel 052 777 454 00**

S 40 RDS OF S 1/2 OF N 1/2 SEC 23 T8S R10W E OF RR EXC COM AT SE COR OF SE 1/4 OF NE 1/4 TH N 476 FT TO BEG TH N 184 FT TH W 330 FT TH S 184 FT TH E 330 FT TO POB & EXC COM AT SE COR SEC 23 TH N 89D 49M 37S W ALG IND-MICH STATE LN 713 FT TO POB TH N 89D 49M 37S W ALG SD STATE LN 170 FT TH N 400 FT TH S 89D 49M 37S E 170 FT TH S 400 FT TO POB & EXC COM E LN RR R/W & E-W 1/8 LN TH S TO S LN SD SEC TH W TO RR R/W TH NELY ALG R/W TO POB. 49.84 A+/- . CITY STURGIS ANNEXED 2022 (OLD PIN 015 023 006 00).

**Bullard Industrial Park Legal Descriptions**

BULLARD INDUSTRIAL PARK, .  
PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER AND  
PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF  
SECTION 36, TOWN 7 SOUTH, RANGE 10 WEST, CITY OF STURGIS, ST.  
JOSEPH COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS  
FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 36,

THENCE NORTH 89 DEGREES 41 MINUTES 39 SECONDS EAST FOR A  
DISTANCE OF 1325.03 FEET ALONG THE EAST-WEST QUARTER LINE TO THE  
SOUTHWEST CORNER OF SAID SOUTH HALF OF THE SOUTHEAST QUARTER OF  
THE NORTHWEST QUARTER, BEING THE POINT OF BEGINNING; THENCE  
NORTH 00 DEGREES 20 MINUTES 33 SECONDS WEST FOR A DISTANCE OF  
662.97 FEET ALONG THE WEST LINE OF SAID SOUTH HALF TO THE  
NORTHWEST CORNER OF SAID SOUTH HALF; THENCE NORTH 89 DEGREES 43  
MINUTES 01 SECONDS EAST FOR A DISTANCE OF 611.09 FEET ALONG THE  
NORTH LINE OF SAID SOUTH HALF TO A POINT 714.00 FEET WESTERLY OF  
THE NORTH-SOUTH QUARTER LINE; THENCE SOUTH 00 DEGREES 20  
MINUTES 16 SECONDS EAST FOR A DISTANCE OF 1259.66 FEET PARALLEL  
WITH AND 714 FEET WESTERLY OF SAID NORTH-SOUTH QUARTER LINE TO  
A POINT 66 FEET NORTH OF THE SOUTH LINE OF SAID NORTH HALF OF  
THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER; THENCE SOUTH 89  
DEGREES 40 MINUTES 41 SECONDS WEST FOR A DISTANCE OF 611.11 FEET  
PARALLEL WITH AND 66 FEET NORTHERLY OF SAID SOUTH LINE TO THE  
WEST LINE OF SAID NORTH HALF; THENCE NORTH 00 DEGREES 19  
MINUTES 49 SECONDS WEST FOR A DISTANCE OF 597.11 FEET ALONG  
SAID WEST LINE TO THE POINT OF BEGINNING.

CONTAINING AN AREA OF 17.67 ACRES MORE OR LESS, AND CONSISTING  
OF 23 LOTS NUMBERED 1 THROUGH 23 INCLUSIVE.

**1344 N. Nottawa St | Parcel 052 777 300 00**

COM CEN SEC 36 T7S R10W N 00°20'16" W 228.06 FT POB S 89°41'39" W 714 FT TH N 00°20'16" W 434.66 FT TH N 89°43'01" E 714 FT TH S 00°20'16" E 434.39 FT POB, EXC E 50 FT. CITY OF STURGIS (2021 SPLIT TO/777 300 30)

**1308 N. Nottawa | Parcel 052 777 300 30**

BEG CEN SEC 36 T7S R10W TH S 00°20'16" E 71.94 FT TH S 89°41'39" W 714 FT N 00°20'16" W 71.94 FT TH N 00°20'16" W 228.06 FT TH N 89°41'39" E 714 FT TH S 00°20'16" E 228.06 FT POB, EXC E 50 FT. CITY OF STURGIS (2021 SPLIT F/777 300 00)



#### Americraft Carton Location

305 W. South St.

Parcel number. 052 530 116 00

LOTS 1 THRU 9 BLK 17 PRAIRIE HGTS ADD ALSO COM AT INT OF W LN OF NYC RR R/W & N LN OF SOUTH ST TH N ALG RR R/W 304.27 FT TH E TO PT 8 FT W OF W RAIL MAIN LINE TRACT NYC RR TH S PAR WITH TRACT TO N LN SOUTH ST TH W TO POB ALSO THAT PT OF NYC RR DESD AS-BD ON S BY N LN OF SOUTH ST ON N BY S LN MAGNOLIA AVE ON E BY LN 8 FT W OF W RAIL OF EXISTING NYC RR CO'S GOSHEN & MICH BRANCH MAIN TRACK & PRL AS MEASURED BY RECT MEASUREMENT & BD ON W BY WLY RR LN NYC RR CO. ALSO COM ON W LN OF SE 1/4 OF NW 1/4 SEC 12 T8S R10W AT E LN OF NYC RR R/W AT A PT 300 FT S OF S LN OF MAGNOLIA AVE TH S ON E LN OF R/W TO N LN OF SOUTH ST TH E ON SD N LN TO W LN OF PENN RR R/W TH N ON W LN OF R/W TO PT 300 FT S OF S LN OF MAGNOLIA AVE TH W PRL WITH ST TO POB. CITY OF STURGIS. ALSO 30 FT WIDE STRIP OF RR R/W FROM C/L W SOUTH ST TO S LN MAGNOLIA AVE. CITY OF STURGIS ALSO COM S LN MAGNOLIA ST & W 1/8 LN SEC 12 T8S R10W TH E 187.2 FT TO W LN PENN CENTRAL RR R/W TH SLY ALG R/W 300 FT TH W TO 1/8 LN TH N 300 FT TO POB. UNPLATTED CITY OF STURGIS.

#### Vacant parcel adjacent to Americraft

617 S. Jefferson St.

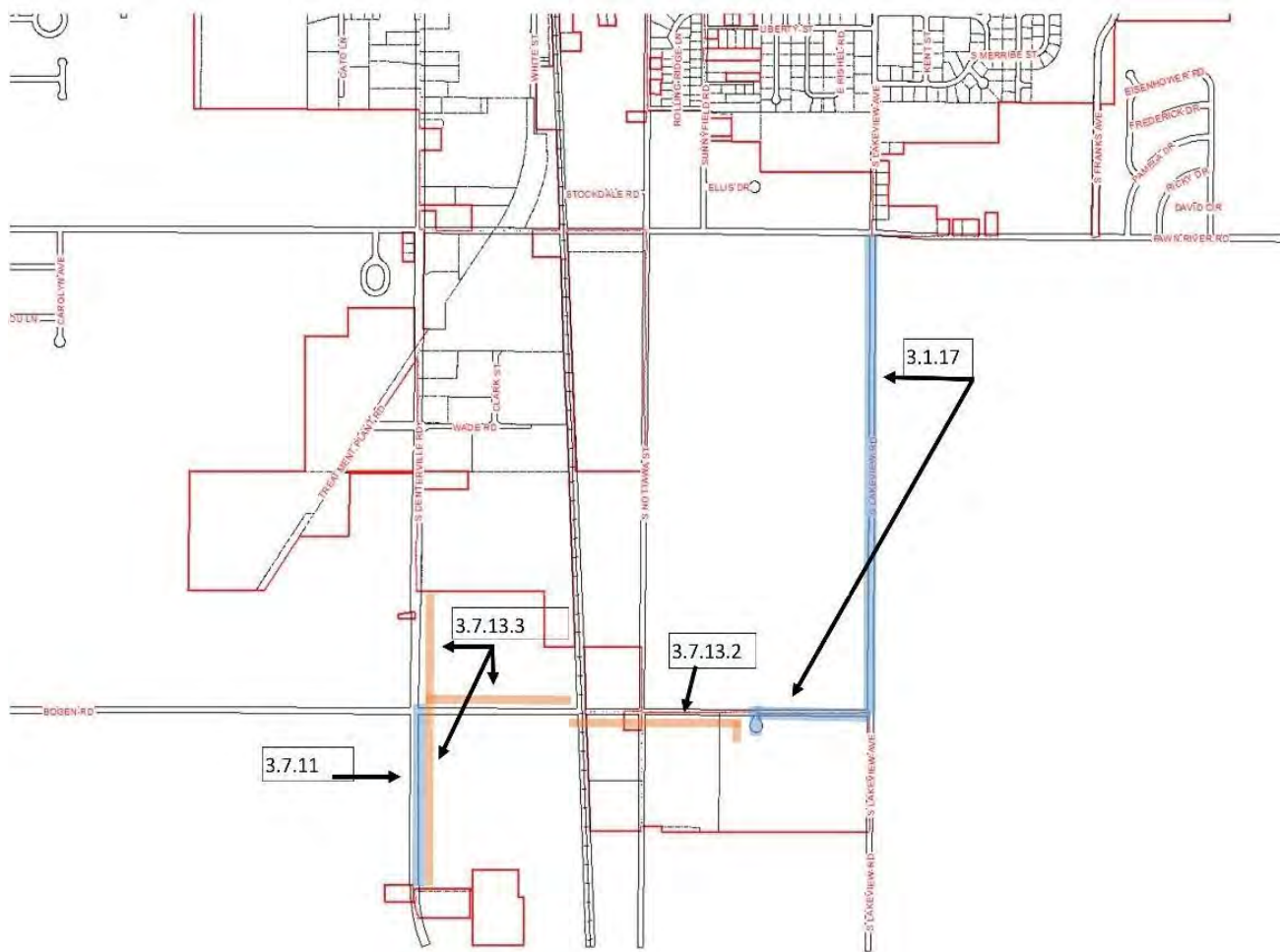
052 630 018 00

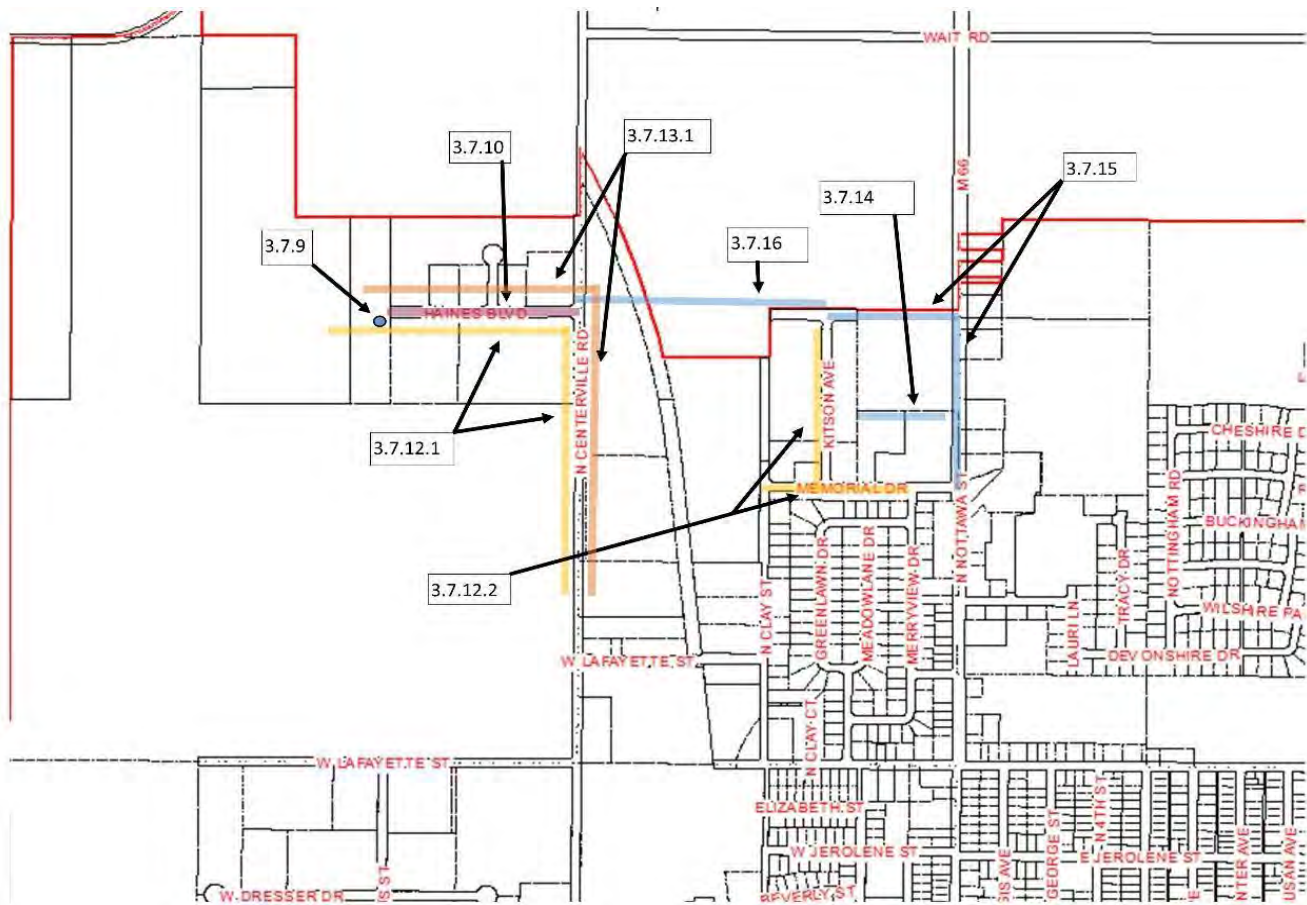
LOT 18. F W WAITS ADD. CITY OF STURGIS.

## Americraft









## Summary of Costs to be Paid with Tax Increment Revenues

<u>Item</u>	<u>Description</u>	<u>Estimated Cost</u>
3.7.1	Purchase of 617 Jefferson	\$ 100,000
3.7.2	Magnolia street Railroad Crossing Repair	\$ 65,000
3.7.3	S. Jefferson 54" Storm Sewer Pipe	\$ 900,000
3.7.4	S. Jefferson Water Main Upgrade	\$ 120,000
3.7.5	Magnolia Street - Prairie to S. Jefferson	\$ 350,000
3.7.6	Magnolia 12" Water Main Replacement	\$ 165,000
3.7.7	Prairie St - Magnolia to W. South St. Road Improvements	\$ 240,000
3.7.8	Prairie St. Water Main Upgrade	\$ 100,000
3.7.9	Lift Station at Stapleton Industrial Park	\$ 1,200,000
3.7.10	Haines Boulevard/Peterson Circle Road Improvements	\$ 300,000
3.7.11	Centerville Rd. Watermain Extension	\$ 583,000
3.7.12	Sturgis Electrical Utility Upgrades	\$ 5,300,000
3.7.13	Fiber Optic Communication Upgrades	\$ 315,000
3.7.14	Stoughton Estates to M-66 Water Connection	\$ 65,500
3.7.15	Dollar General Water Loop	\$ 281,000
3.7.16	Haines Boulevard to Kitson Water Loop	\$ 326,000
3.7.17	S. Lakeview Water Main Loop	\$ 1,000,000
3.7.18	Infrastructure Maintenance and Improvements	\$ 2,000,000
3.7.19	Property Acquisition	\$ 1,000,000
3.7.20	Administrative Expenses	\$ 25,000
	<b>Total Anticipated Costs</b>	<b>\$ 14,435,500</b>

## **Tax Increment Revenue Projections**

CAPTURE

Estimated Taxable Value (TV) Increase Rate:				1%											
Plan Year	1	2	3	4	5	6	7	8	9	10	11	12	13		
Calendar Year	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035		
*Base Taxable Value \$	4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724		
Estimated New TV \$	7,535,724	\$ 10,753,381	\$ 14,035,915	\$ 14,176,274	\$ 14,318,037	\$ 14,461,217	\$ 14,605,829	\$ 14,751,888	\$ 14,899,407	\$ 15,048,401	\$ 15,198,885	\$ 15,350,874	\$ 18,679,382		
Incremental Difference (New TV - Base TV) \$	3,175,000	\$ 6,392,657	\$ 9,675,191	\$ 9,815,550	\$ 9,957,313	\$ 10,100,493	\$ 10,245,105	\$ 10,391,164	\$ 10,538,683	\$ 10,687,677	\$ 10,838,161	\$ 10,990,150	\$ 14,318,658		

Local Capture	Millage Rate																										
County Operating	4.5482	\$	34,274	\$	48,909	\$	63,838	\$	64,477	\$	65,121	\$	65,773	\$	66,430	\$	67,095	\$	67,765	\$	68,443	\$	69,128	\$	69,819	\$	84,958
County Roads	1.0000	\$	7,536	\$	10,753	\$	14,036	\$	14,176	\$	14,318	\$	14,461	\$	14,606	\$	14,752	\$	14,899	\$	15,048	\$	15,199	\$	15,351	\$	18,679
County 911	1.0000	\$	7,536	\$	10,753	\$	14,036	\$	14,176	\$	14,318	\$	14,461	\$	14,606	\$	14,752	\$	14,899	\$	15,048	\$	15,199	\$	15,351	\$	18,679
County C.O.A	0.7500	\$	5,652	\$	8,065	\$	10,527	\$	10,632	\$	10,739	\$	10,846	\$	10,954	\$	11,064	\$	11,175	\$	11,286	\$	11,399	\$	11,513	\$	14,010
County Transportation	0.3300	\$	2,487	\$	3,549	\$	4,632	\$	4,678	\$	4,725	\$	4,772	\$	4,820	\$	4,868	\$	4,917	\$	4,966	\$	5,016	\$	5,066	\$	6,164
County Parks	0.2500	\$	1,884	\$	2,688	\$	3,509	\$	3,544	\$	3,580	\$	3,615	\$	3,651	\$	3,688	\$	3,725	\$	3,762	\$	3,800	\$	3,838	\$	4,670
City Operating	10.4623	\$	78,841	\$	112,505	\$	146,848	\$	148,316	\$	149,800	\$	151,298	\$	152,811	\$	154,339	\$	155,882	\$	157,441	\$	159,015	\$	160,605	\$	195,429
City Streets/Sidewalks	3.0000	\$	22,607	\$	32,260	\$	42,108	\$	42,529	\$	42,954	\$	43,384	\$	43,817	\$	44,256	\$	44,698	\$	45,145	\$	45,597	\$	46,053	\$	56,038
Sturgis Library	1.0981	\$	8,275	\$	11,808	\$	15,413	\$	15,567	\$	15,723	\$	15,880	\$	16,039	\$	16,199	\$	16,361	\$	16,525	\$	16,690	\$	16,857	\$	20,512
Glen Oaks Community College	2.7249	\$	20,534	\$	29,302	\$	38,246	\$	38,629	\$	39,015	\$	39,405	\$	39,799	\$	40,197	\$	40,599	\$	41,005	\$	41,415	\$	41,830	\$	50,899
Local Total	25.16350	\$	189,625	\$	270,593	\$	353,193	\$	356,725	\$	360,292	\$	363,895	\$	367,534	\$	371,209	\$	374,921	\$	378,670	\$	382,457	\$	386,282	\$	470,039

Non-Capturable Millages	Millage Rate																										
School Debt	7.0000	\$	52,750	\$	75,274	\$	98,251	\$	99,234	\$	100,226	\$	101,229	\$	102,241	\$	103,263	\$	104,296	\$	105,339	\$	106,392	\$	107,456	\$	130,756
State Education Tax (SET)	6.0000	\$	45,214	\$	64,520	\$	84,215	\$	85,058	\$	85,908	\$	86,767	\$	87,635	\$	88,511	\$	89,396	\$	90,290	\$	91,193	\$	92,105	\$	112,076
School Operating Tax	17.9622	\$	135,358	\$	193,154	\$	252,116	\$	254,637	\$	257,183	\$	259,755	\$	262,353	\$	264,976	\$	267,626	\$	270,302	\$	273,005	\$	275,735	\$	335,523
Sturgis School Sinking Fund	1.7500	\$	13,188	\$	18,818	\$	24,563	\$	24,808	\$	25,057	\$	25,307	\$	25,560	\$	25,816	\$	26,074	\$	26,335	\$	26,598	\$	26,864	\$	32,689
SJ ISD Operating	0.2283	\$	1,720	\$	2,455	\$	3,204	\$	3,236	\$	3,269	\$	3,301	\$	3,335	\$	3,368	\$	3,402	\$	3,436	\$	3,470	\$	3,505	\$	4,265
SJ ISD Extra Voted	3.7500	\$	28,259	\$	40,325	\$	52,635	\$	53,161	\$	53,693	\$	54,230	\$	54,772	\$	55,320	\$	55,873	\$	56,432	\$	56,996	\$	57,566	\$	70,048
Total Non-Capturable Taxes	36.6905	\$	276,489	\$	394,547	\$	514,985	\$	520,135	\$	525,336	\$	530,589	\$	535,895	\$	541,254	\$	546,667	\$	552,133	\$	557,655	\$	563,231	\$	685,356

REIMBURSEMENT

Plan Year		1	2	3	4	5	6	7	8	9	10	11	12	13
Calendar Year		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Local TIR Available for Reimbursement		\$ 189,625	\$ 270,593	\$ 353,193	\$ 356,725	\$ 360,292	\$ 363,895	\$ 367,534	\$ 371,209	\$ 374,921	\$ 378,670	\$ 382,457	\$ 386,282	\$ 470,039
City of Sturgis		Beginning Balance												
LDFA Costs Incurred by City		\$ 2,000,000	\$ 2,000,000	\$ 3,000,000	\$ 5,180,000	\$ 2,155,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Reimbursement		\$ 189,625	\$ 270,593	\$ 353,193	\$ 356,725	\$ 360,292	\$ 363,895	\$ 367,534	\$ 371,209	\$ 374,921	\$ 378,670	\$ 382,457	\$ 386,282	\$ 470,039
Total LDFA Reimbursement Balan ce		\$ 3,810,375	\$ 6,539,782	\$ 11,366,589	\$ 13,165,365	\$ 12,805,073	\$ 12,441,178	\$ 12,073,644	\$ 11,702,435	\$ 11,327,514	\$ 10,948,843	\$ 10,566,386	\$ 10,180,104	\$ 9,710,066

Footnotes:

CAPTURE

Estimated Taxable Value (T																
	Plan Year	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Calendar Year	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050
	*Base Taxable Value	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724	\$ 4,360,724
	Estimated New TV	\$ 18,866,176	\$ 22,229,838	\$ 22,452,136	\$22,676,658	\$22,903,424	\$23,132,458	\$23,363,783	\$23,597,421	\$ 23,833,395	\$ 24,071,729	\$ 24,312,446	\$ 24,555,571	\$ 24,801,126	\$ 25,049,138	\$ 25,299,629
	Incremental Difference (New TV - Base TV)	\$ 14,505,452	\$ 17,869,114	\$ 18,091,412	\$ 18,315,934	\$ 18,542,700	\$ 18,771,734	\$ 19,003,059	\$ 19,236,697	\$ 19,472,671	\$ 19,711,005	\$ 19,951,722	\$ 20,194,847	\$ 20,440,402	\$ 20,688,414	\$ 20,938,905

Local Capture	Millage Rate															
County Operating	4.5482	\$ 85,807	\$ 101,106	\$ 102,117	\$ 103,138	\$ 104,169	\$ 105,211	\$ 106,263	\$ 107,326	\$ 108,399	\$ 109,483	\$ 110,578	\$ 111,684	\$ 112,800	\$ 113,928	\$ 115,068
County Roads	1.0000	\$ 18,866	\$ 22,230	\$ 22,452	\$ 22,677	\$ 22,903	\$ 23,132	\$ 23,364	\$ 23,597	\$ 23,833	\$ 24,072	\$ 24,312	\$ 24,556	\$ 24,801	\$ 25,049	\$ 25,300
County 911	1.0000	\$ 18,866	\$ 22,230	\$ 22,452	\$ 22,677	\$ 22,903	\$ 23,132	\$ 23,364	\$ 23,597	\$ 23,833	\$ 24,072	\$ 24,312	\$ 24,556	\$ 24,801	\$ 25,049	\$ 25,300
County C.O.A	0.7500	\$ 14,150	\$ 16,672	\$ 16,839	\$ 17,007	\$ 17,178	\$ 17,349	\$ 17,523	\$ 17,698	\$ 17,875	\$ 18,054	\$ 18,234	\$ 18,417	\$ 18,601	\$ 18,787	\$ 18,975
County Transportation	0.3300	\$ 6,226	\$ 7,336	\$ 7,409	\$ 7,483	\$ 7,558	\$ 7,634	\$ 7,710	\$ 7,787	\$ 7,865	\$ 7,944	\$ 8,023	\$ 8,103	\$ 8,184	\$ 8,266	\$ 8,349
County Parks	0.2500	\$ 4,717	\$ 5,557	\$ 5,613	\$ 5,669	\$ 5,726	\$ 5,783	\$ 5,841	\$ 5,899	\$ 5,958	\$ 6,018	\$ 6,078	\$ 6,139	\$ 6,200	\$ 6,262	\$ 6,325
City Operating	10.4623	\$ 197,384	\$ 232,575	\$ 234,901	\$ 237,250	\$ 239,622	\$ 242,019	\$ 244,439	\$ 246,883	\$ 249,352	\$ 251,846	\$ 254,364	\$ 256,908	\$ 259,477	\$ 262,072	\$ 264,692
City Streets/Sidewalks	3.0000	\$ 56,599	\$ 66,690	\$ 67,356	\$ 68,030	\$ 68,710	\$ 69,397	\$ 70,091	\$ 70,792	\$ 71,500	\$ 72,215	\$ 72,937	\$ 73,667	\$ 74,403	\$ 75,147	\$ 75,899
Sturgis Library	1.0981	\$ 20,717	\$ 24,411	\$ 24,655	\$ 24,901	\$ 25,150	\$ 25,402	\$ 25,656	\$ 25,912	\$ 26,171	\$ 26,433	\$ 26,697	\$ 26,964	\$ 27,234	\$ 27,506	\$ 27,782
Glen Oaks Community College	2.7249	\$ 51,408	\$ 60,574	\$ 61,180	\$ 61,792	\$ 62,410	\$ 63,034	\$ 63,664	\$ 64,301	\$ 64,944	\$ 65,593	\$ 66,249	\$ 66,911	\$ 67,581	\$ 68,256	\$ 68,939
Local Total	25.16350	\$ 474,739	\$ 559,381	\$ 564,974	\$ 570,624	\$ 576,330	\$ 582,094	\$ 587,915	\$ 593,794	\$ 599,732	\$ 605,729	\$ 611,786	\$ 617,904	\$ 624,083	\$ 630,324	\$ 636,627
Non-Capturable Millages	Millage Rate															
School Debt	7.0000	\$ 132,063	\$ 155,609	\$ 157,165	\$ 158,737	\$ 160,324	\$ 161,927	\$ 163,546	\$ 165,182	\$ 166,834	\$ 168,502	\$ 170,187	\$ 171,889	\$ 173,608	\$ 175,344	\$ 177,097
State Education Tax (SET)	6.0000	\$ 113,197	\$ 133,379	\$ 134,713	\$ 136,060	\$ 137,421	\$ 138,795	\$ 140,183	\$ 141,585	\$ 143,000	\$ 144,430	\$ 145,875	\$ 147,333	\$ 148,807	\$ 150,295	\$ 151,798
School Operating Tax	17.9622	\$ 338,878	\$ 399,297	\$ 403,290	\$ 407,323	\$ 411,396	\$ 415,510	\$ 419,665	\$ 423,862	\$ 428,100	\$ 432,381	\$ 436,705	\$ 441,072	\$ 445,483	\$ 449,938	\$ 454,437
Sturgis School Sinking Fund	1.7500	\$ 33,016	\$ 38,902	\$ 39,291	\$ 39,684	\$ 40,081	\$ 40,482	\$ 40,887	\$ 41,295	\$ 41,708	\$ 42,126	\$ 42,547	\$ 42,972	\$ 43,402	\$ 43,836	\$ 44,274
SJ ISD Operating	0.2283	\$ 4,307	\$ 5,075	\$ 5,126	\$ 5,177	\$ 5,229	\$ 5,281	\$ 5,334	\$ 5,387	\$ 5,441	\$ 5,496	\$ 5,551	\$ 5,606	\$ 5,662	\$ 5,719	\$ 5,776
SJ ISD Extra Voted	3.7500	\$ 70,748	\$ 83,362	\$ 84,196	\$ 85,037	\$ 85,888	\$ 86,747	\$ 87,614	\$ 88,490	\$ 89,375	\$ 90,269	\$ 91,172	\$ 92,083	\$ 93,004	\$ 93,934	\$ 94,874
Total Non-Capturable Taxes	36.6905	\$ 692,209	\$ 815,624	\$ 823,780	\$ 832,018	\$ 840,338	\$ 848,741	\$ 857,229	\$ 865,801	\$ 874,459	\$ 883,204	\$ 892,036	\$ 900,956	\$ 909,966	\$ 919,065	\$ 928,256

REIMBURSEMENT

	Plan Year	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	Calendar Year	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050
Local TIR Available for Reimbursement		\$ 474,739	\$ 559,381	\$ 564,974	\$ 570,624	\$ 576,330	\$ 582,094	\$ 587,915	\$ 593,794	\$ 599,732	\$ 605,729	\$ 611,786	\$ 617,904	\$ 624,083	\$ 630,324	\$ 636,627
City of Sturgis	Beginning Balance															
LDFA Costs Incurred by City		\$ 2,000,000	\$ -	\$ -												
Local Tax Reimbursement		\$ 474,739	\$ 559,381	\$ 564,974	\$ 570,624	\$ 576,330	\$ 582,094	\$ 587,915	\$ 593,794	\$ 599,732	\$ 605,729	\$ 611,786	\$ 617,904	\$ 624,083	\$ 630,324	\$ 636,627
Total LDFA Reimbursement Balan ce		\$ 9,235,327	\$ 8,675,946	\$ 8,110,972	\$ 7,540,348	\$ 6,964,018	\$ 6,381,924	\$ 5,794,009	\$ 5,200,216	\$ 4,600,484	\$ 3,994,755	\$ 3,382,969	\$ 2,765,065	\$ 2,140,982	\$ 1,510,658	\$ 874,030

Footnotes:

CAPTURE

CAPTURE

		Estimated Taxable Value (1			
		Plan Year	29	30	TOTAL
		Calendar Year	2051	2052	
		*Base Taxable Value	\$ 4,360,724	\$ 4,360,724	\$ -
		Estimated New TV	\$ 25,552,625	\$ 25,808,152	\$ -
Incremental Difference (New TV - Base TV)		\$ 21,191,901	\$ 21,447,428	\$ -	
Local Capture	Millage Rate				
County Operating	4.5482	\$ 116,218	\$ 117,381	\$ 2,666,705	
County Roads	1.0000	\$ 25,553	\$ 25,808	\$ 586,321	
County 911	1.0000	\$ 25,553	\$ 25,808	\$ 586,321	
County C.O.A	0.7500	\$ 19,164	\$ 19,356	\$ 439,741	
County Transportation	0.3300	\$ 8,432	\$ 8,517	\$ 193,486	
County Parks	0.2500	\$ 6,388	\$ 6,452	\$ 146,580	
City Operating	10.4623	\$ 267,339	\$ 270,013	\$ 6,134,265	
City Streets/Sidewalks	3.0000	\$ 76,658	\$ 77,424	\$ 1,758,963	
Sturgis Library	1.0981	\$ 28,059	\$ 28,340	\$ 643,839	
Glen Oaks Community College	2.7249	\$ 69,628	\$ 70,325	\$ 1,597,666	
Local Total	25.16350	\$ 642,993	\$ 649,423	\$ 14,753,886	
Non-Capturable Millages	Millage Rate				
School Debt	7.0000	\$ 178,868	\$ 180,657	\$ 4,104,246	
State Education Tax (SET)	6.0000	\$ 153,316	\$ 154,849	\$ 3,517,926	
School Operating Tax	17.9622	\$ 458,981	\$ 463,571	\$ 10,531,614	
Sturgis School Sinking Fund	1.7500	\$ 44,717	\$ 45,164	\$ 1,026,062	
SJ ISD Operating	0.2283	\$ 5,834	\$ 5,892	\$ 133,857	
SJ ISD Extra Voted	3.7500	\$ 95,822	\$ 96,781	\$ 2,198,703	
Total Non-Capturable Taxes	36.6905	\$ 937,539	\$ 946,914	\$ 21,512,408	

REIMBURSEMENT

		Plan Year	29	30			TOTAL
		Calendar Year	2051	2052			
Local TIR Available for Reimbursement			\$ 642,993	\$ 649,423			\$ 14,753,886
City of Sturgis		Beginning Balance					
LDFA Costs Incurred by City		\$ 2,000,000					\$ 14,335,500
Local Tax Reimbursement			\$ 642,993	\$ 231,037			\$ 14,335,500
Total LDFA Reimbursement Balance			\$ 231,037	\$ -			

Footnotes:

## **Resolution Establishing District Boundary**



## **Financing and Reimbursement Agreement**

## **Plan Amendment Public Notices**

## **Resolution Adopting Plan Amendment**

**RESOLUTION APPROVING AMENDMENTS TO DEVELOPMENT PLAN AND TAX  
INCREMENT FINANCING PLAN FOR THE LOCAL DEVELOPMENT FINANCE  
AUTHORITY OF THE CITY OF STURGIS**

**WHEREAS**, the Recodified Tax Increment Financing Act, Act 57 of the Public Acts of Michigan of 2018, Document 57-2018-4. (collectively, the "Act") authorizes the City to establish and amend the Local Development Finance Authority of the City of Sturgis (LDFA); and

**WHEREAS**, the LDFA was established in 2008 and previously amended in 2018; and

**WHEREAS**, the LDFA is amending its boundaries, Development Plan, and Tax Increment Financing (TIF) Plan to include the two parcels at Stateline Business Park for the benefit of the eligible properties within the Authority District; and

**WHEREAS**, on December 13, 2023, the City Commission held a public hearing on the Plan Amendments pursuant to Act 57, Public Acts of Michigan, 2018, as amended; and,

**WHEREAS**, the City Council has given the taxing jurisdictions in which the District is located an opportunity to meet with the City Commission and to express their views and recommendations regarding the Plan Amendments, as required by the Act; and

**WHEREAS**, the LDFA Board has recommend for approval the amendments to the District boundaries, Development Plan and TIF Plan attached here as Exhibit A (the "Plan Amendments").

**NOW THEREFORE BE IT RESOLVED**, the Sturgis City Commission approves amendments to the LDFA District Boundaries, LDFA Development Plan, and LDFA TIF Plan as presented.

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10C**



Environmental Engineering RFP Bid Results		
<b>Classification</b>	<b>Hourly Billing Rate</b>	
	<b>NTH Consultants, Ltd</b>	<b>Fishbeck</b>
Project Director	\$250.00	\$162-250
Seinor Principal Professional	\$230.00	\$260.00
Principal Professional	\$215.00	\$260.00
Project Manager	\$200.00	\$162-250
Senior Project Professional	\$180.00	\$162-250
Project Professional	\$165.00	\$118-162
Asstant Project Professional	\$155.00	\$95-118
Seinor Staff Professional	\$150.00	\$162-250
Staff professional	\$140.00	\$95-118
Administrative Professional	\$90.00	\$99.00
Accounting	\$90.00	\$99.00
Technician I	\$95.00	\$86-112
Technician II	\$105.00	\$112-126
Technician III	\$115.00	\$112-126
Senior Technician	\$125.00	\$126-151
Annual Increase	3%	3%

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10D**





## POLICY STATEMENT

# COMMISSION PROCEDURAL POLICY

01-CCM-10



Effective Date: 11-8-2010  
Last Revised: 11-10-23

Office of Origin: City Commission  
Authorized By: City Commission

Applicable Departments:  
Policy Keywords: *Procedural Policy; City Commission;*

### ***Policy Statement and Form of Government***

This Commission Procedural Policy outlines the expectations and guidelines for the Sturgis City Commission. The Policy provides both standards and guidance for carrying out the duties of office.

The City of Sturgis has a council-manager form of government established pursuant to the Michigan Home Rule Cities Act. In this form of local government, the City Commission appoints a professionally trained and experienced City Manager to administer the day-to-day operations of the City and to make recommendations to the City Commission. The City Commission as a whole, through resolutions and ordinances, establishes basic policy that the City Manager and City staff implement and administer. One of the major roles of the City Commission is to review, revise, and finally approve the proposed annual budget. The council-manager form of local government requires administrative sensitivity to the policy-making role of the City Commission, as well as Commission sensitivity and regard for the administrative role of the City Manager and City administrative staff.

### ***Section 1: Responsibilities and Regulations for City Commissioners***

The specific duties of City Commissioners are spelled out in the City of Sturgis Charter. However, all elected officials share certain responsibilities. First, you must remember you are elected to make decisions as a collective body, not to act as individuals or apart from the City Commission.

#### **Observe the Community**

Take a tour of the community with the City Manager and department heads. Such a tour is especially valuable for you as newly elected Commissioners. You just might discover areas never seen before, learn where legal boundaries are and see where major trouble spots are now and where they might develop. Keep your eyes open as you go back and forth to work or to City Hall, taking the opportunity to look for problems. Use a different route to see more than just one area. There is really no substitute for first-hand observation.

#### **Talk with Citizens**

Direct interaction with your constituents is both politically and practically prudent. Commissioners need to be accessible, concerned and open minded – and you will be if you talk not only with your friends, but also with people you do not know well or at all. Be sure to include people representing various economic levels, professions, occupations and cultural backgrounds. In talking with citizens, be concerned primarily with listening. Avoid arguing or defending existing positions. Your attitude should

reflect a genuine desire to secure information. In addition to seeking information in a person-to-person setting of your choice, you should also be prepared to receive unsolicited information and criticism from citizens who seek you out.

#### **Study Pertinent Literature**

As an elected official, you will receive a large amount of printed material: minutes, articles, letters, Manager's Reports, and other background information on issues. Much of this relates to problems and possible solutions, and some of it may help you discover the needs and wishes of your constituents. A letter or a newspaper article may reveal a problem that had not surfaced previously. Problems in other communities that are spelled out in journals or other printed sources may raise the question, "Do we have the same problem in our community?"

#### **Establish Priorities**

Now that you have observed what you believe to be possible problems or needs within the City of Sturgis, it is important to establish the priority of each of these. How is this done – remembering that the resources, both human and financial, of any municipality are limited? Even if resources were unlimited, there are a number of activities that would not – and should not – be engaged in by our local government. Each request should be examined in terms of citizen demand, financial cost, benefit to the city, availability from other sources and even political expediency. A balance should be maintained between the flexibility required to reorder priorities when conditions require and the firmness required to resist changing programs to meet the momentary whims of special interest groups in the community. The Sturgis City Commission holds a special meeting early in each calendar year at which you will work with your fellow Commissioners to outline the goals and priorities for the upcoming year. This list will be your tool for providing direction to the City Manager and City staff. It is important for you as a Commissioner to take this responsibility very seriously, as it is one of the most effective ways to communicate the issues you find important to City staff and the community.

#### **Participate in Formal Commission Meetings**

The Commission meeting is the final step in determining the projects and programs required to meet community needs. Here, under public scrutiny, a Commissioner must transact the business of the community based on established priorities and data that have been gathered and analyzed. In Commission meetings, it is important to:

- Look attentive, sound knowledgeable and be straightforward and honest.
- Be familiar with a systematic and efficient way to handle business brought before the City Commission. The clerk will have prepared a concise and easily understood agenda outlining for you – and the general public – the order in which items will be considered during our meetings. This agenda may allow the general public and you to bring up additional items of business for discussion. Your copy of the agenda will come with a packet of background material and a report from the City Manager. These will be given to you before the meeting, to assist you in making knowledgeable decisions.
- Bring all appropriate documents, notes and memoranda to the meeting. Arrange the material in the same order as the agenda so pertinent information can be found easily.
- Have a reasonable knowledge of parliamentary procedure and the Modern Rules of Order, which the Sturgis City Commission has adopted. This will keep the meeting moving smoothly and efficiently, with a clear indication of each item's disposition. However, too much attention can slow down the meetings with complicated rules.

- Eliminate personal remarks intended to ridicule other people. Regardless of the actual relationships between the Commissioners, the general atmosphere should be relaxed, friendly, efficient and dignified. Sarcasm, innuendos and name-calling should be avoided in interactions with other Commissioners, staff and the public. This does not mean falsehoods, misinterpretations, distortions and challenges to your integrity or honesty should be left unanswered. They should be answered – and sometimes vigorously – but these rejoinders should address the facts rather than the qualities, or lack of them, of the person being addressed.

#### **Cooperate with Other Governmental Units**

More and more of the problems the Commission must face extend beyond the legal boundaries of the municipality. Many – water and wastewater treatment, solid waste disposal, healthcare and drug abuse, for example – cross municipal, township, county or state boundaries and must be solved either at a higher level or cooperatively by several different units.

#### **City Negotiations**

The City is regularly involved in negotiations, including labor negotiations with employee organizations, leases, development issues, land transfers, and other similar matters. The City Commission's proper role is to provide overall policy direction to the City Manager or other negotiators. The City Commission as a body and individual City Commissioners should not try to conduct negotiations nor should the City Commission intercede in negotiations being conducted by the City staff except in policy-making formats.

#### **City Commission Lobbying**

Lobbying of the City's administrative staff by City Commission members is inappropriate. Staff members should be allowed to objectively study or review matters under consideration to which a report is presented to the City Commission. Due to concerns with potential Open Meetings Act violations, Commissioners should refrain from lobbying each other for a potential consensus vote outside of official public meetings.

#### **Attorney Client Communications**

The City Commission may require guidance from the City Attorney from time to time and may require that this guidance be communicated privately. Letters from the City Attorney to the City Commission and to the City Manager and City staff are privileged communications between legal council and client. They may be marked confidential or privileged, and if confidential or privileged, they are not to be released to any party without prior authorization of the City Manager or the City Commission. To do so unilaterally would unnecessarily compromise the City's legal position and prevents the City Commission from discussing those opinions in a closed session. All requests or communications to the City Attorney by individual City Commissioner members should be processed through the City Manager or Mayor.

All meetings of the City Commission are subject to the Open Meetings Act. A closed session may be held for specific purposes authorized by the Open Meetings Act upon a successful two-third roll call vote of the commissioners. All discussions and information provided during a closed session should remain confidential and should not be disclosed by a Commissioner to any individual not present during the closed session. No formal action of the Commission can be taken in a closed session. A violation of the Open Meetings Act can subject a public official to personal liability and any intentional violation can be the grounds for a misdemeanor conviction.

### Committee Reports to the City Commission

As a part of their positions, City Commissioners are appointed to serve as representatives and liaisons on City Boards and Commissions. While sitting on these Boards and Commissions, they are responsible to represent the City Commission as a whole. This representation should consist of clear, constant and open communication with the rest of the City Commission so that they might best understand what is happening within the City of Sturgis.

### City Commission Members' Involvement in Administrative Meetings

City staff may be involved in various preliminary project meetings with citizens, consultants, and prospective developers and so forth at any point in time. The City Commission hires the City Manager to perform these preliminary functions. There are occasionally some situations that call for meetings between the Mayor or designated City Commissioner(s) and the City staff where they will all be involved.

### Trust and Team Building between City Commissioners and City Staff

Boundaries should be put in place for department heads, other members of City staff, boards and commissions and the City Commission. City Commission members often have different definitions and levels of trust for each other and city staff. Through the development of boundaries or limits, trust increases. City Commissioners do not want to read about issues or topics in the local newspaper without being advised first. The City Commission recognizes in some instances that the city staff does not always control or know about issues that are publicly reported. During City Commission meetings, the Mayor should deter City Commissioners from becoming disrespectful, creating a situation, interrogating City staff members, making rude comments or in any way appearing to be less than civil toward each other, City staff, petitioners, and the general public. City Commissioners should advise the City Manager, in private, if they have problems with any department head or City staff member. If City Commissioners are not satisfied with the solution or if problems continue, the City Commissioner may bring it to the attention of the entire City Commission in order to get it on the public record, but they should do so in a very polite, civil manner.

### City Commissioner ~~Expenses and Pay~~

City Commissioners are paid on the second City payroll of the month in March, June, September, and December. The annual rate of pay is \$3,400.00 for the Mayor and \$2,750.00 for Commissioners. The City also provides an annual family membership to the Doyle Community Center.

#### City Commissioner Expenses

The City will be responsible for paying for or reimbursing certain expenses related to official duties of a City Commissioner. These are:

- The City will be responsible for paying for Commissioners Attending Michigan Municipal League (MML) conferences and classes, such as those put on by the Michigan Municipal League the MML Capital Conference, MML Annual Convention, and Elected Officials Academy.
- Attending official meetings, tours, or fact-finding actions arranged by City staff and offered to all Commissioners OR such opportunities attended by specific Commissioners appointed by the Commission to serve as a representative of the group.
- Attending other training or City-business related travel opportunities with prior approval by the City Commission.

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In cases where Commissioners are traveling under the above circumstances, where practical, travel expenses for the Commissioner will be arranged and paid for by City staff (including booking of trainings, booking of hotel rooms, and payment for meals). In cases of vehicular travel, all efforts will be made to carpool and otherwise limit expenses incurred. Where City staff cannot directly pay for an expense or where a Commissioner must drive their personal vehicle, expenses incurred will be reimbursed as per the Business Travel Expenses section of the City Employee Handbook. Expenses are to be detailed and provided with documentation (receipts, distance calculations) to the City Manager for processing and payment. If there are any questions regarding applicability, the reimbursement request shall be presented to the City Commission for consideration at the next regular meeting.

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In addition, ~~For~~ for a limited number of Community events (typically dinners) each year, Commission participation is desired, and thus the City ~~reimburses~~ pays for meal or event expenses accrued by both Commissioners and their spouses or significant others.

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#### **Commissioner Apparel and Business Cards**

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In order to facilitate their representation as a Commissioner, the City will provide apparel featuring the City logo to Commissioners at certain points during their term/terms. City Commissioners will be provided two (2) items upon their initial election or appointment. Commissioners will have their choice of a polo shirt, button-up dress shirt, or ¾ zip pullover of a value not-to-exceed \$50.00 per item. Upon re-election after their first full term, Commissioners will be provided one (1) additional apparel item of a value not-to-exceed \$50.00 (with the exception of the At-Large Commissioner, who will be provided an additional item after their second full term). Periodically the Commission may choose to purchase City-branded coats for its members; such a purchase can be initiated by Commission action at a public meeting or as part of the budgeting process. Commissioners may choose to make purchases of additional apparel with the City logo at their own expense; they can contact the City Manager's office regarding where such apparel is available.

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The City will also pay for business cards for City Commissioners. These business cards are to be provided in a standard template and identify the Commissioner's name, contact information, and title.

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## ***Section 2: City Commission Meetings***

### **General Rules of Order for Sturgis City Commission Meetings**

The Mayor, or in the Mayor's absence the Vice-Mayor or appropriate designee, shall preside over the City Commission Meeting. The State of Michigan Open Meetings Act and the Modern Rules of Order shall govern the conduct of the meeting except as modified pursuant to provisions of the City Charter or special rules adopted by the City Commission.

### **Regular Meetings**

Regular City Commission meetings will be held in the Wiesloch Raum of City Hall on the second and fourth Wednesday of each month beginning at 6:00 p.m. local time.

### **Special Meetings**

From time to time, the City Commission may need to call a Special Meeting to address an issue that cannot wait until the next regularly scheduled meeting. These meetings and public notices will comply with all provisions of the State of Michigan's Open Meetings Act. The City Commission will hold most

Special Meetings at City Hall and will limit any offsite meetings to a location within St. Joseph County. Electronic or virtual public meetings will only be utilized in compliance with the State of Michigan's Open Meetings Act and when utilized will be conducted as per the City's Electronic/Virtual Public Meetings policy.

#### **Work Sessions**

The City Commission will also hold Work Sessions which will provide an opportunity to obtain information and discussing a particular issue prior to final consideration which would take place at a Regular or Special Meeting. Work Sessions will also comply with all provisions of the State of Michigan's Open Meetings Act.

#### **Rules To Govern Debate at a Commission Meeting**

- The maker of the motion is entitled to speak first.
- A Commissioner may not speak against his or her own motion, but may vote against it.
- All remarks must be limited to the merits of the subject immediately under discussion.
- All remarks must be addressed to and/or through the Mayor.
- Personal comments about other individuals should be avoided.
- Commissioners are seldom referred to by name; rather by title.
- No Commissioner may comment adversely on any prior act of the council that is not under consideration.
- A two-thirds vote is required to close debate.
- A Commissioner may abstain when there is a conflict of interest. A Commissioner who intends on abstaining must announce his or her intentions to the Mayor. He or she may not debate the issue but may be called upon for information.
- A Commissioner may request a full roll call vote for any motion which will then be called in random order, with the Mayor being called last. A Commissioner who is present and is silent during any vote will have their vote counted as a "Yea", unless abstaining according to the previous provision.
- A Commissioner may bring before the City Commission any business that he or she feels should be elaborated upon by the Commission. These matters need not be specifically listed on the City Commission Agenda, but formal action on such matters should be deferred until a subsequent City Commission meeting, except that immediate action may be taken upon a vote of two-thirds of all members.

#### **Rules to Govern Debate during Public Comments**

- The speaker should state name and address before speaking.
- Remarks must be confined to the pending issue.
- Remarks shall be limited to two minutes.
- No person shall speak a second time on an issue as long as another is requesting recognition to speak for a first time on the issue. The cumulative time for remarks shall not exceed four minutes by any one speaker.
- Speakers shall not enter into debate with other members of the audience, but shall always address

the Mayor.

- During open debate, the Mayor shall make an effort to alternate between supporting and opposing arguments.
- Rights in regard to debate are not transferable.
- Only members of the Commission or City Staff may advance in front of the podium without permission of the Mayor.

All rules in this section may be suspended or modified by the Mayor upon a showing of just cause and shall be suspended or modified upon a two-third (2/3) majority vote of the Commission.

#### **Voting**

The affirmative vote of a majority of the members of the City Commission shall be necessary to adopt any ordinance or resolution. The vote upon the passage of all ordinances, and upon the adoption of all such resolutions as this charter or the City Commission by its rules shall prescribe, shall be taken by "YEA" and "NAY" vote and entered upon the record. (*City Charter, Chapter III, Section 7(b)*)

### **Section 3: Guidelines for Conduct of City Commissioners**

#### **Informational Briefing**

As new City Commissioners are elected, it is vital to give them some training and background information before they are introduced to their responsibilities. For this reason, newly elected Commissioners will be strongly advised to participate in an informational session, put on by the City Manager shortly after they are elected or appointed. In the session, Commissioners will review a variety of material regarding the position of Commissioner and the operation of the City of Sturgis. New Commissioners, whether elected or appointed, are also encouraged to meet with the Mayor soon after taking their seat as Commissioner in order to discuss the Commission and review any material the Mayor deems necessary.

#### **Being Well Informed**

There is no substitute for thoroughly understanding the issues as well as the federal, state and local laws affecting these issues. As a public official, you will receive an enormous amount of information. It is important to be able to handle this material efficiently and effectively.

- Become familiar with the City of Sturgis Charter. It is our governing document and you can think of it as the constitution of Sturgis.
- Know the duties and limitations of your office and of the municipality. This requires familiarity with the state and federal constitutions, local ordinances, and the court cases interpreting them – as well as your City Charter.
- Know the City of Sturgis. Know its history, its operations, and its finances. Review all reports from the Mayor, City Manager, department heads, and citizen boards and commissions.
- Become familiar with Sturgis' plans. Review the documents provided by the City Manager or Mayor outlining the goals, objectives and plans for Sturgis. These may include the City's Master Plan, as well as Commission priority document(s) such as a Strategic Plan, or specific departmental plans.



- Be aware of current state and federal legislation, pending court cases and other factors that affect local issues. The Michigan Municipal League (MML) and the National League of Cities frequently send materials to help you stay up-to-date.
- Talk to people with differing points of view and relevant information. Your constituents, officials in neighboring villages, cities and townships, and county and state officials will all have important and different perspectives on each issue.

### **Listening**

Although seventy percent of our waking day is spent in some form of communication, and at least six hours a day is spent listening to some form of oral communication, we do not always do this well. Yet, it is imperative for you to listen actively and accurately in order to be an effective City Commission member.

### **Making Decisions**

No governmental official can always make decisions that please everyone. Honest people have honest differences of opinion. Making decisions is not always easy; it takes hard work and practice. However, you, as a Commissioner, must eventually “stand up and be counted.” It is this process by which your constituency judges you and for which it holds you accountable.

A City Commissioner has a legal duty to faithfully fulfill his or her obligations as a City Commissioner. That includes participation at City Commission meetings and discussing and voting upon matters properly brought before the Commission. A City Commissioner should abstain from voting only where he or she has a direct personal or pecuniary interest relating to an issue before the Commission not common to the other Commissioners. If a Commissioner believes that an abstention is necessary, he or she should inform the Mayor that he or she will be abstaining from voting on the matter at hand and should refrain from any discussion of the matter. If a Commissioner is uncertain as to whether or not he or she should abstain from voting on an issue, the question can be presented to the other Commissioners who are authorized by the City Charter to pass upon the qualifications of each Commissioner. Absent a voluntary and proper abstention, or as the result of action taken by the City Commission as a whole, a Commissioner should not abstain from voting on an issue.

While there may be no legal conflict of interest, a City Commissioner also has a duty to avoid the appearance of impropriety or conflict of interest. For example, because the Commission sets the budget for the City and approves expenditures of tax revenues, a Commissioner who is applying for a poverty exemption with respect to the payment of property tax on real estate located within the City may have the appearance of a conflict. In such a situation the affected Commissioner should notify the City Manager at the time the application is submitted and further notify the City Commission in writing if it is approved. The written notification will be presented to the City Commission at a regularly scheduled meeting. Similar notice should be given of any other situation that may call into question the integrity or impartiality of a Commissioner. The other Commissioners could then review the matter and pass on the qualifications of the affected Commissioner to properly serve the City.

### **Communicate with the Media**

If you have had little or no experience with members of the press, whether newspaper, radio or television, you may suddenly realize that public figures live in a different world than the everyday public.

Anything you say in public – whether seriously or jokingly – can appear in the paper or on the TV screen the same day. An unguarded comment about a person or about someone’s idea may be indelibly printed, much to your embarrassment. A poor choice of words, made on the spur of the moment, may be used to distort your opinion on a public issue. It is important to learn to work with the press effectively and comfortably.

#### **Tips for Working with the Media**

- Be honest. Covering up, lying and distorting statements and actions are guaranteed to establish poor relations with the press.
- Never say, “No comment.” It is always better to say that you do not have all the facts yet and are not prepared to publicly discuss the issue at this time.
- If you do not know the answer to a question, say so. Offer to refer the reporter to a staff person with more information, or offer to call back later with more details. If you are going to call later, be sure to ask when the reporter’s deadline is, and call promptly.
- Be consistent. Do your best to maintain the same position on public matters from one meeting to the next. If the facts change or you think through an issue and come to a rational change in opinion, be sure to carefully explain that to the media.
- Be cautious. Even though you may trust a reporter, remember that reporters have a story to get and that what you as a public official say, think or do, is news.
- Do not make statements “off the record.” They will only come back to haunt you later.
- Be positive in your attitude toward the press. The media can help the Mayor, manager and Commission communicate the work of the municipality to the citizens of Sturgis. A good working relationship can be established if the commission is open in its dealings with the press. Under the Open Meetings Act, the press is entitled to attend all public meetings. Provide members of the press with copies of reports, recommendations and other documents related to the business of the City and initiate contact with reporters rather than waiting for them to come to you.
- Speaking on behalf of the City Commission. Commissioners should remember that they speak with one voice through the actions taken at a Commission meeting. When one Commissioner speaks to the press however, that Commissioner should remind the press that they are speaking to them on their own behalf, and not on behalf of the Commission as a whole. A single Commissioner should not attempt to interpret the thoughts of their fellow Commissioners.

#### **Commission Meeting Dress Code for City Commissioners and Staff**

In order to show respect and dignity for City Commission proceedings, a certain level of dress is expected from Commissioners and staff at meetings of the City Commission. A minimum of “business casual” dress will be expected of Commissioners and staff at all regular City Commission meetings, with more formal attire such as suits and ties for men or skirts and dresses for women optional.

#### **Training**

City Commissioners are encouraged to take advantage of the many training opportunities that are offered throughout the State. The Michigan Municipal League, which the City of Sturgis is a member, offers different types of seminars throughout the year and in many locations. Newly elected or appointed Commissioners are encouraged to attend the League’s elected official’s academies which can provide information about the responsibilities of the office, knowledge of critical rules and procedures,

and insight on being an effective leader. Experienced Commissioners can continue to gain knowledge on specific topics and changing regulations and are encouraged to attend seminars totaling at least two hours per year.

The City of Sturgis adopted a resolution designating the National Incident Management System (NIMS) as the basis for all incident management in the city. As a part of this program, many City officials are required to be trained on parts of the system, specifically IS 100/200 and 700/800. As part of NIMS, the Mayor and Vice-Mayor are required to receive this training.

#### ***Section 4: Commissioner Resignation / Appointment Guidelines***

Resignations from the City Commission and subsequent appointments by the Commission to fill vacancies will follow the following guidelines:

- City Commissioners are asked to provide as much notification time as possible if they anticipate the need to resign from the City Commission. This will allow time to seek a replacement. The City Commission will, when reasonably feasible, make the appointment within 20 days of the effective date of the resignation. If the resignation will take place within the last six months of a Commissioner's term, no replacement will be sought.
- After official notification of a resignation is provided at a City Commission meeting, the City Clerk will prepare a media release and place the following ad in the local newspaper twice:

**NOTICE**  
**The Sturgis City Commission is seeking applications**  
**for \_\_\_\_ Precinct Commissioner.**

In order to apply, you will need to:

- 1) Ensure that you are a registered voter in the \_\_\_\_ Precinct. You may contact the City Clerk's office to find out that information, (269) 651-2321.
- 2) Provide your name, address, home phone, employer, employer address, and employer phone.
- 3) Provide a short essay expressing your reasons for seeking appointment as \_\_\_\_ Precinct Commissioner. Please include a resume, any special qualifications, references, and any potential conflicts of interest in serving on the Sturgis City Commission.

When you are finished assembling this information, please forward it to the attention of the City Clerk, 130 N. Nottawa, Sturgis, MI 49091. The deadline to receive all applications is \_\_\_\_ **at 12:00 p.m. (Noon).**

- Interviews, (led by the Mayor and with the involvement of the entire City Commission), of the interested candidates will take place at a work session, prior to a regular meeting, as soon as practical after notice of a resignation. Interviews will be held in the City Hall Conference Room. A decision will be made by the City Commission at their next regular meeting following the work session. The appointee will be sworn in and seated as a Commissioner at the following regular meeting unless the resignation becomes effective at a later date.

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

<b>CITY MANAGER</b>  Reviewed <input checked="" type="checkbox"/> Approved <input type="checkbox"/>   Michael L. Hughes City Manager	<b>CITY COMMISSION</b>  Approved <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/>  City Commission Meeting Date:    11/8/10  Motion:                                      Comm. Malone  Second:                                      Comm. Littman  Vote:    8 Yea ; 1 Nay
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**Revision History**

Revision Date	Section(s) Revised	City Manager Reviewed / Approved	Commission Approved
xx/xx/xx	List headings with revisions	Include initials and date	Indicate either N/A or date of approval
11/8/2010	Added: Commissioner Resignation / Appointment Guidelines (previously separate policy); changed meeting time to 7:30 from 7:00; incorporated General Rules of Order (prev. separate policy)		
11/12/2012	Added: Provisions for Special Meetings and Work Sessions		11/12/2012
11/25/2013	Added: Dates for Commissioner Payment and adjusted pay amounts per Elected Officials Compensation Commission recommendation; Added Commissioner notice if receiving tax exemption benefits		11/25/2013
12/09/15	Change to dress code section. Clarifies staff dress at Commission Meetings		12/09/15
6/19/19	Meeting time change from 7:30 p.m. to 6:00 p.m.		6/19/19
8/11/21	Changed the appointment and seating of a new Commissioner to subsequent meetings		8/11/21

11/10/23	Changed Special Meetings Section to remove language inconsistent with Open Meetings Act and add language to reflect electronic meetings policy; added language on voting for Commission action consistent with Charter		11/10/23
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