



**AGENDA**  
**CITY COMMISSION MEETING**  
**WEDNESDAY, FEBRUARY 8, 2023**  
**CITY HALL | 130 N. NOTTAWA ST.**  
**WIESLOCH RAUM**

**WORK SESSION 5:00 P.M.**

1. City Manager Interview Questions

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

1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. ROLL CALL
5. PROCLAMATIONS / PRESENTATIONS
6. VISITORS – (Public comments for items not listed as agenda items)
7. APPROVAL OF AGENDA
8. APPROVAL OF CONSENT AGENDA
  - A. Action of Minutes of Previous Meetings
    - **APPROVE the minutes from the January 25, 2023 regular meeting as presented.**
  - B. Pay Bills
    - **AUTHORIZE the payment of the City bills in the amount of \$1,767,437.00 as presented.**
  - C. Fawn River Township PA 425 Agreement #5 Transfer – 68850 Vinewood Ave.
    - **ADOPT the Transfer of Property from Fawn River Township (Agreement #5) Resolution for 68850 Vinewood Avenue as presented.**
9. UNFINISHED BUSINESS
10. NEW BUSINESS
  - A. 119 S. Monroe Zoning District Amendment First Reading – William Prichard
  - B. Electronic Message Display Signs Ordinance Amendment First Reading – William Prichard
  - C. Moso Village Forbearance Agreement Amendment – Andrew Kuk
  - D. Extreme Weather Overnight Shelter – Andrew Kuk
  - E. Splash Pad Bids – Andrew Kuk
  - F. Match of Main Program – Jeff Coney
  - G. State Line Business Park Design RFP Recommendation – Jeff Coney
  - H. City Attorney Contract – Andrew Kuk
11. COMMISSIONER / STAFF COMMENTS
12. CLOSED SESSION – Purchase of Property
13. ADJOURN

# Manager's Report

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FEBRUARY 8, 2023



Submitted by:

A handwritten signature in black ink, appearing to read "Andrew Kuk".

Andrew Kuk  
Interim City Manager

## **Work Session**

### **1. City Manager Interview Questions**

**Staff: Kenneth Rhodes**

The City Commission decided at the Special Meeting on January 31<sup>st</sup> to discuss City Manager interview questions at a Work Session prior to the next regular meeting. Commissioners have received sample questions from Mike Hughes and Comm. Harrington as a starting point for this discussion.

## 8. Consent Agenda

### Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for February 8, 2023 as presented.

### Staff Recommendation:

**APPROVE**

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

##### Consent Agenda Motion:

*APPROVE the minutes from the January 25, 2022 regular meeting as presented.*

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

##### Consent Agenda Motion:

*AUTHORIZE the payment of the City bills in the amount of \$1,767,437.00 as presented.*

#### **8C. Fawn River Township PA425 Agreement #5 Transfer – 68850 Vinewood Ave.**

In 2018, the City of Sturgis and the Township of Fawn River entered an agreement titled “Agreement for Conditional Transfer of Property from Fawn River Township to the City of Sturgis (Agreement #5)”. The Agreement covered properties in Section 6 of Fawn River Township. The Effective Date of the Agreement was January 29, 2018.

As provided for in the Agreement, parcels are transferred to full jurisdiction of the City when certain “trigger events” occur. Trigger events are when the owner of record no longer holds title to such real property after the Effective Date of the Agreement.

68850 Vinewood Avenue is a property within the agreement area and has recently sold. The transfer of full jurisdiction shall be evidenced by filing of resolution(s) in the manner provided in Section 2.1. Attached is a resolution for the parcel which the City Commission may adopt. We have provided a similar resolution to Fawn River Township. The sequence is as outlined below.

Step 1: The City Commission adopts the resolution.

Step 2: Fawn River Township adopts the resolution within 60 days.

Step 3: Both resolutions are filed with the Office of the Great Seal and the St. Joseph County Clerk or, if Fawn River Township has not adopted the resolution, the City files its resolution after a 60 day waiting period.

Fawn River Township parcel #75-005-120-148-00 at 68850 Vinewood Avenue will become City parcel #75-052-460-100-00.

*Consent Agenda Motion:*

*ADOPT the Transfer of Property from Fawn River Township (Agreement #5) Resolution for 68850 Vinewood Avenue as presented.*

Included in your packet:

1. Resolution
2. Exhibit B - Map

## **10. New Business**

### **A. 119 S. Monroe Zoning District Amendment First Reading**

**Staff: William Prichard**

At the January 24<sup>th</sup> Planning Commission meeting, a zoning district change to the property located at 119 S. Monroe Street (Parcel ID#052-040-457-00) was presented. The request is to change the zoning district from the Residential 4 (R-4) zoning district to the Central Business (BC) zoning district. The Future Land Use Map identifies this property as Central Business District.

Sturgis Bank and Trust Company has been in discussion with the Community Development Department regarding downtown parking. As part of this discussion, the bank stated they had interest in increasing the parking area of their existing lot to the south. The bank purchased 119 and 121 S. Monroe in the middle of 2022. 121 S. Monroe is an existing residential dwelling that is a registered rental with the City and 119 S. Monroe is a vacant parcel. As part of this request, the vacant parcel would be rezoned to the Central Business (B-C) zoning district to allow for the parking area expansion.

Public Notice was published in the Sturgis Journal and to the surrounding property owners within 300 feet by mail on January 7, 2023. City staff received no complaints or concerns.

The Planning Commission recommends the rezoning of 119 S. Monroe, parcel number 052-040-457-00, from the Residential 4 (R-4) zoning district to Central Business (BC) zoning district.

#### **Proposed Motion:**

**Move that the Sturgis City Commission CONSIDER/NOT CONSIDER this the first reading of an amendment to the Zoning Code, Article III pertaining to the Zoning map for 119 S. Monroe Street as presented.**

#### **Staff Recommendation:**

**CONSIDER**

Included in your packet:

1. Zoning Map
2. Future Land Use Map

## **10. New Business**

### **B. Electronic Message Display Signs Ordinance Amendment First Reading**

**Staff: William Prichard**

At the January 24<sup>th</sup> Planning Commission meeting, staff recommended amendments to the zoning ordinance related to electronic message display signs. The proposed changes, included in section 1.1001 (M). – General Requirements – Electronic Message Display Signs of the zoning ordinance include:

- Removal of subsection (1) (c) regarding electronic message display signs in the Central Business (BC) zoning district.
- Changes to subsection (9) regarding the requirements for electronic message display signs in and adjacent to the residential properties. It changes the standard from distance to a residential zoning district to distance to a residential dwelling unit.

A redlined copy of the ordinance showing the proposed changes is included in your packet.

The Planning Commission held a public hearing on the proposed changes at their January meeting. Following the public hearing they recommended the changes to the City Commission.

#### **Proposed Motion:**

**Move that the Sturgis City Commission CONSIDER/NOT CONSIDER this the first reading of an amendment to the Zoning Code, Section 1.1001, General Requirements - M. Electronic Message Display Signs, as presented.**

#### **Staff Recommendation:**

**CONSIDER**

#### **Included in your packet:**

1. 1.1101 M Electronic Message Display Ordinance Redlined



## **10. New Business**

### **C. Moso Village Forbearance Agreement Amendment**

**Staff: Andrew Kuk**

As part of the Moso Village development project, the City, Brownfield Redevelopment Authority (BRA), and Moso Village (Developer) entered into a Project Development Agreement in April of 2015.

As part of the project, a Brownfield Plan was developed that allowed for the capture of incremental taxes on the project to pay back certain expenses. As part of the plan, funds would be distributed to the developer for his eligible expenses as well as to the City for eligible expenses related to infrastructure improvements on North Street, John Street, and N. Clay Street. The Project Development Agreement outlined the terms for disbursement of the brownfield tax capture.

Since the original Development Agreement, various issues and project delays have resulted in amendments to the original agreement, forbearance agreements, and a variety of project targets and timelines. Included in your packet is a summary of the history of these agreements.

As part of the original Development Agreement, the Developer was entitled to the first \$275,000.00 of brownfield tax capture dollars. In April of 2019, the Developer submitted and had approved \$263,364.00 of eligible brownfield expenses under the brownfield plan. These eligible expenses are the maximum amount that can be paid to the developer unless additional eligible brownfield expenses are certified by the BRA.

The BRA has paid to the developer a total of \$217,224.16 under the terms of the Forbearance Agreement and its addendum. These were 90% reimbursements of invoices to contractors working to bring the building into compliance. Of certified brownfield expenses, \$46,139.84 are available for reimbursement to the developer.

The developer was unable to meet all the project timelines included in the last Forbearance Agreement. Jeremy Gump, owner of the development, requested the BRA and the City review the release of the remaining funds for reimbursement now that the building is in compliance and the project is considered complete.

The BRA reviewed the request in December and approved preparation of an amended Forbearance Agreement with Moso Village to allow for the disbursement of the remaining eligible funds. Staff is looking for direction from the Commission before a draft Forbearance Agreement is prepared.

Included in your packet:

1. Moso Village Reimbursement / Forbearance Agreement Timeline

## **10. New Business**

### **D. Extreme Weather Overnight Shelter**

**Staff: Andrew Kuk**

As discussed with the Commission last meeting, staff has had discussions with Kristi Boughton of the St. Joe Community Co-op and others about the potential for an extreme weather overnight shelter in the basement of the Co-op's building at 307 W. Chicago Rd. (Old Journal Building).

In 2020 Sturgis Public Safety staff worked with the Salvation Army and other volunteer groups on a Warming Center Plan. A copy of that plan is included in your packet. This plan had provisions for a warming center at the Salvation Army Building on N. 4th Street. The plan included thresholds for activation and training procedures for volunteers, but was dependent on the Salvation Army's location and participation. The new effort has developed because the Salvation Army is no longer able to participate as intended in the plan.

The goal of the new effort is to provide an extreme weather shelter that can be operated overnight to house people during set conditions. The proposed location at 307 W. Chicago Rd. presents difficulties for use as an overnight housing shelter from the perspectives of the zoning, building, and fire code.

Staff has communicated to the group that, as with others in town, the location could welcome people in as a place to stay warm, even during overnight hours, but could not currently be used to house people overnight.

In looking at other communities and how they handle similar situations, staff believes it is possible to create a City Ordinance that would allow a shelter to be operated with special conditions on an emergency basis to overcome the existing code issues.

Further research would be necessary to develop a draft ordinance, and staff is requesting Commission direction on this topic. If the Commission chooses to move forward, staff recommends that the Planning Commission review draft

language and provide a recommendation to the City Commission from a zoning perspective on the issue.

Included in your packet:

1. City of Sturgis Warming Center Plan (2020)

## **10. New Business**

### **E. Splash Pad Bids**

**Staff: Andrew Kuk**

For the last several years City staff has been working on the Splash Pad project to be located adjacent to Thurston Woods Park. In 2021 the City Commission selected the site location and approved the initial design concept, hired Abonmarche to provide services related to design, bidding, and inspection services, approved a fundraising plan, and selected a final design concept for the Splash Pad and other associated park improvements.

In 2022 design and fundraising was finalized, and staff put the project out to bid. Two initial rounds of bidding in June and August resulted in no bids for the project. In fall staff worked with Abonmarche to split the project into two contracts in an attempt to generate more interest from bidders. Contract 1 was for work associated with installation of infrastructure (water and sewer line) for the project, along with paving work for the parking lot, drive access changes, and sidewalks associated with the larger project site. Contract 2 was focused on the splash pad itself, including installation of splash pad elements, sidewalk and utility connections to serve the splash pad, and associated elements such as benches and trash receptacles.

Bids for this latest round were received on January 9<sup>th</sup>. Two bidders each submitted bids for Contract 1 and Contract 2. A bid tab is included in your packet. The low bid for Contract 1 is Frederick Construction, Inc. in the amount of \$695,314.74. The low bid for Contract 2 is Parrish Excavating in the amount of \$520,565.00. The combined amount of the two low bids is \$1,215,879.74; this is a \$70,410.26 savings over awarding both contracts to the lowest single bidder (Parrish Excavating). Staff is recommending award to the separate low bidders.

In addition to the construction contracts, staff is also recommending a contingency budget of \$122,000.00 for the project; approximately 10% of the recommended bids. Additional costs will also be incurred by Abonmarche for construction inspection, testing, and oversight if the contracts are awarded to separate bidders.

This additional oversight time is projected to cost an additional \$25,720.00. Based on the Commission's award of the project, a change order for this cost will be brought back to a future Commission meeting.

The Splash Pad project also had several elements that were not included in the overall project bid. These include a pre-fabricated bathroom facility for the site and accessible picnic tables, as well as signage associated with the site that not only identifies the area but also recognizes community donors.

The most critical and expensive of these elements is the bathroom facilities. The facility selected for inclusion in the project has a cost of \$218,855.00. This includes delivery to the site and hookup to utilities. Utilities are designed to be stubbed to the bathroom location as part of Contract 1 and Contract 2.

Included in your packet is a budget and cost spreadsheet for the project outlining overall project costs and estimates for elements to be purchased outside of the contracts. \$100,000.00 was budgeted for the project in FY 2021-2022 for design and bidding services by Abonmarche. Only a portion of the approved amount was expended in FY 2021-2022. A further \$1,200,000.00 was budgeted for FY 2022-2023 for the project. Almost \$15,000.00 in additional design and bidding costs were approved by staff as a result of the re-bidding process and additional stormwater design. This amount, added to the recommended contract awards, contingency budget, and added construction oversight fees results in a total of \$1,378,584.19, \$178,584.19 over budget.

Design and bidding additional expense	\$14,984.45
Construction Contract #1 Recommendation	\$695,314.74
Construction Contract #2 Recommendation	\$520,565.00
Contingency Budget	\$122,000.00
Additional Construction Oversight Fees	<u>\$25,720.00</u>
<b>TOTAL</b>	<b>\$1,378,584.19</b>

The City currently has \$406,347.90 in donations for the project along with a little over \$200,000.00 in grant and other funding. The City is transferring \$600,000.00 from Capital Reserve for the project this year.

Staff is recommending the to-date budget shortfall for the project be absorbed by an additional transfer from Capital Reserve. The White Elephant Phase 2 project came in just over \$262,000.00 under budget and is expected to see further savings in unspent contingency by using this savings. Based on these savings, the additional transfer would not have an overall impact to the Capital Reserve Fund. Staff is also recommending waiting for a budget amendment for the project in order to determine what costs will be incurred in the current fiscal year.

Even accounting for these budget increases with additional transfer still leaves a significant gap in funding to complete the bathroom facilities and other elements of the project. Staff anticipates asking for additional community donations and seeking additional grant opportunities to cover as much of these costs as possible. Funds currently budgeted for parks and signage projects in FY 2023-2024 will be looked at for this project as part of the upcoming budget process as well.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the award of Contract 1 for the Splash Pad project to Frederick Construction, Inc. in the amount of six hundred and ninety-five thousand, three hundred and fourteen dollars and seventy-four cents (\$695,314.74) and AUTHORIZE the Interim City Manager to sign all necessary documents.**

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the award of Contract 2 for the Splash Pad project to Parrish Excavating in the amount of five hundred and twenty thousand, five hundred and sixty-five dollars (\$520,565.00) and AUTHORIZE the Interim City Manager to sign all necessary documents.**

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY a contingency budget for the Splash Pad project in the amount of one hundred and twenty-two thousand dollars (\$122,000.00).**

**Staff Recommendation:**

**APPROVE, AUTHORIZE, APPROVE, AUTHORIZE, APPROVE**

**Included in your packet:**

1. Splash Pad Site Plan Design
2. Bid Tabulation
3. Splash Pad Budget and Costs Spreadsheet



## **10. New Business**

### **F. Match On Main Program**

**Staff: Jeff Coney**

Recently the City of Sturgis achieved Essentials status in the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities (RRC) program. Among other things, this status made the City eligible to participate in the Match on Main grant program for downtown businesses.

Match on Main is a reimbursement grant program, provided by the MEDC, that serves as a tool to support new or expanding place-based businesses. It provides up to \$25,000 in funding to support an eligible small business through an application submitted, administered, and managed by the City or downtown development authority (DDA) where the business is located. More information on Match on Main is included in your packet.

The City or DDA serves as the "eligible applicant" to the Match on Main Grant, selecting one eligible business, per application, with a maximum of two applications submitted per funding round. Businesses must be located in their traditional downtown or other eligible business district to be eligible. The costs applied for must also meet certain eligibility criteria. Businesses can apply for grants of \$5,000.00 to \$25,000.00, but must provide a 10% match for the funds. The MEDC provides a scoring matrix for organizations to use when selecting applicant businesses as well as a local business worksheet that serves as the basis of the application. Once the City or DDA selects and sends in its application(s), the MEDC makes a funding decision from among all the applications sent in across the State.

The next round of Match of Main grant applications is due by the end of the month. Staff is recommending a quick timeline to attempt to get applications into this funding round. To facilitate the application process, staff is recommending the establishment of a five-member review committee that would include one staff member, two City Commissioners, and two DDA Board members. This review committee would finalize the scoring questions and issue a call for applications by

February 10<sup>th</sup>. Information would be due back by the 16<sup>th</sup> to allow time for the committee to review submissions and submit to the MEDC by February 24<sup>th</sup>.

The DDA board reviewed the proposal at their February meeting and appointed two members to the review committee (Eric Eishen and Stephanie Gatt). Staff is recommending the City Commission appoint two members to a Match on Main review committee.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/NOT APPROVE participation in the Match on Main program and APPOINT Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_ to the review committee as presented.**

**Staff Recommendation:**

**APPROVE and APPOINT**

**Included in your packet:**

1. Match on Main Program Guide

## **10. New Business**

### **G. Stateline Business Park Design RFP Recommendation**

**Staff: Jeff Coney**

A team comprised of City Staff, City Commissioners, members of the Economic Development Corporation Board, and Sturgis Local Development Finance Authority Board (Review Committee), received four proposals for the Stateline Business Park Planning RFP by the deadline of November 14, 2022.

After the first round of scoring and reviewing the proposals by the Review Committee, three of the applicants were invited to be interviewed. Those included in the interview process were Fleis & VandenBrink (F&V), Metro Consulting Associates, and Progressive AE. Copies of the proposals from firms included in the interview process are included in your packet.

All submissions satisfied the requirements of the RFP and found generally to be capable of providing the requested service. The largest differences between the submissions were the scope of marketing, which wasn't included in the original request, and the total price. After the interview process was completed, the review committee selected F&V due to the proposal including all requirements and because the price was substantially lower than the other proposals.

The proposal from F&V for completion of the planning portion of Stateline Business Park is in an amount not-to-exceed \$25,900.00. This price does not include a marketing analysis or topographical mapping.

#### **Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the selection of Fleis & VandenBrink for the Stateline Business Park planning in an amount not-to-exceed twenty-five thousand, nine hundred dollars (\$25,900.00) as presented and AUTHORIZE the Interim City Manager to sign all necessary documents.**

#### **Staff Recommendation:**

**APPROVE**

Included in your packet:

1. Fleis & VandenBrink Proposal
2. Metro Consulting Associates Proposal
3. Progressive AE Proposal

## **10. New Business**

### **H. City Attorney Contract**

**Staff: Andrew Kuk**

At the January 11<sup>th</sup> City Commission meeting, the Commission appointed Timothy J. Reed of Bird, Scheske, Reed & Beemer, P.C. as City Attorney and directed staff to work on a contract for those services.

Included in your packet is a copy of the proposed contract. Information for services and initial charges are as identified in the request for proposals submitted by Mr. Reed.

Past practice for the City Attorney and City Assessor has been to review rates on an annual basis. The proposed contract includes language in section 5 to accomplish this. The language mirrors that included in the City Assessor's contract.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the City Attorney Retainer Agreement with Bird, Scheske, Reed & Beemer, P.C. as presented.**

**Staff Recommendation:**

**APPROVE**

**Included in your packet:**

1. City Attorney Retainer Agreement

## Noteworthy Meetings / Events

- DDA Organizational Committee Meeting | January 31<sup>st</sup>
- DDA Board Meeting | February 1<sup>st</sup>

## Upcoming Events

- Ribbon Cutting | Willowbrook at Thurston Woods | 11:30am | February 8<sup>th</sup>
- Ladies Night Out | Downtown | 5:30pm-9:00pm | February 10<sup>th</sup>
- Roman Holiday Movie | SYCA | 7:00pm | February 14<sup>th</sup>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8A**





**REGULAR MEETING - STURGIS CITY COMMISSION**  
**WEDNESDAY, JANUARY 25, 2023**  
**WIESLOCH RAUM – CITY HALL**

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

The Pledge of Allegiance was said by all present.

The Invocation was given by Vice-Mayor Miller.

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

Commissioners absent: Smith

Also present: City Attorney, Interim City Manager, City Controller, Public Safety Director, Wastewater Superintendent, Deputy DPS Director, Doyle and Recreation Director, Facilities Manager, SYCA Director, City Engineer, City Clerk

Ryan Banaszak, Director of Public Safety, introduced new firefighter Margit Bolthouse, who was then sworn in.

Timothy Hill, Maple Towers Executive Director, provided an update and the facility and the financial conditions. Discussion followed.

Jeremy Gump provided an update on Sturgis Hospital. Discussion followed.

Brandon Schrader and Tom Sikorski presented the 2023 Premier Utility Management Performance (PUMP) award, which they received at a recent conference.

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

**Voting yea: Eight**

**Voting nay: None**

**Absent: Smith**

**MOTION CARRIED**

Moved by Comm. Hile and seconded by Comm. Klinger to approve the Consent Agenda of January 25, 2023 as presented.

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

- APPROVE the minutes from the January 11, 2023 work session as presented.
- APPROVE the minutes from the January 11, 2023 regular meeting as presented.

**B. Pay Bills**

- AUTHORIZE the payment of the City bills in the amount of \$1,694,211.70 as presented.

**C. DDA Board Resignation**

- ACCEPT the resignation of Jenifer Blouin-Policelli from the DDA Board of Directors and SEND a letter of recognition for her service.

**Voting yea: Eight      Voting nay: None      Absent: Smith      MOTION CARRIED**

Doyle and Recreation Director Mike Liston explained that the Parks and Recreation Master Plan was last updated in 2018 and as a requirement to qualify for Federal and State grant funding assistance, the Plan is required to be updated every 5 years. The Parks, Recreation and Doyle Board held a Public Hearing, related to the plan, at their most recent meeting.

Moved by Comm. Hile and seconded by Comm. Bir to adopt the Resolution for Adoption of the City of Sturgis 2023 5-Year Parks and Recreation Master Plan.

**Voting yea: Eight      Voting nay: None      Absent: Smith      MOTION CARRIED**

**CITY OF STURGIS  
RESOLUTION FOR ADOPTION OF THE CITY OF STURGIS  
2023 PARKS AND RECREATION MASTER PLAN**

WHEREAS, the City of Sturgis has undertaken the development of a five (5) year Parks and Recreation Master Plan update which describes the physical features, existing recreation facilities, and the desired actions to be taken to improve and maintain recreation facilities during the period between 2023 and 2027; and

WHEREAS, the Plan was available for public review and comment at City Hall for a period of thirty (30) days beginning on December 13th, 2023 and ending on January 11th, 2023; and

WHEREAS, a public hearing was held at the regularly scheduled Parks, Recreation & Doyle Center Board meeting on Tuesday, January 17, 2023 at 4:00 p.m. to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Plan; and

WHEREAS, the City of Sturgis has developed the Plan for the benefit of the entire community and desires to adopt the Plan as a document to assist in meeting the recreation needs of the community.

THEREFORE, BE IT RESOLVED, that the Sturgis City Commission hereby adopts the City of Sturgis 2023 Parks and Recreation Master Plan as a guideline for improving recreation for the residents of the City.

Facilities Manager Dan Root provided information on the seven standby power generators at City facilities, five of which are permanently placed at the buildings. He explained that all these require regular maintenance. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve the planned maintenance proposal from Cummins Sales and Service in the amount of thirty- five thousand, seven hundred and twenty dollars (\$35,720.00) as presented.

**Voting yea: Eight      Voting nay: None      Absent: Smith      MOTION CARRIED**

Facilities Manager Dan Root provided information on the bids received for improvements to the front entrance at the SYCA. Discussion followed.

Moved by Comm. Klinger and seconded by Comm. Perez to approve the bid from Kalleward Group including addendums #1 and #2 for the Sturges-Young Center for the Arts ADA Access project in the total amount of one hundred eighty-two thousand and nine hundred dollars (\$182,900.00) as presented.

**Voting yea: Eight      Voting nay: None      Absent: Smith      MOTION CARRIED**

Moved by Comm. Klinger and seconded by Comm. Perez to approve a contingency budget for the Sturges-Young Center for the Arts ADA Access project in the amount of eighteen thousand, two hundred and ninety dollars (\$18,290.00).

**Voting yea: Eight      Voting nay: None      Absent: Smith      MOTION CARRIED**

SYCA Director Sheila Bolda and Brien Richmond, FocalPoint, provided information on the new logo for the facility and related marketing efforts. Discussion followed.

Moved by Comm. Klinger and seconded by Comm. Perez to approve the proposed logo and font to be incorporated on all Sturges-Young Center for the Arts branding and publications.

**Voting yea: Eight      Voting nay: None      Absent: Smith      MOTION CARRIED**

Interim City Manager Andrew Kuk provided an update on the efforts in the community to create a homeless shelter. Discussion followed.

The meeting was adjourned at 7:30 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				
01-20-2023	PR0601M	00061	CITY OF STURGIS PAYROLL	333,299.95
01-13-2023	T15457M	04088	BLUE CROSS BLUE SHIELD OF MI	38,151.39
01-20-2023	T15458M	04088	BLUE CROSS BLUE SHIELD OF MI	27,024.85
01-23-2023	T15459M	04197	MI PUBLIC POWER AGENCY	288,836.25
02-04-2023	T15460M	00197	CITY OF STURGIS UTILITIES	20,651.56
02-04-2023	T15461M	06121	GB SOLAR TE 2020 HOLDINGS LLC	26,864.63
02-01-2023	T15462M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
02-12-2023	T15463M	00197	CITY OF STURGIS UTILITIES	18,556.20
02-06-2023	T15464M	03770	MICHIGAN GAS UTILITIES	45.73
02-07-2023	T15465M	03770	MICHIGAN GAS UTILITIES	1,019.24
02-07-2023	T15466M	03770	MICHIGAN GAS UTILITIES	5,927.77
02-06-2023	T15467M	03770	MICHIGAN GAS UTILITIES	365.61
01-05-2023	T15468M	05892	PAYCOR	1,050.36
01-19-2023	T15469M	05892	PAYCOR	332.87
01-30-2023	T15470M	05892	PAYCOR	2,019.00
02-10-2023	T15471M	03770	MICHIGAN GAS UTILITIES	1,819.03
02-10-2023	T15472M	03770	MICHIGAN GAS UTILITIES	334.50
02-20-2023	T15473M	00197	CITY OF STURGIS UTILITIES	10,269.29
02-13-2023	T15474M	04389	FRONTIER COMMUNICATIONS A	51.98
02-13-2023	T15475M	04389	FRONTIER COMMUNICATIONS A	56.11
02-13-2023	T15476M	04389	FRONTIER COMMUNICATIONS A	26.08
02-13-2023	T15477M	04389	FRONTIER COMMUNICATIONS A	214.30
02-13-2023	T15478M	04389	FRONTIER COMMUNICATIONS A	88.20
02-13-2023	T15479M	04389	FRONTIER COMMUNICATIONS A	180.50
02-13-2023	T15480M	03770	MICHIGAN GAS UTILITIES	2,207.40
02-01-2023	T15481M	04088	BLUE CROSS BLUE SHIELD OF MI	23,382.45
02-01-2023	T15482M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
02-01-2023	T15483M	04291	HUNTINGTON NATIONAL BANK	3,064.69
02-20-2023	T15484M	00197	CITY OF STURGIS UTILITIES	7,026.46
02-10-2023	T15485M	04421	AT&T MOBILITY	952.01
02-14-2023	T15486M	03770	MICHIGAN GAS UTILITIES	39.47
01-20-2023	T15487M	00062	CITY OF STURGIS-EMPLOYEE INS	75,109.69
01-20-2023	T15488M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,022.40
01-20-2023	T15489M	00065	DOYLE MEMBERSHIP TRANSFER	2,762.39
01-20-2023	T15490M	00063	CITY OF STURGIS TAX TRANSFER	17,863.82
01-20-2023	T15491M	05123	COMERICA BANK-INST TRUST SERV	35,201.38
01-20-2023	T15492M	03229	CITY OF STURGIS-WORKERS COMP	3,003.15
01-20-2023	T15493M	00064	INTL CITY MGMT ASSOC RETR CORP	8,772.34
01-30-2023	T15494M	04197	MI PUBLIC POWER AGENCY	287,539.22
01-27-2023	T15495M	04088	BLUE CROSS BLUE SHIELD OF MI	108,896.60
02-21-2023	T15496M	04389	FRONTIER COMMUNICATIONS A	215.87
02-21-2023	T15497M	04389	FRONTIER COMMUNICATIONS A	233.42
02-13-2023	T15498M	04389	FRONTIER COMMUNICATIONS A	53.03
02-13-2023	T15499M	04389	FRONTIER COMMUNICATIONS A	228.96
02-15-2023	T15500M	04389	FRONTIER COMMUNICATIONS A	604.00
01-23-2023	T15501M	03173	FIFTH THIRD BANK	19,550.00
Automatic Checks				
02-08-2023	245122	00110	A & K PRINTING & POOLS	350.00
02-08-2023	245123	00296	AARON BOYER	1,778.48
02-08-2023	245124	04266	ABONMARCHE CONSULTANTS INC	699.25
02-08-2023	245125	05103	BRIDGETTE ALLEY	375.00

Date	Check#	Vendor	Vendor Name	Amount
02-08-2023	245126	00335	ALTEC INDUSTRIES, INC.	69.86
02-08-2023	245127	06119	AMAZON.COM SALES INC	3,709.78
02-08-2023	245128	00340	AMERICAN SAFETY & FIRST AID	243.70
02-08-2023	245129	00296	ANNE REINGARDT	100.00
02-08-2023	245130	06235	APPLIED INDUSTRIAL TECH	674.05
02-08-2023	245131	03576	ARROW SERVICES INC	76.55
02-08-2023	245132	05868	B & B ENVIRONMENTAL SERV LLC	7,820.00
02-08-2023	245133	05719	BAKER'S BODY SHOP LLC	5,131.16
02-08-2023	245134	06163	BANDIT INDUSTRIES INC	3,927.57
02-08-2023	245135	04776	BARONE HARDWARE & AUTO	101.95
02-08-2023	245136	06117	BENITA ANN LEWIS	45.00
02-08-2023	245137	00072	BIRD, SCHESKE, REED & BEEMER,	7,543.00
02-08-2023	245138	00511	BOALS SEWER & DRAIN CLEANING	110.00
02-08-2023	245139	00132	BOFA INC	1,098.25
02-08-2023	245140	00006	BOLAND TIRE INC	368.00
02-08-2023	245141	03792	BOWERSOX FLOOR CENTER	4,853.00
02-08-2023	245142	00138	BS & A SOFTWARE	2,720.00
02-08-2023	245143	01283	BYCE & ASSOCIATES INC	1,880.00
02-08-2023	245144	05125	CANNON TECHNOLOGIES	964.00
02-08-2023	245145	04673	CDW GOVERNMENT LLC	2,495.60
02-08-2023	245146	01323	CITY OF COLDWATER	3,833.89
02-08-2023	245147	06325	COTTIN'S HARDWARE	426.64
02-08-2023	245148	04623	STEVEN COURTNEY	2,000.00
02-08-2023	245149	05362	CREATIVE GRAPHICS	139.00
02-08-2023	245150	06158	CULLIGAN WATER OF STURGIS	25.00
02-08-2023	245151	05694	CUMMINS INC	951.45
02-08-2023	245152	05402	CUSTOM BRICK SOLUTIONS LLC	850.00
02-08-2023	245153	05634	DANIEL ROOT	70.26
02-08-2023	245154	02005	DELL MARKETING LP	3,687.16
02-08-2023	245155	05629	DOG WASTE DEPOT	219.47
02-08-2023	245156	03095	MARY DRESSER	170.00
02-08-2023	245157	00364	CAROL DUSTIN	560.00
02-08-2023	245158	01403	GEORGE EARL	60.00
02-08-2023	245159	06361	ECOLAYERS INC	1,550.00
02-08-2023	245160	00166	ELHORN ENGINEERING CO	1,345.00
02-08-2023	245161	06343	ERIN MELCHI BAKER	60.00
02-08-2023	245162	00169	FASTENAL COMPANY	137.48
02-08-2023	245163	05151	FAWN RIVER MECHANICAL LLC	1,098.00
02-08-2023	245164	05841	FERGUSON FACILITIES SUPPLY	126.86
02-08-2023	245165	05490	FERGUSON WATERWORKS #3386	6,152.65
02-08-2023	245166	01182	FIEBIG JEWELERS INC	200.00
02-08-2023	245167	00013	FISHBECK	3,398.31
02-08-2023	245168	05583	FITNESS THINGS INC	195.00
02-08-2023	245169	00776	FLEIS & VANDENBRINK	4,200.00
02-08-2023	245170	02082	GECKO SECURITY LLC	510.00
02-08-2023	245171	04002	GENESIS LAMP CORP	258.81
02-08-2023	245172	00183	W W GRAINGER INC	270.49
02-08-2023	245173	03806	GREAT LAKES PEST CONTROL	365.00
02-08-2023	245174	05349	HEATHER SWINSICK	150.00
02-08-2023	245175	06347	HOPE EICHORN	40.00
02-08-2023	245176	00633	MICHAEL HUGHES	6,351.71
02-08-2023	245177	04922	HUTSON ASSESSING INC	4,900.49
02-08-2023	245178	05171	STUART C IRBY CO	46,447.21



Date	Check#	Vendor	Vendor Name	Amount
02-08-2023	245179	06199	JANSEN PLUMBING, HEATING &	79.00
02-08-2023	245180	06314	JODIE M JOHNSON	20.00
02-08-2023	245181	00041	JONATHAN CRUZ	66.00
02-08-2023	245182	00020	KENDRICK STATIONERS INC	570.20
02-08-2023	245183	01615	KENNEDY INDUSTRIES INC.	9,845.00
02-08-2023	245184	01656	KOORSEN FIRE & SECURITY INC	1,788.06
02-08-2023	245185	01101	JANENE KOSMAN	180.00
02-08-2023	245186	00581	KRONTZ GENERAL MACHINE & TOOL	102.60
02-08-2023	245187	00212	KSS ENTERPRISES	585.74
02-08-2023	245188	05716	KUBOTA KINGS	3,300.00
02-08-2023	245189	05977	LAKELAND INTERNET LLC	106.94
02-08-2023	245190	06333	LAND & RESOURCE ENGINEERING	2,475.00
02-08-2023	245191	00220	LITHO PRINTERS INC	856.59
02-08-2023	245192	00296	LORETTA AND JOHN C WILLIAMS	6.19
02-08-2023	245193	06238	LUBRICATION ENGINEERS, INC	434.64
02-08-2023	245194	05906	BJ MALLEN	300.00
02-08-2023	245195	00635	MCMASTER-CARR SUPPLY COMPANY	1,310.21
02-08-2023	245196	01575	MEYERS MOVING & STORAGE INC	195.00
02-08-2023	245197	04817	MICHIANA RECYCLING & DISPOSAL	2,198.03
02-08-2023	245198	04414	MICHIGAN CHAMBER SERVICES INC	571.00
02-08-2023	245199	01192	MICHIGAN MUNICIPAL ELE ASSOC	1,581.39
02-08-2023	245200	00505	STATE OF MICHIGAN	8,083.00
02-08-2023	245201	01078	STATE OF MICHIGAN	156.00
02-08-2023	245202	01437	STATE OF MICHIGAN	75.00
02-08-2023	245203	01437	STATE OF MICHIGAN	75.00
02-08-2023	245204	05121	MICKEY'S LINEN	232.65
02-08-2023	245205	04702	MILLER JOHNSON ATTORNEYS	1,119.62
02-08-2023	245206	00407	MISS DIG SYSTEM INC	3,374.92
02-08-2023	245207	01705	MSC INDUSTRIAL SUPPLY CO INC	45.86
02-08-2023	245208	05471	MULDER WATERPROOFING	10,250.00
02-08-2023	245209	00847	MWEA	1,450.00
02-08-2023	245210	06069	NAPA AUTO PARTS	1,001.84
02-08-2023	245211	00255	NIBLOCK EXCAVATING INC	6,158.70
02-08-2023	245212	06358	NORTHERN INDUSTRIAL FLOORING	30,000.00
02-08-2023	245213	06206	PARKERS OUTLET CENTER	329.97
02-08-2023	245214	00296	PENNZONI WOOD PRODUCTS	1,298.53
02-08-2023	245215	00296	PENNZONI WOOD PRODUCTS	155.34
02-08-2023	245216	06337	PIEDMONT BUSHINGS & INSULATORS	4,249.02
02-08-2023	245217	05042	PLANT GROWTH MANAGEMENT SYSTEM	3,877.20
02-08-2023	245218	00033	POSTNET POSTAL & BUSINESS	175.40
02-08-2023	245219	00485	POWER LINE SUPPLY	19,695.03
02-08-2023	245220	04251	RAI JETS LLC	1,260.00
02-08-2023	245221	05700	RED CEDAR CONSULTING LLC	2,800.00
02-08-2023	245222	00035	RESCO	5,459.88
02-08-2023	245223	06038	REVOLUTION HEALTH, P.C.	205.00
02-08-2023	245224	06283	SEELYE GROUP LTD	66,459.39
02-08-2023	245225	05765	SELKING INTERNATIONAL	6,575.84
02-08-2023	245226	01197	SHERWIN-WILLIAMS COMPANY	464.81
02-08-2023	245227	05518	SNAP-ON INDUSTRIAL	170.22
02-08-2023	245228	01458	STURGIS AREA CHAMBER	1,187.50
02-08-2023	245229	01021	STURGIS COMMUNITY FOUNDATION	10,000.00
02-08-2023	245230	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
02-08-2023	245231	05855	STURGIS TROPHY HOUSE	50.00

Date	Check#	Vendor	Vendor Name	Amount
02-08-2023	245232	05955	SWIFT PUMPKINS & PRODUCE LLC	450.00
02-08-2023	245233	05682	ROBERT TAYLOR	190.00
02-08-2023	245234	03060	TERMINAL SUPPLY CO	113.72
02-08-2023	245235	06125	THE COPY IMAGE INC	189.53
02-08-2023	245236	06334	THERESE SCHESKE	90.00
02-08-2023	245237	05777	TRACE ANALYTICAL LABORATORIES	3,700.50
02-08-2023	245238	04773	TRIANGLE DIGITAL PRINTING INC	153.50
02-08-2023	245239	01238	UNITED PARCEL SERVICE	14.13
02-08-2023	245240	06150	UNITED WHOLESALE GROCERY	576.06
02-08-2023	245241	05561	US TREASURY	300.00
02-08-2023	245242	04326	USA BLUEBOOK	614.28
02-08-2023	245243	05745	ERICA VARGAS SARCO	180.00
02-08-2023	245244	03511	WASTE MANAGEMENT	123.00
02-08-2023	245245	06362	WEST MICHIGAN HAULERS	5,800.00
02-08-2023	245246	06348	WESTECH ENGINEERING LLC	521.99
02-08-2023	245247	06107	YEOMAN, TALIA	630.00
02-08-2023	D01937	04066	BORDEN WASTE-AWAY SERVICE INC	6,401.50
02-08-2023	D01938	02983	CINTAS LOCATION #351	1,265.37
02-08-2023	D01939	03944	LINDE GAS & EQUIPMENT INC	122.68
02-08-2023	D01940	06250	MARANA GROUP	6,225.68
Manual Total				\$1,383,850.34
Automatic Total				\$383,586.66
Grand Total				\$1,767,437.00

**PAYROLL DISBURSEMENT**  
**FOR PAYROLL ENDING 01/15/2023**  
**PR0601M PAYROLL DATE 01/20/2023**

GENERAL	\$157,878.13
MAJOR STREET	9,261.33
LOCAL STREET	7,358.51
CEMETERY	6,990.03
DDA	858.06
AIRPORT	0.00
BUILDING	3,311.27
STURGES-YOUNG CENTER FOR THE ARTS	4,824.43
RECREATION	3,262.81
DOYLE RECREATION CENTER	9,648.23
AMBULANCE	16,454.03
ELECTRIC	83,356.61
SEWER	16,706.16
WATER	10,451.13
MOTOR VEHICLE	2,939.22
<b>Payroll Sub-Total</b>	<b>\$333,299.95</b>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8C**



**RESOLUTION**  
**TRANSFER OF PROPERTY FROM FAWN RIVER TOWNSHIP (Agreement #5)**

**WHEREAS**, the City of Sturgis (“City”) and the Township of Fawn River (“Township”) entered into an Agreement for Conditional Transfer of Property (Agreement #5), with an effective date of January 29, 2018; and

**WHEREAS**, Agreement #5 provides that initially only limited jurisdiction was transferred to the City for certain parcels as described in the Exhibits to Agreement #5, and full jurisdiction over these parcels would transfer immediately from the Township to the City if any one of several stated events occurs; and

**WHEREAS**, the one of the stated events for the transfer of full jurisdiction over these parcels involves the owner of record of the property within the Transferred Area ceasing to have title to such real property on or after the effective date of Agreement #5 (January 29, 2018); and

**WHEREAS**, the owner of record on the effective date of Agreement #5 has sold the property listed below and, accordingly, full jurisdiction of the parcel has been transferred from the Township to the City effective immediately.

**NOW THEREFORE, IT IS RESOLVED THAT** full jurisdiction for all purposes of the following parcel of land identified below and shown on Exhibit B of Agreement #5 is certified to have been transferred from the Township to the City effective immediately;

<b>Owner</b>	<b>Property Address</b>	<b>Parcel Number (Township)</b>	<b>Parcel Number (City)</b>
Ruby Perez	68850 Vinewood Avenue	75-005-120-148-00	75-052-460-148-00

Legal description of parcel:

Lots 10 and 12, Block 13, Maplecrest, according to the plat of record in the Office of the Register of Deeds for St. Joseph County, Michigan in Liber 2 of Plats on Page 9.

Location map of parcels: See attached Exhibit B.

**BE IT FURTHER RESOLVED THAT**, in accordance with Section 2.1 of Agreement #5, the City Commission hereby certifies that events have occurred transferring full jurisdiction over said parcel to the City, and the filing of this Resolution and either a similar resolution adopted by the Fawn River Township Board or sixty (60) days has passed since this resolution was adopted shall be sufficient to evidence the transfer of full jurisdiction over the above parcel to the City.

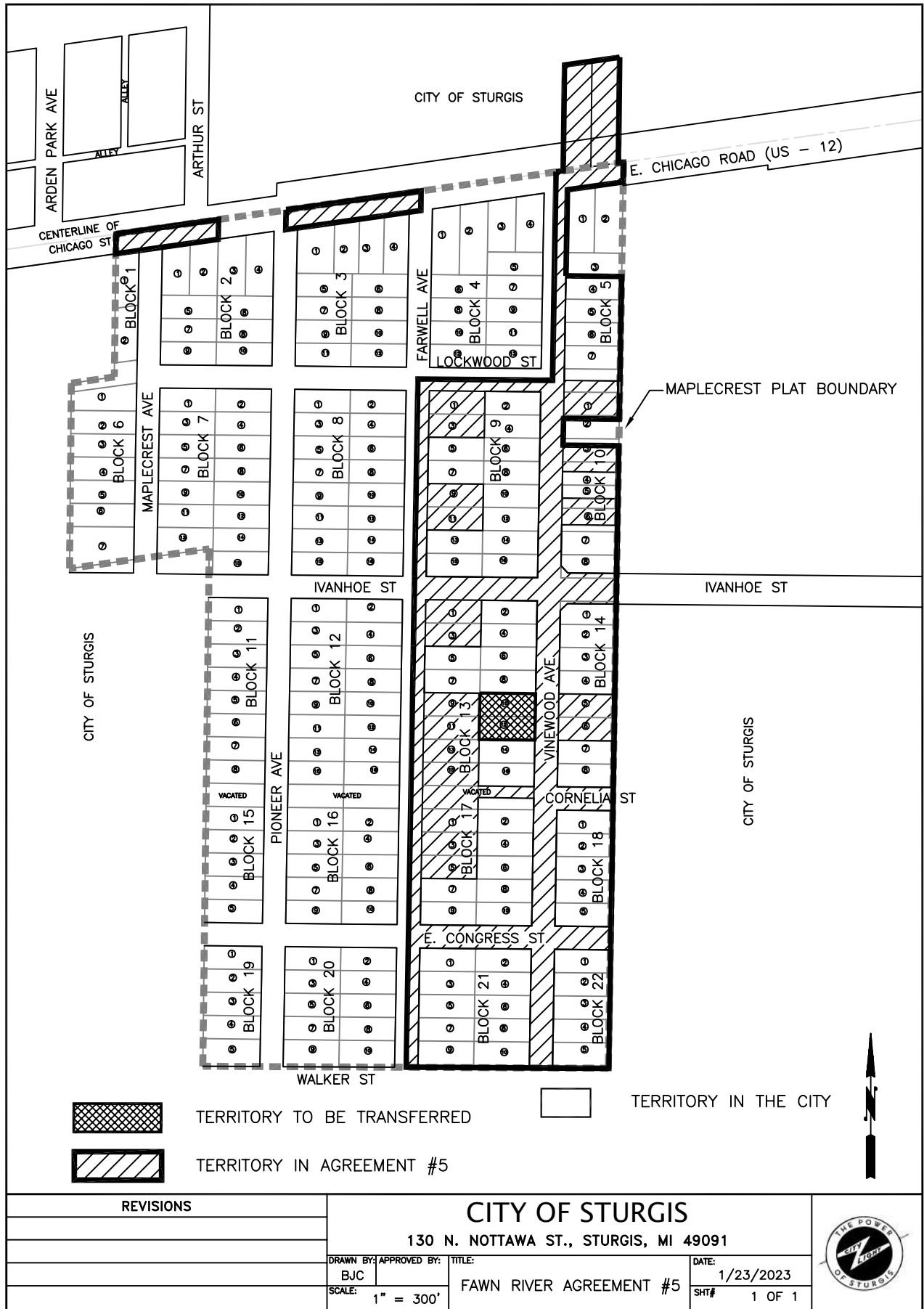
**BE IT FURTHER RESOLVED THAT**, the City Manager is authorized and directed to file certified copies of this Resolution with the Township Clerk, the St. Joseph County Clerk and the Office of the Great Seal of the State of Michigan to evidence that the transfer of full jurisdiction to the City of said parcel has occurred for the records of each such office.

**Voting Yea:** \_\_\_\_\_

**Voting Nay:** \_\_\_\_\_ **Absent:** \_\_\_\_\_

**RESOLUTION ADOPTED.**

# EXHIBIT B



<b>REVISIONS</b>    		<b>CITY OF STURGIS</b> 130 N. NOTTAWA ST., STURGIS, MI 49091		
DRAWN BY: BJC SCALE: 1" = 300'		TITLE: FAWN RIVER AGREEMENT #5 DATE: 1/23/2023 SHT# 1 OF 1		

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10A**

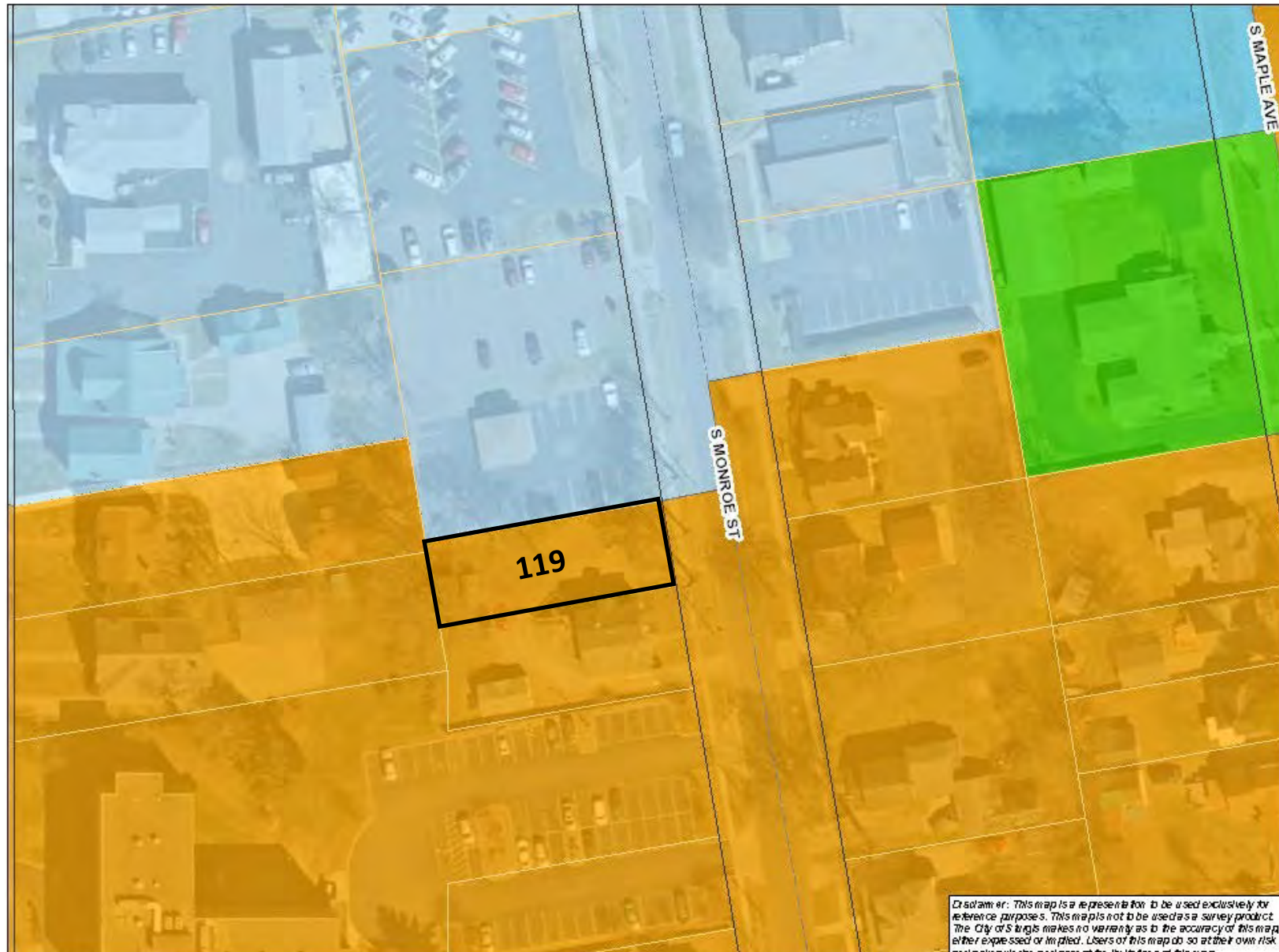




## Current Zoning Map

**119 S. Monroe St.**

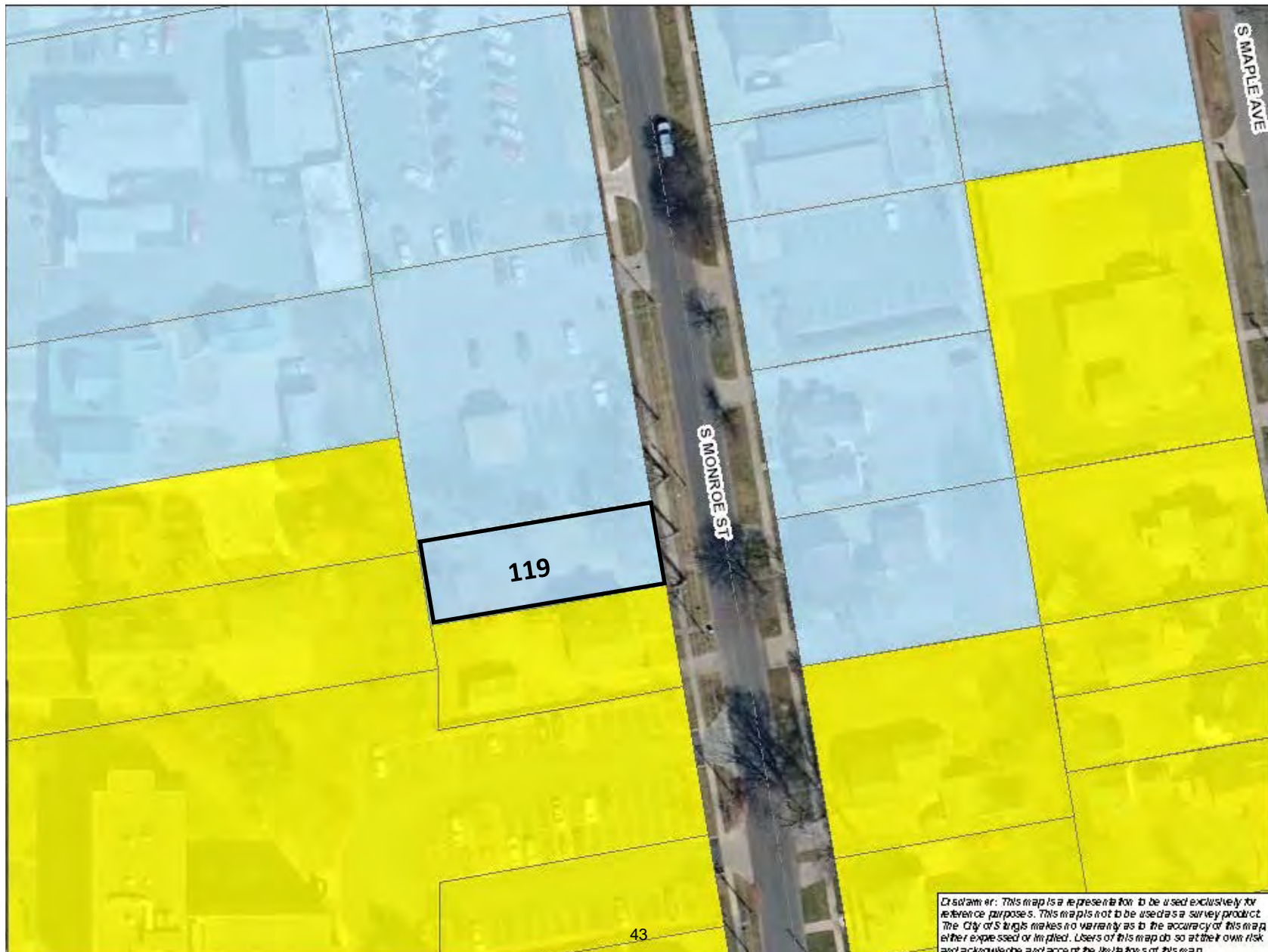
- BN—Business Neighborhood
- PDD1—Planned Development District
- BC—Central Business District
- R-4—Residential



## Future Land Use Map

119 S. Monroe St.

- BC—Central Business District
- Single Family and Two-Family Residential



**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10B**



M. Electronic message display signs. Electronic message display signs shall be subject to the following requirements:

1. Only allowed on permitted, non-residential uses in all zoning districts.
2. Electronic message display signs are subject to the following additional restrictions based on their zoning district:
  - a. Only one sign incorporating an electronic message display is permitted in residential zones: R-1, R-2, R-3, R-4, and R-5.
  - b. Electronic message display signs in the BC district must be recommended by the design review committee, as per article XIII of the zoning ordinance, prior to an application for approval being considered by the planning commission.
  - ~~c. Areas located in the central business district as defined in section 1.1006 but not located in the B-C central business zoning district shall follow the requirements for electronic message display signs of the zoning district in which they are located.~~
3. Must be part of a ground or pylon sign. The electronic message display shall be a part of the primary ground or pylon sign and shall not exist as a standalone sign.
4. Flashing, rotating, strobing, audio or noise, pyrotechnic simulation or creating a distraction shall be prohibited.
5. Length of time a message must be displayed before changing and message display mode is determined by district as outlined in Table 1.1001A.

TABLE 1.1001A

Zoning District(s)	Minimum Length of Time Between Static Message Changes	Type of Message Display Modes Allowed
R-1, R-2, R-3, R-4, R-5, BC	Once every 30 seconds	Static message
BH-2, B-N, BOS, M	Once every three seconds	Static message and traveling text
BH-1	Once every three seconds for static messages and maximum display time for animation shall be ten seconds.	Static message, traveling text, and animation

6. Modes: The following modes of operation are described for electronic message signs:



- a. Static. Messages which include no animation or effects simulating animation.
  - b. Traveling text. For electronic message display signs displaying a single line of text, the text message may continuously travel. Message cannot include images, animation, or effects simulating animation.
  - c. Animation. Messages which include motion graphics and video are displayed.
7. Transitions: Electronic message display signs shall be operated in one of the permitted modes except for transitions between messages.

a. Permitted transition types for static messages include:

- i. Instantaneous. Change between messages without noticeable transition.
- ii. Fade. Messages are changed by means of varying light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases in intensity to the point of legibility.
- iii. Traveling. Signs where the message is changed by the apparent horizontal movement of the letters or graphic elements of the message.
- iv. Scrolling. Signs where the message is changed by the apparent vertical movement of the letters or graphic elements of the message.

b. The transition time between messages and/or message frames is limited to three seconds and these transitions may employ fade, dissolve, and/or other transition effects.

8. Electronic message displays must have an automatic sensor that adjusts their brightness and intensity during operational hours. The overall brightness and intensity shall only be enough to make the sign legible and shall not create a nuisance or a traffic hazard. Luminance shall not exceed 0.3 foot-candles above the ambient (i.e., naturally illuminated environment) light measurement when measured at the recommended distance, based on the electronic message display size.

9. If a property has an electronic message display sign that is ~~in a residential district or the electronic message display is~~ within 150 feet of a residential dwelling unit~~district~~, it must be automatically turned off from dusk until dawn if equipped with a photosensor or other similar device. If the sign is not equipped with this option, the sign must be turned off between 7:00 p.m. and 7:00 a.m.

a. The distance provided in this section shall be measured by following a straight line, without regard to intervening buildings, from the nearest edge of electronic message display sign to the

nearest point of the primary structure of residential dwelling unit. ~~If the sign is not equipped with this option the sign must be turned off between 7:00 p.m. and 7:00 a.m.~~

10. All electronic message display signs permitted before the effective date of this section that can be altered to comply with it must be so altered.

In the event of a malfunction, an electronic message display message sign shall turn to a dark screen. The dark screen shall remain until the malfunction is corrected.



**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10C**



### **Moso Village Reimbursement / Forbearance Agreement Timeline**

Provided below is a rough timeline of events related to the Moso Village Project:

- April 2015 City, BRA, and Developer enter into a Project Development Agreement related to the Moso Village Project. This includes terms for disbursement of Brownfield Tax Capture.
- November 2015 parties entered into an addendum to the Development Agreement modifying terms and conditions.
- In October 2018 the parties entered into a Forbearance Agreement holding the developer to perform certain covenants and complete construction of the project by May 31, 2019.
- In June of 2019 the parties entered into an addendum to the Forbearance Agreement acknowledging defaults under the original agreement and setting out new performance standards including:
  - o Detailed estimates of work for a heating system.
  - o Letter from the bank indicating additional financing would be available for payment of taxes, completion of a heating system, and buildout of tenant spaces.
  - o Payment of 2019 Summer property taxes by a certain date
  - o Completion of installation of glass and heating system on or before November 1, 2019
  - o Providing a detailed estimate of work and cost to complete the project by January 1, 2020
  - o Complete specified buildout items by January 1, 2021
- An update was provided in late January 2020 regarding building progress and timelines for completion as per the Forbearance Agreement.
- Heating was installed sometime around January 2020, however permitting was not finally resolved and completed until July 2020.
- March 2020 BRA was consulted on defaults to date and agreed to continue forbearing and reimburse outstanding eligible work invoices when permitting completed.
- July 2020 City Commission was updated on the situation and early August check requests for HVAC and electric invoices sent.
- October 2021 staff inquired as to an update on concrete work for tenant spaces; developer indicated he had letters of intent with tenants and was waiting to proceed with concrete work. In November 2021 staff received a further update indicating they were getting new construction costs but would not be constructed by December 1.
- The Southern Michigan Bank and Trust tenant space was issued a permit in August of 2021 and was provided final inspection and occupancy in July of 2022.
- The fitness facility tenant space was issued a building permit in August of 2021 and was provided final inspection and occupancy in May of 2022.
- Whiteboxing of the remaining space was issued a final building permit in May of 2022 and was provided final inspection and occupancy in May of 2022.

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10D**



## City of Sturgis Warming Center Plan

**Warming Shelter Location:** Salvation Army 105 N. 4th St. Sturgis, MI

**Contacts:**

Salvation Army

Contact: Tim Sell 574-536-7409

[Tim.Sell@usc.salvationarmy.org](mailto:Tim.Sell@usc.salvationarmy.org)

Contact: Sally Sell 574-235-3248

[Sally.Sell@usc.salvationarmy.org](mailto:Sally.Sell@usc.salvationarmy.org)

United Way

Volunteer Coordination/Funding

Contact: Kelly Hostetler 269.467.9099

[kellyh@sjcuf.com](mailto:kellyh@sjcuf.com)

St. Johns Church

Contact: Diana Wilson 269.503.0420

[Dianaww55@gmail.com](mailto:Dianaww55@gmail.com)

Sturgis Public Safety

Contact: Andrew Strudwick 269.659.7237

[astrudwick@sturgismi.gov](mailto:astrudwick@sturgismi.gov)

City of Sturgis

Contact: Andrew Kuk 269.659.7234

[akuk@sturgismi.gov](mailto:akuk@sturgismi.gov)

### **Thresholds For Warming Center Activation**

National Weather Service Standard of -25 Wind Chill or -10 Ambient Temperature for a duration of more than four hours.

### **Activation Procedure**

If the National Weather Service forecasts temperatures below -25 wind chill or -10 ambient for more than four hours, Sturgis Police and Fire Department staff will activate the Warming Shelter procedure. In coordination with the Salvation Army of Sturgis and the St. Joseph County United Way, City of Sturgis staff will advertise the shelter location via social media and will also notify local news outlets. The County Task Force on Housing and Keystone Place will also be notified of the activation so as to reach as many people as possible.

### **Training for Volunteers**

The Salvation Army in coordination with local churches and the United Way will be working to get volunteers trained appropriately as required.

### **COVID-19 Restrictions**

With the constant changes to COVID-19 restrictions, all parties should ensure the warming shelters meet current state and local regulations for COVID compliance.

### **Storage of Equipment**

Sturgis Police and Fire will work with Salvation Army in an effort to find a suitable location to store emergency supplies if needed.

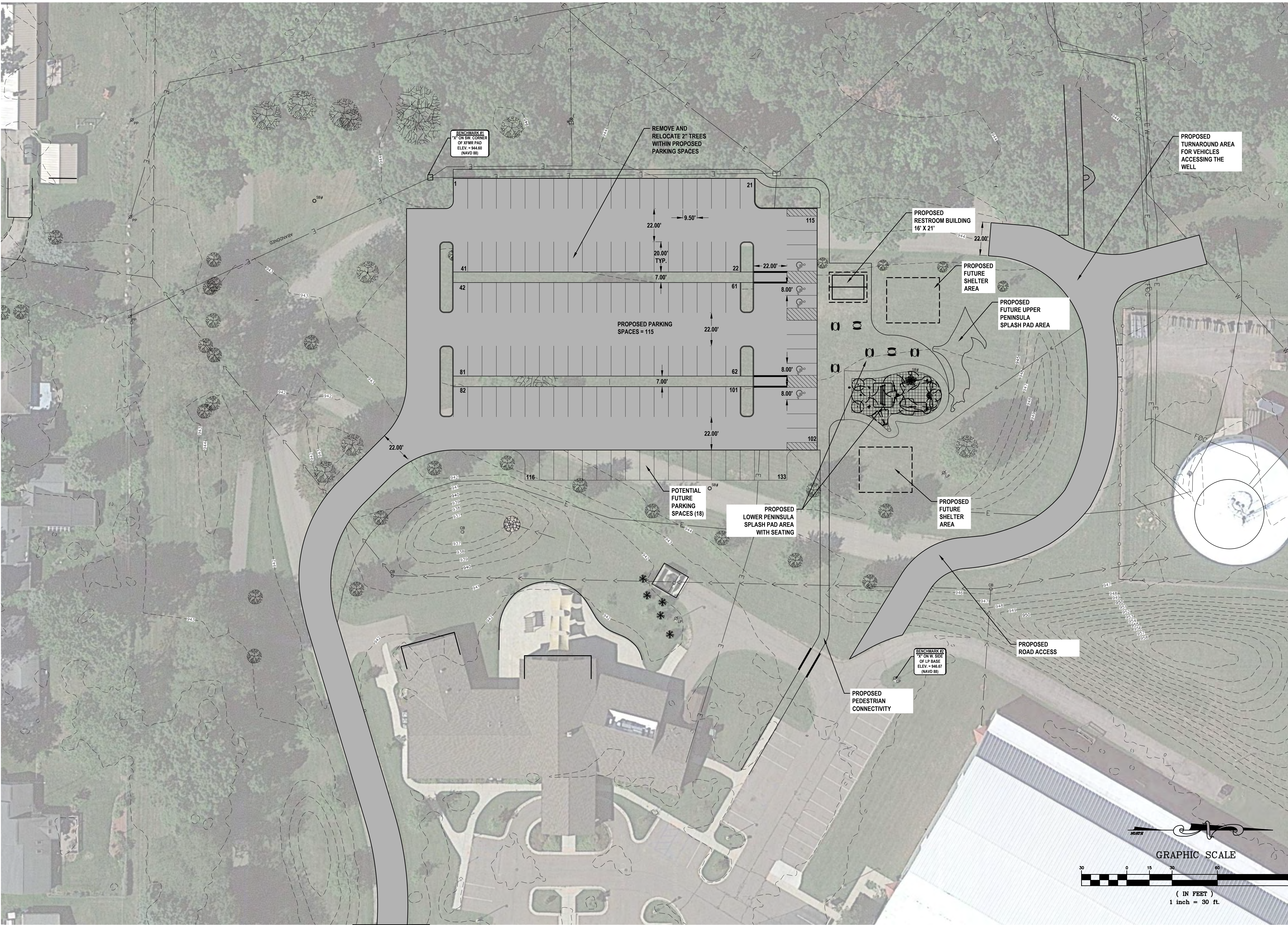
**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10E**









SEE SHEET X

NO.	REVISION DESCRIPTION	BY:	DATE:

ABONMARCHÉ

395 West Main Street  
Benton Harbor, MI 49023  
T 269.927.2295  
F 269.927.2295  
abonmarche.com

Benton Harbor  
Fort Wayne  
Goshen  
Holland  
Lafayette  
Valparaiso

Engineering - Architecture - Land Surveying

THURSTON WOODS PARK  
SPLASH PAD  
CITY OF STURGIS  
N. FRANKS AVENUE

PROJECT:

SITE PLAN  
SCHEME 1

SHEET TITLE:

DRAWN BY:

DESIGNED BY:

PM REVIEW:

QA/QC REVIEW:

DATE:

NOV 2021

SEAL:

SIGNATURE:

DATE:

SCALE:

HORZ: 1"=30'

VERT:

ACI JOB #

21-1833

SHEET NO.

1 of 3



Bid Tabulation: Thurston Woods Splash Pad Development

Project:	Thurston Woods Splash Pad Development	EGLE Project No.:	N/A
Owner:	City of Sturgis	ACI Project No.:	21-1833
Location:	130 N. Nottawa, Sturgis, MI 49091	Date and Time:	January 9, 2023 at 4:00pm

Thurston Woods Splash Pad Development

Contract 1

Item		Unit	Estimated Quantity	Engineer's Estimate		Frederick Construction, Inc. Low Bidder		Parrish Excavating, Inc. Low Bidder		+/- Engineer's Estimate vs. Low Bidder
				Unit Price	Total	Unit Price	Total	Unit Price	Total	
1	Mobilization, Max \$100,000	LSUM	1	\$ 100,000.00	\$ 100,000.00	\$ 89,084.20	\$ 89,084.20	\$ 33,037.00	\$ 33,037.00	\$ (10,915.80)
2	Tree, Rem, 6 inch to 18 inch	Ea	2	\$ 700.00	\$ 1,400.00	\$ 316.50	\$ 633.00	\$ 380.00	\$ 760.00	\$ (767.00)
3	Tree, Rem, 19 inch to 36 inch	Ea	1	\$ 900.00	\$ 900.00	\$ 1,266.00	\$ 1,266.00	\$ 575.00	\$ 575.00	\$ 366.00
4	Tree, Rem, 37 inch or Larger	Ea	1	\$ 1,100.00	\$ 1,100.00	\$ 1,899.00	\$ 1,899.00	\$ 1,115.00	\$ 1,115.00	\$ 799.00
5	Maple Tree Relocation	Ea	10	\$ 650.00	\$ 6,500.00	\$ 611.90	\$ 6,119.00	\$ 688.00	\$ 6,880.00	\$ (381.00)
6	Cold Milling HMA Surface	Syd	1,670	\$ 2.50	\$ 4,175.00	\$ 2.37	\$ 3,957.90	\$ 6.50	\$ 10,855.00	\$ (217.10)
7	HMA Surface, Rem	Syd	4,442	\$ 9.00	\$ 39,978.00	\$ 2.37	\$ 10,527.54	\$ 4.50	\$ 19,989.00	\$ (29,450.46)
8	Curb and Gutter, Rem	Ft	65	\$ 18.00	\$ 1,170.00	\$ 71.42	\$ 4,642.30	\$ 10.00	\$ 650.00	\$ 3,472.30
9	Sidewalk, Rem	Syd	18	\$ 20.00	\$ 360.00	\$ 128.94	\$ 2,320.92	\$ 18.00	\$ 324.00	\$ 1,960.92
10	Site Grading	LSUM	1	\$ 50,000.00	\$ 50,000.00	\$ 45,787.00	\$ 45,787.00	\$ 121,900.00	\$ 121,900.00	\$ (4,213.00)
11	Subbase, CIP	Cyd	2,270	\$ 10.00	\$ 22,700.00	\$ 19.36	\$ 43,947.20	\$ 22.00	\$ 49,940.00	\$ 21,247.20
12	Aggregate Base, 8 inch	Syd	7,160	\$ 8.50	\$ 60,860.00	\$ 4.95	\$ 35,442.00	\$ 10.45	\$ 74,822.00	\$ (25,418.00)
13	HMA, 13A (220 LB/SYD)	Ton	727	\$ 90.00	\$ 65,430.00	\$ 106.69	\$ 77,563.63	\$ 115.00	\$ 83,605.00	\$ 12,133.63
14	HMA, 36A (220 LB/SYD)	Ton	921	\$ 100.00	\$ 92,100.00	\$ 113.94	\$ 104,938.74	\$ 126.00	\$ 116,046.00	\$ 12,838.74
15	Curb, Conc, Det E2, Modified	Ft	475	\$ 30.00	\$ 14,250.00	\$ 34.17	\$ 16,230.75	\$ 50.00	\$ 23,750.00	\$ 1,980.75
16	Curb and Gutter, Conc, Det F4	Ft	66	\$ 30.00	\$ 1,980.00	\$ 34.17	\$ 2,255.22	\$ 45.00	\$ 2,970.00	\$ 275.22
17	Detectable Warning Surface	Ft	10	\$ 50.00	\$ 500.00	\$ 84.40	\$ 844.00	\$ 89.00	\$ 890.00	\$ 344.00
18	Sidewalk, Conc, 4 inch	Sft	7,520	\$ 4.50	\$ 33,840.00	\$ 10.24	\$ 77,004.80	\$ 5.00	\$ 37,600.00	\$ 43,164.80
19	Sidewalk, Conc, 6 inch	Sft	2,990	\$ 5.50	\$ 16,445.00	\$ 12.33	\$ 36,866.70	\$ 9.70	\$ 29,003.00	\$ 20,421.70
20	Sidewalk, Ramp, Conc, 6 inch	Sft	155	\$ 10.00	\$ 1,550.00	\$ 12.33	\$ 1,911.15	\$ 11.00	\$ 1,705.00	\$ 361.15
21	Riprap, Heavy	Syd	10	\$ 75.00	\$ 750.00	\$ 194.62	\$ 1,946.20	\$ 131.00	\$ 1,310.00	\$ 1,196.20
22	1 Gal Perennials	Ea	351	\$ 30.00	\$ 10,530.00	\$ 73.85	\$ 25,921.35	\$ 57.00	\$ 20,007.00	\$ 15,391.35
23	2 Gal Perennials	Ea	21	\$ 50.00	\$ 1,050.00	\$ 82.29	\$ 1,728.09	\$ 84.00	\$ 1,764.00	\$ 678.09
24	Culv End Sect, Conc, 12 inch	Ea	1	\$ 800.00	\$ 800.00	\$ 580.25	\$ 580.25	\$ 609.00	\$ 609.00	\$ (219.75)
25	Water Main, 4 inch, Tr Det G, Modified	Ft	165	\$ 80.00	\$ 13,200.00	\$ 83.39	\$ 13,759.35	\$ 101.00	\$ 16,665.00	\$ 559.35
26	Sewer, CI IV, 12 inch, Tr Det B	Ft	480	\$ 58.00	\$ 27,840.00	\$ 22.16	\$ 10,636.80	\$ 51.00	\$ 24,480.00	\$ (17,203.20)
27	Dr Structure Cover, EJ 1045 Type A	Ea	2	\$ 650.00	\$ 1,300.00	\$ 1,582.50	\$ 3,165.00	\$ 570.00	\$ 1,140.00	\$ 1,865.00
28	Dr Structure Cover, EJ 1060 M1	Ea	4	\$ 650.00	\$ 2,600.00	\$ 450.27	\$ 1,801.08	\$ 590.00	\$ 2,360.00	\$ (798.92)
29	Dr Structure, 24 inch dia	Ea	1	\$ 1,250.00	\$ 1,250.00	\$ 1,376.48	\$ 1,376.48	\$ 1,632.00	\$ 1,632.00	\$ 126.48
30	Dr Structure, 48 inch dia	Ea	3	\$ 2,500.00	\$ 7,500.00	\$ 2,788.51	\$ 8,365.53	\$ 2,293.00	\$ 6,879.00	\$ 865.53
31	Dr Structure, Tap, 8 inch	Ea	1	\$ 400.00	\$ 400.00	\$ 2,321.00	\$ 2,321.00	\$ 12,098.00	\$ 12,098.00	\$ 1,921.00
32	Sanitary Manhole, 48 inch dia	Ea	2	\$ 3,000.00	\$ 6,000.00	\$ 3,465.08	\$ 6,930.16	\$ 4,501.00	\$ 9,002.00	\$ 930.16
33	Sanitary Service, PVC, 6 inch, Tr Det G	Ft	30	\$ 60.00	\$ 1,800.00	\$ 63.36	\$ 1,900.80	\$ 48.00	\$ 1,440.00	\$ 100.80
34	Sanitary Service, PVC, 8 inch, Tr Det G	Ft	660	\$ 75.00	\$ 49,500.00	\$ 29.73	\$ 19,621.80	\$ 44.00	\$ 29,040.00	\$ (29,878.20)

Bid Tabulation: Thurston Woods Splash Pad Development

Project:	Thurston Woods Splash Pad Development	EGLE Project No.:	N/A
Owner:	City of Sturgis	ACI Project No.:	21-1833
Location:	130 N. Nottawa, Sturgis, MI 49091	Date and Time:	January 9, 2023 at 4:00pm

Thurston Woods Splash Pad Development

35	Pavt Mrkg, Waterborne, 4 inch, White	Ft	2,670	\$ 1.25	\$ 3,337.50	\$ 0.74	\$ 1,975.80	\$ 0.60	\$ 1,602.00	\$ (1,361.70)
36	Pavt Mrkg, Waterborne, 6 inch, White	Ft	88	\$ 1.25	\$ 110.00	\$ 1.06	\$ 93.28	\$ 1.00	\$ 88.00	\$ (16.72)
37	Pavt Mrkg, Waterborne, 4 inch, Blue	Ft	480	\$ 1.25	\$ 600.00	\$ 1.03	\$ 494.40	\$ 0.60	\$ 288.00	\$ (105.60)
38	Pavt Mrkg, Regular Dry, Handicap Sym	Ea	5	\$ 125.00	\$ 625.00	\$ 79.13	\$ 395.65	\$ 248.00	\$ 1,240.00	\$ (229.35)
39	Post Hole Through Conc for Steel Post	Ea	5	\$ 75.00	\$ 375.00	\$ 15.83	\$ 79.15	\$ 200.00	\$ 1,000.00	\$ (295.85)
40	Post, Steel, 3 lb	Ft	75	\$ 10.00	\$ 750.00	\$ 2.11	\$ 158.25	\$ 12.00	\$ 900.00	\$ (591.75)
41	Sign, Type R7-8MI	Ea	5	\$ 60.00	\$ 300.00	\$ 52.75	\$ 263.75	\$ 47.00	\$ 235.00	\$ (36.25)
42	Erosion Control, Silt Fence	Ft	2,585	\$ 2.00	\$ 5,170.00	\$ 4.75	\$ 12,278.75	\$ 3.00	\$ 7,755.00	\$ 7,108.75
43	Slope Restoration, Type B	Syd	1,460	\$ 4.50	\$ 6,570.00	\$ 7.65	\$ 11,169.00	\$ 4.75	\$ 6,935.00	\$ 4,599.00
44	Plastic Drum, Fluorescent, Furn	Ea	6	\$ 25.00	\$ 150.00	\$ 52.75	\$ 316.50	\$ 29.50	\$ 177.00	\$ 166.50
45	Plastic Drum, Fluorescent, Oper	Ea	6	\$ 5.00	\$ 30.00	\$ 26.38	\$ 158.28	\$ 1.00	\$ 6.00	\$ 128.28
46	Sign, Type B, Temp, Prismatic, Furn	Sft	50	\$ 6.00	\$ 300.00	\$ 52.75	\$ 2,637.50	\$ 8.50	\$ 425.00	\$ 2,337.50
47	Sign, Type B, Temp, Prismatic, Oper	Sft	50	\$ 1.00	\$ 50.00	\$ 26.38	\$ 1,319.00	\$ 0.26	\$ 13.00	\$ 1,269.00
48	Barricade, Type III, High Intensity, Double Sided, Furn	Ea	3	\$ 100.00	\$ 300.00	\$ 158.25	\$ 474.75	\$ 72.00	\$ 216.00	\$ 174.75
49	Barricade, Type III, High Intensity, Double Sided, Oper	Ea	3	\$ 25.00	\$ 75.00	\$ 68.58	\$ 205.74	\$ 1.00	\$ 3.00	\$ 130.74
Total: Thurston Woods Splash Pad Development				\$ 658,500.50	\$ 695,314.74	\$ 765,725.00	\$ 36,814.24			
Bid Statistics				% of Estimate	100.00%	% of Estimate	105.59%	% of Estimate	116.28%	
				% of Low Bid	94.71%	% of Low Bid	100.00%	% of Low Bid	110.13%	

Bid Tabulation: Thurston Woods Splash Pad Development

Project:	Thurston Woods Splash Pad Development	EGLE Project No.:	N/A
Owner:	City of Sturgis	ACI Project No.:	21-1833
Location:	130 N. Nottawa, Sturgis, MI 49091	Date and Time:	January 9, 2023 at 4:00pm

Thurston Woods Splash Pad Development

Contract 2

Item		Unit	Estimated Quantity	Engineer's Estimate		Parrish Excavating, Inc. Low Bidder		Frederick Construction, Inc. Low Bidder		+/- Engineer's Estimate vs. Low Bidder
				Unit Price	Total	Unit Price	Total	Unit Price	Total	
1	Mobilization, Max \$100,000	LSUM	1	\$ 100,000.00	\$ 100,000.00	\$ 9,797.00	\$ 9,797.00	\$ 55,405.90	\$ 55,405.90	\$ (90,203.00)
2	Subbase, CIP	Cyd	310	\$ 10.00	\$ 3,100.00	\$ 37.00	\$ 11,470.00	\$ 19.18	\$ 5,945.80	\$ 8,370.00
3	Sidewalk, Conc, 4 inch	Sft	8,370	\$ 4.50	\$ 37,665.00	\$ 5.20	\$ 43,524.00	\$ 10.15	\$ 84,955.50	\$ 5,859.00
4	Reinf Conc, 6 inch	Syd	280	\$ 60.00	\$ 16,800.00	\$ 154.00	\$ 43,120.00	\$ 109.94	\$ 30,783.20	\$ 26,320.00
5	Vortex Splash Pad	LSUM	1	\$ 331,500.00	\$ 331,500.00	\$ 334,397.00	\$ 334,397.00	\$ 326,552.05	\$ 326,552.05	\$ 2,897.00
6	Park Bench	Ea	6	\$ 1,000.00	\$ 6,000.00	\$ 2,329.00	\$ 13,974.00	\$ 2,131.80	\$ 12,790.80	\$ 7,974.00
7	Trash Receptacle	Ea	4	\$ 1,250.00	\$ 5,000.00	\$ 1,309.00	\$ 5,236.00	\$ 1,191.30	\$ 4,765.20	\$ 236.00
8	Recycle Receptacle	Ea	2	\$ 1,250.00	\$ 2,500.00	\$ 1,576.00	\$ 3,152.00	\$ 1,191.30	\$ 2,382.60	\$ 652.00
9	Bollards	Ea	20	\$ 400.00	\$ 8,000.00	\$ 530.00	\$ 10,600.00	\$ 470.25	\$ 9,405.00	\$ 2,600.00
10	Guardshack Enclosure, GS-5 (Woodland Tan)	Ea	1	\$ 4,500.00	\$ 4,500.00	\$ 5,615.00	\$ 5,615.00	\$ 4,054.60	\$ 4,054.60	\$ 1,115.00
11	Water Serv, 2 inch, Modified	Ea	1	\$ 3,750.00	\$ 3,750.00	\$ 3,619.00	\$ 3,619.00	\$ 1,688.72	\$ 1,688.72	\$ (131.00)
12	Water Meter Pit, 2 inch	Ea	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Water Serv, 1 inch	Ea	1	\$ 3,500.00	\$ 3,500.00	\$ 1,996.00	\$ 1,996.00	\$ 961.40	\$ 961.40	\$ (1,504.00)
14	Curb Stop and Box, 1 inch	Ea	1	\$ 1,000.00	\$ 1,000.00	\$ 202.00	\$ 202.00	\$ 313.50	\$ 313.50	\$ (798.00)
15	Curb Stop and Box, 2 inch	Ea	1	\$ 1,000.00	\$ 1,000.00	\$ 554.00	\$ 554.00	\$ 881.98	\$ 881.98	\$ (446.00)
16	Sewer, PVC, 4 inch, Tr Det G	Ft	12	\$ 35.00	\$ 420.00	\$ 40.00	\$ 480.00	\$ 23.51	\$ 282.12	\$ 60.00
17	Sanitary Service, PVC, 6 inch, Tr Det G	Ft	60	\$ 60.00	\$ 3,600.00	\$ 19.75	\$ 1,185.00	\$ 33.96	\$ 2,037.60	\$ (2,415.00)
18	Debris Trap HDPE With Rain Deverter Valve	Ea	1	\$ 10,000.00	\$ 10,000.00	\$ 1.00	\$ 1.00	\$ 13,585.00	\$ 13,585.00	\$ (9,999.00)
19	Water Meter & Backflow Preventer Pad, 4 inch	Syd	3	\$ 100.00	\$ 300.00	\$ 98.00	\$ 294.00	\$ 522.50	\$ 1,567.50	\$ (6.00)
20	RPS Backflow Preventer, 2 inch	Ea	1	\$ 1,500.00	\$ 1,500.00	\$ 3,887.00	\$ 3,887.00	\$ 5,747.50	\$ 5,747.50	\$ 2,387.00
21	Electrical Work	LSUM	1	\$ 25,000.00	\$ 25,000.00	\$ 21,440.00	\$ 21,440.00	\$ 21,162.30	\$ 21,162.30	\$ (3,560.00)
22	Erosion Control, Silt Fence	Ft	400	\$ 2.00	\$ 800.00	\$ 6.13	\$ 2,452.00	\$ 4.70	\$ 1,880.00	\$ 1,652.00
23	Slope Restoration, Type B	Syd	750	\$ 4.50	\$ 3,375.00	\$ 4.76	\$ 3,570.00	\$ 7.57	\$ 5,677.50	\$ 195.00
Total:				\$ 569,310.00		\$ 520,565.00		\$ 592,825.77		\$ (48,745.00)
Bid Statistics				% of Estimate	100.00%	% of Estimate	91.44%	% of Estimate	104.13%	
				% of Low Bid	109.36%	% of Low Bid	100.00%	% of Low Bid	113.88%	

Bid Tabulation Summary

	Total	+/-
Minimum Project Cost (Two Separate Contracts)	\$ 1,215,879.74	\$ -
Parrish Excavating, Inc. Only	\$ 1,286,290.00	\$ 70,410.26
Frederick Construction, Inc. Only	\$ 1,288,140.51	\$ 72,260.77

## Splash Pad / Thurston Woods Park Improvements

		402 Capital Project		TOTAL PROJECT	
FY 2021-2022					
BUDGETED FUNDS	\$100,000.00			\$100,000.00	
PROJECT COSTS		Approved	Incurred	Approved	Incurred
Design, Bidding, and Inspection Services	\$	124,750.00	\$ 75,000.00	\$ 124,750.00	\$ 75,000.00
TOTAL FY 2020-2021	\$	124,750.00		\$ 124,750.00	
Notes					
Engineering					
Abonmarche; only a portion of design incurred in FY 21-22					
FY 2022-2023					
BUDGETED FUNDS	\$1,200,000.00			\$1,200,000.00	
PROJECT COSTS					
Design and Bidding Additional Expense	\$	14,984.45			
Construction Contract #1	Recommended	\$	695,314.74		
Construction Contract #2	Recommended	\$	520,565.00		
Contingency Budget	Recommended	\$	122,000.00		
Additional Construction Oversight Fees	Future	\$	25,720.00		
Bathroom Facility Purchase/Connection	Future	\$	218,855.00		
Accessible Picnic Tables	Future	\$	7,500.00		
Splash Pad Signage	Future	\$	10,000.00		
TOTAL FY 2022-2023	\$	1,614,939.19	\$	-	
OVER (UNDER) BUDGET FY 2022-2023	\$	414,939.19	\$	(1,200,000.00)	
Notes					
Added design and bidding costs from re-bidding process and additional stormwater analysis; not-to-exceed					
Fredrick Construction - Site, utilities, parking, etc.					
Parrish Excavating - Splash Pad install					
~10%					
Abonmarche; additional oversight costs due to splitting the contract between two bidders					
CXT prefabricated bathroom; cost includes installation					
Two signs; needed to recognize donors to the project					
TOTAL PROJECT					
BUDGETED FUNDS	\$1,300,000.00			\$1,300,000.00	
TOTAL PROJECT COST	\$	1,739,689.19	\$	1,739,689.19	
OVER (UNDER) BUDGET Total Project	\$	439,689.19	\$	439,689.19	
Notes					

Passport Grant	\$150,000.00
Patronicity	\$50,000.00
Coin Collection Fundraiser	\$673.45
Coin Collection Fundraiser YAC Match	\$674.54
Donations	\$ 406,347.90
City Capital Reserve (Budgeted)	\$ 600,000.00
	<u>\$1,207,695.89</u>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10F**





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# MATCH ON MAIN

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Program Guide



**MICHIGAN  
ECONOMIC**  
DEVELOPMENT  
CORPORATION

## Program Description

Match on Main is a reimbursement grant program, provided by the Michigan Economic Development Corporation, that serves as a tool to support new or expanding place-based businesses by providing up to \$25,000 in funding to support an eligible small business through an application submitted, administered, and managed by the local unit of government, downtown development authority, or other downtown management or community development organization where the business is located.

The MEDC finds value in supporting place-based businesses located in Redevelopment Ready Communities® and Michigan Main Street districts, given the local capacity that has been built to support new and existing small businesses through the technical assistance, training and education communities gain by participating in these programs. The grant applicant – which is the local entity applying on behalf of the small business seeking grant support – must represent a community that is an essentials or certified Redevelopment Ready Community® or is a select or master level Michigan Main Street Community.

The focus of Match on Main is to support place-based businesses as they seek to launch and grow on main street. Small businesses are the cornerstone of what makes Michigan's downtowns unique and authentic. This program aligns to the MEDC's strategic focus areas, including the continued effort toward developing attractive places.

### Program Goals

Match on Main strives to:

- 1) Support the creation and growth of place-based businesses located in select or master Michigan Main Street districts or essentials or certified Redevelopment Ready Communities® across the state
- 2) Provide access to capital for place-based businesses, create and retain jobs, leverage private investment, and activate vacant or underutilized space
- 3) Provide eligible communities with a business recruitment and retention tool as they work to grow and support their local entrepreneurial ecosystem

### How the Match on Main Program Works:

The Match on Main program provides grant funding to support an eligible small business desiring to launch or grow on main street by providing up to \$25,000 in funding, **reimbursed** for eligible activities. The program is administered and managed by the local unit of government, downtown development authority, or other downtown management or community development organization who serves as the "eligible applicant". The eligible applicant will select one eligible business, per application, located in their traditional downtown or other eligible business district to include for support – with a maximum of two applications submitted per funding round.

## Step 1: Decide to Apply for Funding

### Who can apply?

Eligible applicants include local units of government, downtown development authorities, Michigan Main Street programs, or other community or economic development organizations that represent a traditional downtown district, historic neighborhood commercial corridor, or an area planned and zoned for concentrated commercial development. The grant applicant must represent a community that is essential or certified in the [Redevelopment Ready Communities® program](#) or is a [select or master Level Michigan Main Street Community](#).

The MEDC will prioritize applicants that demonstrate a history of supporting businesses within the district for which they are applying.

Eligible applicants can select up to two eligible businesses and each business requires a separate application. If a community has multiple organizations that could be considered qualified applicants, the organizations should communicate with one another to avoid competing application submissions. Please note that the MEDC will only award grant funds to one qualified applicant under each grant agreement. If multiple applications for the same community are submitted, they must represent different traditional commercial districts within the community. If multiple applications are submitted by different organizations on behalf of the same district, the MEDC reserves the right to deny any or all of the applications. See timeline on Appendix F for the application deadlines and other important dates.

### What type of businesses qualify for funding?

The applicant must certify the business included in the application meets all eligibility criteria:

#### Businesses must meet all of the following eligibility requirements:

- The business is located within the boundaries of the community the applicant serves
- The business is located within a traditional downtown, historic neighborhood commercial corridor, or area planned and zoned for concentrated commercial development that contributes to a dense mixed-use area with multi-story elements
- The business sells products and/or services face to face AND has a physical location within a traditional downtown, historic neighborhood commercial corridor, or area planned and zoned for concentrated commercial development (Ex. The business has a storefront location downtown)
- The business will have, or intends to have, control over the site for which they are applying prior to Match on Main application. Please note: changes in the proposed business location after grant selection may result in grant being forfeited.
- The business may be operating as a for profit or non-profit
- The business is headquartered in Michigan

STEP 1: Decide to Apply for Funding



STEP 2: Select business that will be included in the Application



Step 3: Complete MEDC Match on Main Application



Step 4: MEDC Review



Step 5: Awardees Announced

**Ineligible businesses:** franchises (including independent contractor agreements), businesses located in strip malls (unless located in an area zoned and approved for future concentrated mixed-use development), “big box” retailers, businesses whose primary sales come from marijuana, CBD, or tobacco, and/or any other businesses deemed ineligible by the MEDC. In addition, the business must not have previously received or been approved to receive support from the MEDC Match on Main Grant Program. A business **WILL NOT BE EXCLUDED** if they have been awarded a MEDC Match on Main COVID19 Response Program Grant or any other MEDC or MSF COVID19 programs.

**What are the eligible expenses which may be reimbursed with grant funding from Match on Main?**

A business interested in working with their local community to apply for a Match on Main grant must have a project identified. Awardees will be granted up to \$25,000 to reimburse project activities occurring at a permanent commercial space. Expenses incurred must be paid by the business to an independent third party. A comprehensive list of eligible expenses can be found below:

- Expenses for technical assistance items for design and layout of interior or exterior space, such as conceptual renderings of the interior or exterior floor plan, merchandise layout, other interior or exterior design concepts, and construction drawings, plans or specifications for interior or exterior space activation.
- Expenses for interior building renovation items, including rehabilitation of floors, walls, ceiling, rooms, electrical improvements, lighting and lighting fixtures, furniture and display renovations, installation of permanent kitchen or other equipment, and/or fire suppression or other code compliance items.
- Expenses for permanent or semi-permanent activation of an outdoor space, including a dining area, beer garden, or other place-based outdoor activation deemed acceptable by the MEDC. Exterior signage, doors and windows may be permitted as an eligible expense if part of a larger outdoor space activation project.
- Expenses for permanent or semi-permanent business infrastructure related to COVID-19 recovery efforts such as items that promote the health and safety of employees and customers (examples include plexiglas barriers, curbside service windows, etc.).
- Expenses for general marketing, technology to assist in connecting with customers (example: website upgrades or e-Commerce integration), operational changes (example: shifting from dine in to carry out), the purchase of a point-of-sale system, or inventory expenses for retail goods.

All eligible expenses must be otherwise acceptable to the MEDC.

Expenses that are **not** eligible include: exterior improvements that could be considered as general maintenance, repairs, landscaping, or other non-place-based outdoor activation, employee wages, salaries or benefits, rent, mortgage, land contract or building or land lease payments, utilities, leases for equipment, vehicle leases, vehicle payments, taxes, interest or insurance, professional fees, federal, state, or local application, licensing, permit or similar fees, bank or other lender financing, interest, inspection fees or costs, credit card processing fees; non-infrastructure COVID-19 expenses, such as disposable PPE, including masks or other face coverings, gloves, or hand sanitizer, property acquisition, projects on residential property, or any other capital expenditure (including soft costs) deemed ineligible at sole discretion of the MEDC.

**When can a business incur eligible expenses?**

Only eligible expenses incurred after the date the application is submitted may be considered for reimbursement under the Match on Main program. Any expense incurred prior to award announcement and an executed grant agreement is incurred at the sole risk of the Business.

**Is the business required to obtain third party cost estimates as part of the application process?**

Yes. Third party costs estimate must be obtained and included with the application. The cost estimates shall align with the project scope and budget. Third party cost estimates for services shall include the name of the company providing the estimate, address, phone number, email, website (if applicable), scope of service, estimated cost, and date. Cost estimates for products or goods may be reflected by providing PDF documentation of online shopping cart or other similar proof of cost.

**Does this grant program require a match from the local business?**

Match on Main requires a ten percent (10%) cash match.

**How is the grant funding disbursed to businesses?**

Match on Main is a reimbursement grant program. If awarded, grantees will submit copies of paid receipts of eligible expenses that align with the project budget as outlined in the application, for the total grant amount plus ten percent (10%), within six months of the executed grant agreement.

**Example:**

Total Grant Award	Required Match	Total amount of paid receipts to be submitted
25,000	2,500	27,500

**Step 2: Select the Business that will be included in the Application****Who is responsible for selecting the business to include in the application?**

The applicant will identify the business that is recommended to receive grant support through the Match on Main program. Each application will identify one business to receive grant support. An applicant may submit no more than two applications. The applicant may apply for up to \$25,000 (with a minimum requirement of at least \$5,000) to administer to the small business.

**How should the applicant determine which business to include in their application?**

The MEDC has provided a Local Business Worksheet (Appendix C) to assist applicants in determining if a business is eligible. The Local Business Worksheet is also intended to assist the applicants in identifying whether the business has a highly competitive project as defined by the evaluation criteria (outlined in Step 4: MEDC Review), whether the project can be completed within six months of grant agreement execution, and whether the project fits within the applicant's local priorities. The Local Business Worksheet will be required to be submitted with the application. The Local Business Worksheet is completed by the business owner and provided to the applicant.

The MEDC recognizes that applicants may have many eligible businesses within their districts that have projects suitable to receive funding. Because selecting one or two out of multiple interested businesses may be difficult, the MEDC has provided an example Business Scoring Matrix document (Appendix D) that eligible applicants can use to prioritize which business will be included in the application.

The Business Scoring Matrix document is OPTIONAL to be used as a reference in creating a transparent process for selection and will not be required as part of the application. The selection of which business to include in the application is completely determined by the eligible applicant.

### **How should the applicant avoid any conflict of interest in their selection process?**

As an applicant considers and selects a business to include with the application, the applicant should evaluate whether there is any direct or indirect contractual, financial, business or other interest among the applicant and the proposed eligible business, as well as among their respective officers, directors, employees or affiliates, that would conflict in any manner with applicant's performance obligations to the MEDC under the Match on Main program, the business' performance obligations to the applicant, or that would create an appearance of impropriety. As an example, a business owner that is also part of the local applicant's board cannot have any part or perceived role in the selection process, or management of the MEDC grant or MEDC funding.

A conflict of interest clause is included as part of the grant agreement. Every case and situation that may cause a conflict of interest is different. Every applicant is responsible to evaluate and effectively manage its responsibilities to avoid any conflicts of interest.

#### **Tips for a successful application submission**

- Reference Appendix B, a copy of the application, and prepare your answers prior to starting the online application.
- Make sure all attachments are completed & uploaded to the application

## **Step 3: Complete MEDC Match on Main Application**

### **What can I expect when applying for the Match on Main program?**

To assist you in preparing a complete submission, a copy of the application will be included in advance of the application opening as an appendix (Appendix B) and can be found on <https://www.miplace.org/match-on-main> once it becomes available.

Applicants may wish to record answers in a separate word document and gather all attachments (see details below) before starting the online application.

Certain attachments will be requested in order for an application to be deemed complete. Please carefully review the list below to understand what will be required and/or optional based on the type of business that was selected for the Match on Main Application.

- REQUIRED: Local Business Worksheet (Appendix C)
- REQUIRED: Project Cost Estimates from a Third-Party that reflect total private investment. Private investment includes any non-Match on Main funds that will be leveraged to implement the project within 6-months of an executed grant agreement. All costs associated with the proposed project should be reflected in the required third-party cost estimates.
- REQUIRED: A minimum of three photos that represent the scope of Match on Main request; this should include at least one exterior photo and at least one photo of the interior of the space (acceptable file types: PNG, JPEG, and PDFs).
- REQUIRED FOR NEW BUSINESSES: For businesses in operation 12 months or less, a copy of a detailed Business Plan that has been reviewed by a third-party small business resource provider, such as the Michigan Small Business Development Center (MI-SBDC). At a minimum, the Business Plan should include an executive summary, company introduction, description of

products or services offered, an overview of operations, and a two-year projected cash flow. (If the business has been in operation for more than 12 months, this attachment is OPTIONAL.)

- OPTIONAL: Business Scoring Matrix Document (Appendix D)

### How should the business calculate Project & Private Investment Totals listed within the Local Business Worksheet and the Online Application?

The MEDC asks applicants to provide four different Project & Private Investment totals - which are included in both the Local Business Worksheet and the Online Application. Two examples have been provided below to assist applicants and business owners with calculating these totals.

#### EXAMPLE PROJECT 1:

A brewery is looking to expand and create a new indoor/outdoor beer garden and seating area. They received third-party cost estimates showing the total project will cost \$900,000. They anticipate applying to the Match on Main program for a portion of the project. The business owner intends to use the funds to cover the cost of the garage door installation. The total cost to install the garage door is \$50,000. The brewery is requesting the maximum \$25,000 in Match on Main grant funding.

#### EXAMPLE PROJECT 2:

A local retailer is looking to purchase new inventory to expand their product lines. The local retailer knows that they can request up to \$25,000 in grant funding for the Match on Main program and that they are required to have a 10% match. They provide \$27,500 in third-party shopping cart receipts showing the new inventory they desire to purchase. At this time, the retailer has no other costs associated with the inventory expansion project.

	DESCRIPTION:	EXAMPLE #1:	EXAMPLE #2
<b>TOTAL A:</b>	The total cost of expenses the business is seeking Match on Main reimbursement for	\$50,000	\$27,500
<b>TOTAL B:</b>	The total cost of expenses incurred by the business outside of the Match on Main grant request that are required for the project to come to fruition.	\$850,000	\$0
<b>TOTAL C: (TOTAL PROJECT COST)</b>	TOTAL A + TOTAL B	\$900,000	\$27,500
<b>TOTAL D:</b>	The Match on Main grant request by the applicant	\$25,000	\$25,000
<b>TOTAL E: (TOTAL PROJECT PRIVATE INVESTMENT)</b>	TOTAL C – TOTAL D	\$875,000	\$2,500

**Will an application be able to be revised after it is submitted?**

As a general rule, no. However, after an application is submitted to the MEDC, it is reviewed for completeness and to ensure the applicant meets eligibility requirements. If a technical issue within the application is found, such as a question left blank or a required attachment is missing, MEDC staff may, at its sole discretion and without any requirement to do so, notify the applicant and provide an opportunity to address the technical error found.

**If the application does that not receive funding, can it be revised and resubmitted in a future funding round?**

Yes. An application that does not result in award funding may be modified and resubmitted under a future Match on Main funding round subject to meeting all the requirements of any such funding round.

**Step 4: MEDC Review****How will the MEDC be evaluating applications?**

Applications will be evaluated based on a variety of considerations, including:

- Considerations related to the applicant organization:
  - History of supporting businesses within the district where the eligible business is located
  - Alignment of selected business and proposed project with mission, vision and/or strategic priorities of the applicant organization
  - Demonstrated administrative capacity and plan for program management
  - Transparency of process used to select the business included in the Match on Main application
- Evaluation considerations related to the applicant business and proposed project may include:
  - Clarity and completeness of project scope documentation, including cost estimates and budget
  - Private investment by the selected business
  - Additional resources leveraged to support the business and/or proposed project
  - Impact Match on Main funds will have on the selected business
  - Jobs created and/or retained as a result of the proposed project
  - Availability of private sources funding to implement project prior to Match on Main grant reimbursement

Additional factors may also be considered including the geographic distribution of funding across various regions of the state and the location of selected businesses in geographically disadvantaged areas (as defined by either a State Opportunity Zone or a State HUBZone).

**Step 5: Awarding Grants****What is the timeline for the announcement of awardees?**

The MEDC is planning to notify applicants of grant award decisions in accordance with the date(s) published in Appendix F: Timeline. All applicants will be notified of grant status by email.

**What is the general process and timing to enter into a grant agreement with the MEDC?**

Once applicants are notified that they have been selected as a proposed Match on Main grantee to support an eligible business, the MEDC will immediately begin processing the Grant Agreement cases. This may take 4 – 12 weeks. Once the grant agreement has been created, it is sent to the grantee for



signature and sent back to the MEDC for signature. A fully executed grant agreement is provided to the grantee once all signatures are complete. The business owner receiving funds is not required to sign the grant agreement but will sign and certify Appendix E, a Grant Disbursement and Compliance Form, as part of the ultimate disbursement of funds from the MEDC to the applicant.

#### **How is the grant paid out?**

The MEDC requires a final written grant agreement with the Applicant prior to any expectation of grant funding from the MEDC. Funds are paid to the Applicant under the terms and conditions of the final written grant agreement with the Applicant. Ultimately, any such Match on Main grant funds will be distributed to the Business by the grantee on a reimbursement basis for paid eligible expenses. **Only eligible expenses incurred after the date the application is submitted may be considered for reimbursement under the Match on Main program.**

Only one grant disbursement request to the MEDC may be submitted by the grantee, and only one grant payment will be made by the MEDC to the grantee. The business must match the grant amount by contributing its own cash or private funding in the amount of at least ten percent of the grant award. The business must complete the proposed project within 6 months of the effective date of the MEDC grant agreement with the Applicant.

*Any incurred expense is entirely at the sole risk of the business.*

#### **How can the applicant assist the business in completing the project prior to receiving grant reimbursement?**

The business may need to connect with a financial institution to borrow money to complete the project prior to receiving the reimbursement of eligible expenses through the program. Many communities have relationships with local lenders that may help support the business through this. In addition, organizations that have the means and capacity to legally provide a mechanism that will advance funds directly to the selected business may consider setting up a process to do so. Regardless of how the community or local business decides to financially manage eligible expenses prior to reimbursement, the MEDC is **only** obligated to reimburse eligible expenses in accordance with the executed grant agreement. Finally, there may be bridge financing opportunities available. Please work with your Community Development Manager (CDM) to identify local resources.

#### **Grant Disbursement Request, Compliance and Reporting Requirements**

If an application is approved for funding, Match on Main grantees must verify that they are willing to comply with all MEDC requirements, including but not limited to, marketing promotions, reporting and compliance. Grantees will be expected to issue a sub-grant to the selected business and will be required to collect reporting and compliance data from the selected business.

#### **Appendix List**

- Program Fact Sheet (Appendix A)
- Copy of Match on Main Online Application (Appendix B)
- Local Business Worksheet (Appendix C)
- Business Scoring Matrix (Appendix D)
- Grant Disbursement & Compliance Form (Appendix E)
- Timeline (Appendix F)

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10G**



# STATELINE BUSINESS PARK PLANNING

**Submitted to:**  
City of Sturgis

November 14, 2022  
P18717





November 14, 2022

Jeff Cone , Community Development Specialist  
City of Sturgis  
130 N. Nottawa  
Sturgis, MI 49091

**RE: STATELINE BUSINESS PARK PLANNING**

Dear Mr. Coney:

As you're aware, Fleis & VandenBrink (F&V) has been deeply involved with the City of Sturgis on this project and have worked on two other City business parks. Our years of working with the City have given us a unique understanding of City operations and development patterns. We have worked on both existing business parks and have experienced both the successes and shortcoming of both parks.

Highlights to the F&V approach include:

**EXPERIENCE WITH STURGIS**

F&V has been working with the City of Sturgis for nearly 30 years. We've recently completed upgrading utilities to Stapleton Industrial Park and designing the Dresser Industrial Park, making us extremely familiar with the City's process, standards, and expectations.

**OUR PROJECT TEAM**

F&V has assemble a unique team of experts to assist the City with this project. We have municipal engineering experts in planning and designing utility expansions as well as development engineers who understand how developers think and provide drawings meeting their needs.

**FACE FIRST FIRM COMMUNICATION**

We strive to be a "Face First Firm" which means our goal is to meet in person or at least pick up the phone or video conference as opposed to conducting our business via email. We want to make communication easy at every step of the partnership. While Brian Sinnott will be the primary contact for this project, Matt Johnson and David Harvey will be involved to incorporate City standards and communication so F&V will maintain the best service the City has come to expect from F&V.

We look forward to continuing to work with you on this project. If you have any further questions or comments, please contact us by phone (616.588.1907) or e-mail (bsinnott@fveng.com).

Sincerely,

FLEIS & VANDENBRINK

Brian Sinnott, PE  
Project Manager, Development + Enhancement Group Manager

4978 Campus Drive  
Kalamazoo, MI 49008  
P: 269.385.0011  
F: 269.382.6972  
www.fveng.com





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<b>SECTION C:</b>	PROFESSIONAL FEES

# SECTION A: STATEMENT OF PROJECT UNDERSTANDING AND APPROACH

## STATEMENT OF PROJECT UNDERSTANDING

The City of Sturgis is experiencing a surge in economic growth unseen in the last twenty years. With the addition of Heartland RV, the City has filled the last available development lots in the business parks. F&V is excited to be a part of development of the next business park. Having worked on upgrading utilities to Stapleton Industrial Park and designing the Dresser Industrial Park, F&V applauds the City in taking additional time to study the best use of land for the next business park.

With the purchase of parcel 3, the City was able to assemble almost 100 acres of land available for a new business park committed to constructing a third business park to accommodate economic growth predicted for the area. Unfortunately, wetlands and site access issues may reduce the total of available land suitable for development. Luckily, this parcel of land is less than a mile from interstate 90. By coordinating with Indiana governments and their plans for a business park, County Road 815 could be improved, eliminating the need duplicate road onto M-66 allowing more land to be used for development.

F&V has years of experience developing business parks and utility extension. We agree that a properly planned park will assist developers when they are looking for available land. F&V's work scope and recommendations will allow the City to provide enough detail so developers know the City is serious about working with them without being too rigid in lot types and sizes. This will help the City market to a larger box store for the front and allow flexibility to meet market conditions for industrial and manufacturing companies.

## APPROACH

Based on our review of the RFP, visiting the site and review of documents provided, we propose to provide the following work plan:

### TASK A – PRE-PLANNING SERVICES

#### A1. Kick-off meeting with City Sta

We will meet with representatives from the City of Sturgis and other stakeholders to review and confirm the intent for the development. We will also discuss potential challenges of the project and the scope and schedule of our work. We anticipate that this will be an in-person meeting and may also include a visit to the site, if feasible.

#### A2. Input and Update Meetings

We will facilitate two additional progress and coordination meetings during the pre-planning services phase of work. These meetings will be opportunities to share progress, update the team on findings, and coordinate any necessary inputs from each other. We anticipate these meetings will be conducted virtually.

#### A3. Site Evaluation

We will review the following items related to site development:

##### 1. Site Access and Circulation

F&V is licensed and has worked both in Indiana and Michigan. We will coordinate closely with MDOT and INDOT to reach consensus on upgrading County Road 815 or installing a new connection to M-66 will be approved.

##### 2. Sanitary Sewer, Domestic Water, and Fire Protection

F&V is currently working on a utility study for sanitary sewer and water distribution on M-66. We plan to incorporate the two studies; reducing cost and increasing coordination for the City. We will layout the utilities needed for a big box store upfront while allowing flexibility for manufacturing/industry in the rea .

##### 3. Stormwater Management

F&V has years of experience working in the City and St. Joseph County, allowing us to evaluate the topography and current stormwater situation with involvement from City staff as well as the County Drain Commissioner. Our intention will be to determine appropriate discharge locations and discharge rates that would minimize impacts to the surrounding areas.

#### 4. Zoning and Process

We will review the current zoning ordinances to determine potential district and use standards as well as the options for future approval and ownership mechanisms.

We do not feel that any additional topographic survey is necessary at this time. Our work will include gathering of available public records of topography and aerial imagery. Should surveying become necessary or desired by the City, we have provided a fee for a topographic survey as an optional item.

### **TASK B – DEVELOPMENT PLANNING SERVICES**

#### **B1. Concept Plans**

We will prepare up to three concept plans for the potential development of the site:

1. We understand that the easterly portion of the site is desired to include an anchor box retail site with the potential for frontage outlet uses. The remaining property is intended to be prepared as industrial and manufacturing sites. We understand that flexibility in being able to adjust parcel sizes to meet future interest and demand is a primary factor in the evaluation.
2. It will be important to consider the segregation of industrial traffic from commercial retail traffic. We will evaluate whether the industrial traffic should access M-66 directly or to plan for investment into improvement of County Road 815 to provide a dedicated industrial traffic pattern. This will not include traffic studies or data collection at this stage of evaluation.
3. We will include conceptual water, sanitary, and electric utility routing, and infrastructure considerations. We understand that a central or development-wide stormwater collection and detention system will likely be the best approach to stormwater management.

#### **B2. Opinions of Probable Cost**

We will prepare high level opinions of probable costs for each of the three concept plans. We expect that each cost breakdown will include roughly 10 to 20 line items.

#### **B3. Concept Review Meeting**

We will facilitate an in-person meeting with City staff and any stakeholders to present and discuss the concept plans. Our expectation is that this meeting will result in either a chosen plan or direction in amending one of the plans into a fourth and final plan.

#### **B4. Final Concept and Report**

We understand that the City desires to complete this effort with the preparation of a final set of deliverables.

1. We will refine the chosen concept and prepare a color 2D concept drawing with identification of significant features of the plan.
2. We will prepare a narrative summary of the evaluation and concept plan features. We expect that narrative to be roughly 2 or 3 pages of high-level discussion.
3. We will prepare a final opinion of probable cost to accompany the final concept plan.
4. We will prepare a recommendation of next steps as well as a list of milestone tasks and permits that will be required.

### **OPTIONAL TASKS**

#### **C1. Topographic Survey**

We will provide a topographic survey of the site including 50 feet beyond the boundary. Contours will be generated at 1-foot intervals.

#### **C2. 3D Color Rendering**

Once the chosen concept has been created, we can create a final 3D rendered perspective as a supplemental presentation graphic. This would be presented in PDF format for your use in various media materials going forward.

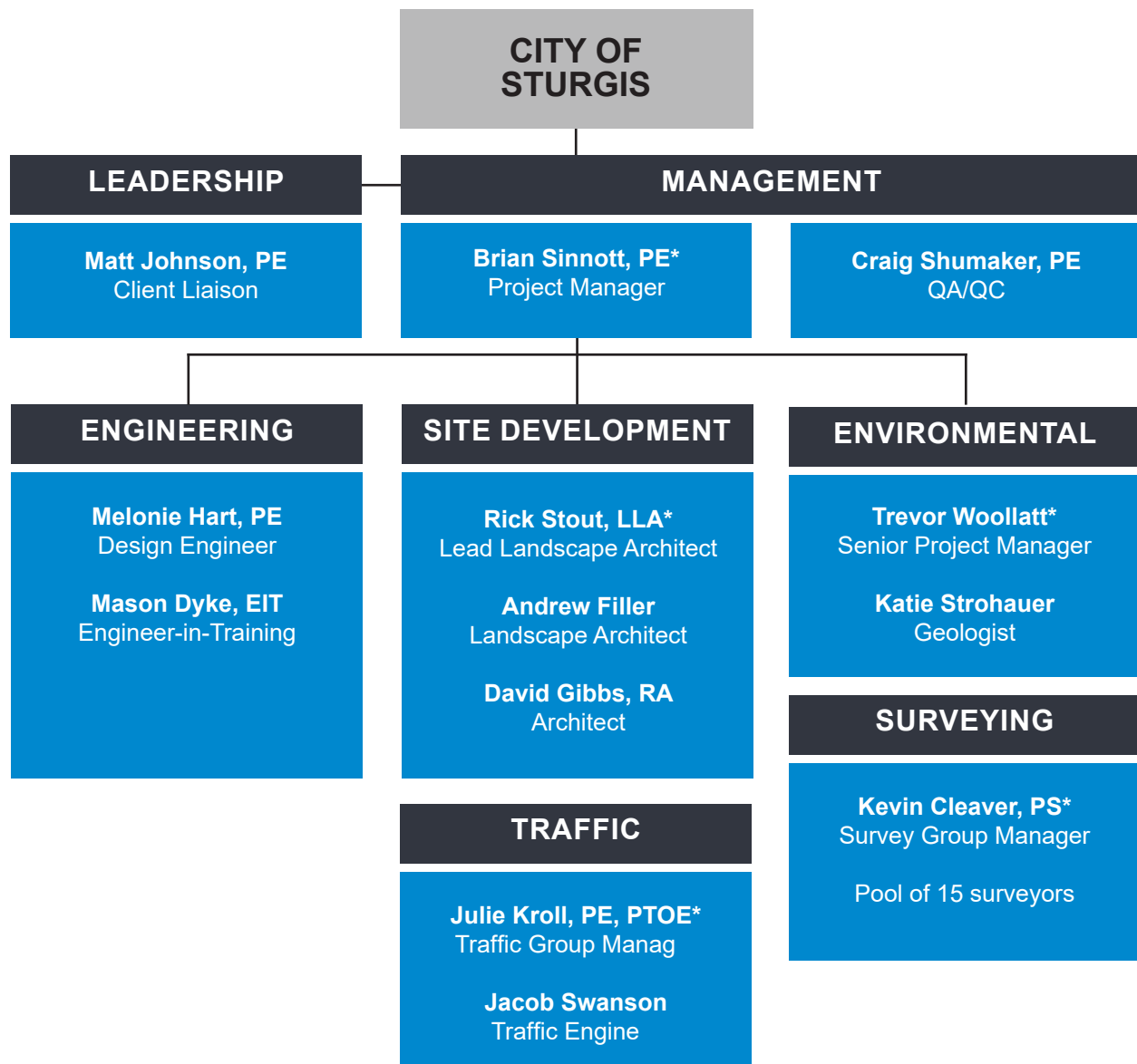


## SECTION B: GENERAL INFORMATION ABOUT THE FIRM

### CONSULTANT PERSONNEL

F&V is providing a team highly experienced in the design of roadway and utility (watermain, storm, sanitary) projects. On average, our team annually designs and constructs over 100 miles of roadway and utility projects. They are the types of projects F&V was founded on.

Our team has extensive knowledge and relationships with the City, dating back to 1995. Most staff on the team have worked in Sturgis and are familiar with your standards, expectations, utilities, and community to deliver yet another successful project. Our team has grown working with you, just as your community grows.



\* Indicates key personnel. Their resumes are provided at the end of this section.

## EXPERIENCE

F&V has vast experience in the design and development of industry, technology, and development business parks.

### Industrial Park Development Projects:

- Lehman and Taylor Road Industrial Park Extension - Mundy Township
- Au Sable Township Industrial Park - Au Sable Township
- St. John Industrial Park - City of Flint
- Research and Development Park - City of Grand Blanc
- Tri-Park Industrial Subdivision - Grand Blanc Township
- New Baltimore Industrial Center - City of New Baltimore
- Standish Industrial Park Expansion - Arenac County Economic Development Corporation, Standish
- Hanchett Demolition and Baldwin Bridge Improvements for Industrial Park Development - City of Big Rapids
- Industrial Park Development - City of White Cloud
- Airport Industrial Park - City of Three Rivers
- Dresser Industrial Park - City of Sturgis
- Industrial Park Entryway - City of Fremont
- Industrial Park Drive - City of Bangor
- Industrial Park Improvements - City of Pottersville
- Industrial Park Improvements - Village of Mendon
- Industrial Park Study - Wells County
- Industrial Park Identity Signage - City of Hudson
- Industrial Park Drainage Improvements - City of Clio

### Technology Park Development Projects:

- Stateline Business Park - Sturgis
- Breckenridge Industrial, Technology, and Agribusiness Park Phase 1 - Village of Breckenridge
- Valley Center Industrial, Technology, and Agribusiness Park Phase 1 - Monitor Township
- Valley Center Technology Park Phase 2 - Monitor Township
- Valley Center Technology Park Phase 3 - Monitor Township

- Office Building Development on Western Michigan's Business and Technology Park - WMU, Kalamazoo
- Due Care Plans and Phase 1 and 2 for Western Michigan's Business and Technology Park - WMU, Kalamazoo
- Governmental Technology Park - Green Lake Township

### Commercial Park Development Projects:

- Miller Village - Flint Township
- Tanglewood Office Park - Grand Blanc Township
- Grand Pointe Park - Grand Blanc Township
- Commercial Park Development - Fenton Township
- Waterfall Shoppes Commercial Park Site Plan - City of Grand Rapids
- Centennial Park Improvements - City of Grand Rapids
- Fountain Office Park - City of No
- River House Condominium Development - City of South Haven

### Condominium and/or Re-Plat Survey Projects:

- Clover Ridge Condominium Survey
- Creekwood Condominium Survey
- St. Mary's Re-Plat
- Summer Grove Condominium Survey
- Willow Trace Condominium and Re-Plat Survey
- Horizon Ridge Condominium Survey
- Pebble Creek Condominium Survey
- Weathervane Farms Condominium Survey
- Hillcrest Condominium Survey
- Kalamazoo Valley Community College Condominium Re-Plat
- Woodlands of Klinger Re-Plat
- Sugar Beach Villas Re-Plat
- River House Condominium Survey
- Saugatuck Commerce Building Re-Plat
- Grand Estates Re-Plat
- Warwick Manor Condominium Survey
- The Homestead Condominium Survey

We have provided experience sheets at the end of this section, following the resumes.

## REFERENCE WORK

Further details of many of these references can be found at the end of this section, following resumes.

**City of Three Rivers**  
**Joe Bippus, City Manager**  
269.273.1075

**City of Sturgis**  
**Barry Cox, PE, City Engineer**  
269.659.7249

**City of Big Rapids**  
**Mark Gifford, City Manager**  
231.592.4000

## PROFESSIONAL BIO

With over 20 years of experience, Brian has served as project manager on a wide variety of private and municipal development projects. Having also served as a Planning Commission chairperson, he has an expertise in zoning and approval processes that developments must go through. Brian enjoys being involved at the beginning stages of projects. At the concept stage, his experience helps identify potential challenges to projects early so that proper decisions can be made and potential solutions can be evaluated. Ultimately its about finding the best path to achieve the vision and creating a successful project.



**BRIAN SINNOTT, PE**  
Project Manager, D+E Group Manager



bsinnott@fveng.com  
616.588.1907



BS Civil Engineering  
University of Michigan  
MBA Management



Professional Engineer  
Michigan (No. 6201052169)  
Ohio (PE.88234)

## FEATURED EXPERIENCE

### Industrial Development - Various Locations

Brian's industrial development experience ranges from small 6,000 square foot shops on half-acre sites to 870,000 square foot trucking distribution centers on 80-acre sites and everything in between. Whether its designing around hundreds of loading docks and over-the-road parking areas or just making sure access to a single dock door works, Brian understands the components that go into an industrial operation.

### Meijer Store Remodels – Various Locations

Locations include: Georgetown Township, City of Holland, Ypsilanti, Ann Arbor, Burton, Royal Oak, Wyoming, Saginaw, Adrian, Bay City, Roseville, Shelby Township, Mount Pleasant, Chesterfield, Rockford, Commerce Township, Dayton, OH, Kettering, OH, Troy, OH, and Fairborn, OH.

### Sherman Boulevard Reconstruction - Muskegon Heights

Project engineer for local agency reconstruction of Sherman Boulevard from Getty Street to Peck Street. Tasks included surveying, construction plans and MDOT office management

### Ottawa County Resource Recovery Center - Holland

Project Manager for a residential hazardous materials collection and recycling center. Floodplain permitting and significant environmental controls were required to locate the site and detention basin next to Pine Creek. This project also included a county driveway permit, gated entrance, and rerouting of the township bike path.

### Residential Work

His residential work includes many single-family site condominium developments as well as several large multi-family apartment complexes and senior living buildings. In addition, Brian has completed site designs for several mixed-use repurposing of older factories. Many of these projects required an expertise in Planned Unit Developments, open space or cluster residential design, and preservation of natural features.

## PROFESSIONAL BIO

Matt has over 10 years of experience in civil engineering. His project experience includes design and construction of municipal and private engineering projects, design calculations, project planning, plan feasibility review, project budgeting, condition assessment reports, plan review, project design and drafting, construction administration, and project oversight.

He is experienced in obtaining environmental and governmental regulatory permits, obtaining grants and loans, preparing feasibility studies, public presentations, project preparation and planning, project budgeting, inspection reports governmental budgeting.

Matt develops customized solutions for each project with an emphasis on sustainability.



**MATT JOHNSON, PE**  
Client Liaison | Associate



mjohnson@fveng.com  
269.532.7396



BS Civil Engineering  
Michigan Technological  
University



Professional Engineer  
Michigan (No. 6201060129)

## FEATURED EXPERIENCE

### N. Franks Roundabout - Sturgis

Project manager and lead engineer for a roundabout funded through the Highway Safety Improvement Program (HSIP) following Michigan Department of Transportation Local Agency Program to slow vehicle traffic and provide safe passage for student walking to Sturgis Middle School.

### Vinewood and Congress Street - Sturgis

Project manager and lead engineer for a small urban surface transportation project through the Michigan Department of Transportation Local Agency Program to improve vehicle and pedestrian traffic to Sturgis High School.

### E. Jerolene Street Improvements - Sturgis

Project manager for the design and construction engineering of the replacement of 2,700 feet of existing 4" water main with new 8" ductile iron water main. All existing lead and galvanized water services were replaced with new copper services. New 10" and 12" storm sewer and structures were installed, along with the replacement of various sections of sidewalk and all new ADA-compliant sidewalk ramps.

### Various Local Street Projects - Kalamazoo

As head of the street rehabilitation program for the City of Kalamazoo, Matt is experienced in using the best treatment option to extend pavement life. Matt worked closely with the Kalamazoo County Road Commission to share work and cost across projects.

### Various Streets Reconstruction - Quincy

Project engineer for the design for the reconstruction and watermain replacement of three roads in Quincy. Fulton Street was 250-feet and included increased intersection capacity, replaced watermain, extended storm sewer and added ADA-compliant sidewalks. Dalley Street consisted of design replacement of watermain under US-12. Grove Street and included complete street reconstruction and watermain replacement from US-12 to Jefferson Street. The street reconstruction designed a roadway profile for curb and gutter that was placed for this entire street segment and storm sewer catch basins/structures were where needed to provide for drainage. All drive approaches were paved with HMA or replaced with concrete as needed. Sidewalk ramps were designed to ADA standards.





## PROFESSIONAL BIO

Rick has been involved in the design, preparation of plans and specifications, and construction of site development projects for 30+ years. He serves as landscape designer, lead landscape architect and project manager for the study, design and construction of streetscapes, parks trailways, site improvements and residential developments.

Rick has prepared successful grant applications for more than 40 projects involving federal aid. Funding sources include MDOT TEA-21, MEDC CDBG and MDNR MNRTF and LWCF funding programs. Rick also brings the unique insight from serving five terms as city council member in his community as well as two terms on the zoning board of appeals, two past terms on the zoning board and three terms on the park and recreation advisory board.

**RICK STOUT, LLA, LEED AP BD+C**  
Landscape Architect



rstout@fveng.com  
616.942.3606



BS Landscape Architecture  
Michigan State University



Landscape Architect  
Michigan (No. 3901001054)  
North Carolina (No. 1561)

## FEATURED EXPERIENCE

### Hart Commons - Hart

Landscape architect for the conversion of this one acre lakefront site to a community gathering spot. The City and Hart Main Street championed this project by bringing together fundraisers, community leaders, and citizens to create an active space where the community will gather and thrive. The accessible park included a performance area, chess tables, seating shelters, observation deck, capping 12 ground water monitoring wells, concrete retaining walls, decorative concrete paving, decorative arch with sign, style seating, public restrooms, wire cable railing, and placing overhead electrical underground to create a site that offers a great view of Hart Lake

### Coldwater Township Park - Coldwater

Landscape architect providing grant writing and design assistance on the Township's primary park facility located on five acres adjacent to the Township Hall. Sustainable elements of the project included rain gardens, native grass prairie mix, new restroom building featuring a green roof, oval lawn area for music in the park, ADA raised sand table and play area, ADA accessible walks, picnic pavilion with metal standing seam roof, picnic cabanas, and grills.

### Three Rivers Area Trail Master Plan - Three Rivers

Master planning services for approximately 27 miles of non-motorized pathways including facilitation of public input sessions, preparation of community survey, preparation of preliminary construction costs, outlining long-term maintenance costs, identifying potential trail segment phasing, and identifying potential grant funding sources for the Three Rivers Area Community Foundation.

### Downtown Parking Areas - Newaygo

Landscape architect involved in the design and MEDC Grant application assistance for the construction of upgraded and new parking area amenities in the downtown. The project consisted of the construction of new parking areas, new sidewalks, curb and gutter, decorative paving, decorative lighting system, site furniture, street trees, and landscaping.

## PROFESSIONAL BIO

Julie has been involved in a wide variety of traffic and transportation engineering projects for over 20 years, including all aspects of transportation planning, operations, and design. She has provided traffic and mobility analyses on hundreds of different federal, state, and local projects. Julie has expertise in freeways, municipal roadways, intersections, traffic engineering design, and operations, and has been responsible for project development from planning level analyses to detailed maintaining traffic plans and provisions

As a traffic services manager, she is responsible for all aspects of the project scoping, analysis, design, and delivery. Julie has a broad range of experience that is essential in evaluating each project and she is able to effectively and concisely communicate this information.



**JULIE KROLL, PE, PTOE**  
Traffic Services Manager Associate



jkroll@fveng.com  
248.536.1998



BS Civil/Trans. Engineering  
Michigan Technological  
University



Professional Engineer  
Michigan (No. 6201057356)  
PTOE (No. 3675)

## FEATURED EXPERIENCE

### Amazon Distribution Center TIS - Gaines Township

Traffic engineer for the traffic impact study (TIS) for the proposed 550,000 SF distribution center in Gaines Township. Study included coordination with Gaines Township, Kent County, and MDOT; as a result of M-routes and county roadways being impacted by the development. The study analysis indicated capacity and geometric improvements would be necessary to improve site access. Project recommendations included the installation of a new traffic signal at the site driveway to be coordinated with the adjacent signalized network, geometric improvements to provide eastbound dual left-turn lanes at 68th Street and Patterson Avenue, and geometric improvements to provide dual right-turn lanes for 60th Street and 68th Street at M-37. Performed similar project in Romulus and Shelby Township.

### Ashley Capital TIS - Hazel Park

Traffic engineer for the Traffic Impact Study (TIS) for a proposed commercial development project in Hazel Park, Michigan. The project site is located on the southwest quadrant of 10 Mile Road and Dequindre Road. Site access is provided by driveways on 10 Mile Road and Dequindre Road. The development included warehouse space proposed for completion by 2024. The traffic operations analysis indicated that the proposed development will operate in a manner similar to background conditions with minor impact on the study area. A signal warrant analysis was performed at one of the site access driveways on Dequindre Road as per MDOT standards which did not meet warrants. Performed similar project in Liberty Park.

### Undeveloped Site Traffic engineering - Romulus

Project manager responsible for conducting a Traffic Impact Analysis (TIA) consistent with accepted traffic engineering practice and pursuant to the requests of the City of Romulus and their engineering consultant on an undeveloped 145 acre project site. The proposed development included three 336,000 SF truck distribution centers and approximately 536,000 SF of industrial research flex space.





## AIRPORT INDUSTRIAL PARK

Three Rivers, MI

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### PROJECT INFORMATION

Construction Cost: \$1,500,000

### EXPERTISE PROVIDED

Site Design  
Stormwater Management  
Natural Drainage

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F&V assisted the City of Three Rivers with the design, bidding, and construction engineering for a new 200-acre industrial park adjacent to the airport. The project incorporated over a mile of new road with utilities including sanitary sewer, water, electric, natural gas, and telephone.

A unique feature of the park was the development of the rear frontage of many of the lots along the runway, providing an unusual transportation opportunity for tenants.

Provisions were made for each site's storm water management. Site grading included using natural drainage patterns to provide outlets for each site. Grass swales were utilized as much as possible to promote stormwater cleansing prior to discharging into the St. Joseph River.



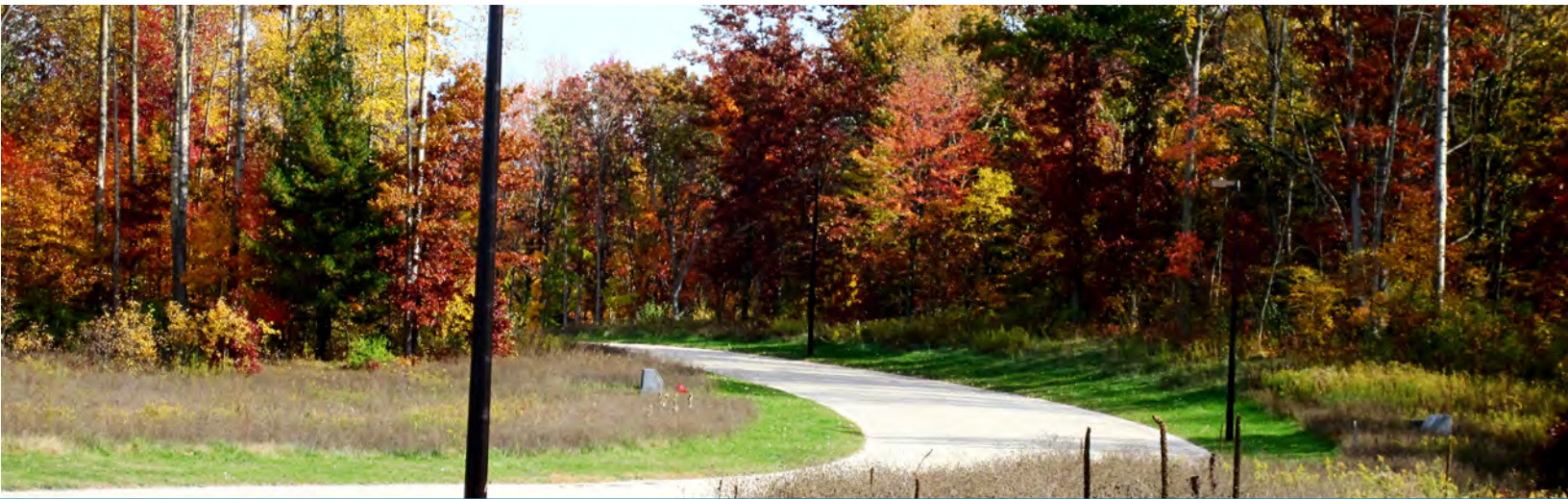
City of White Cloud

# INDUSTRIAL PARK PROJECT

with assistance from the  
**MICHIGAN ECONOMIC  
DEVELOPMENT CORPORATION**



Creating good jobs for your community



## INDUSTRIAL PARK DEVELOPMENT White Cloud, MI

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### PROJECT INFORMATION

Construction Cost: \$800,000

### EXPERTISE PROVIDED

Site Design  
Stormwater Management  
Watermain

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The City of White Cloud was looking to increase available jobs by revitalizing and increasing its business base. The City lacked an industrial area to provide opportunities for growth. F&V assisted the City in developing an industrial area to provide opportunities for growth.

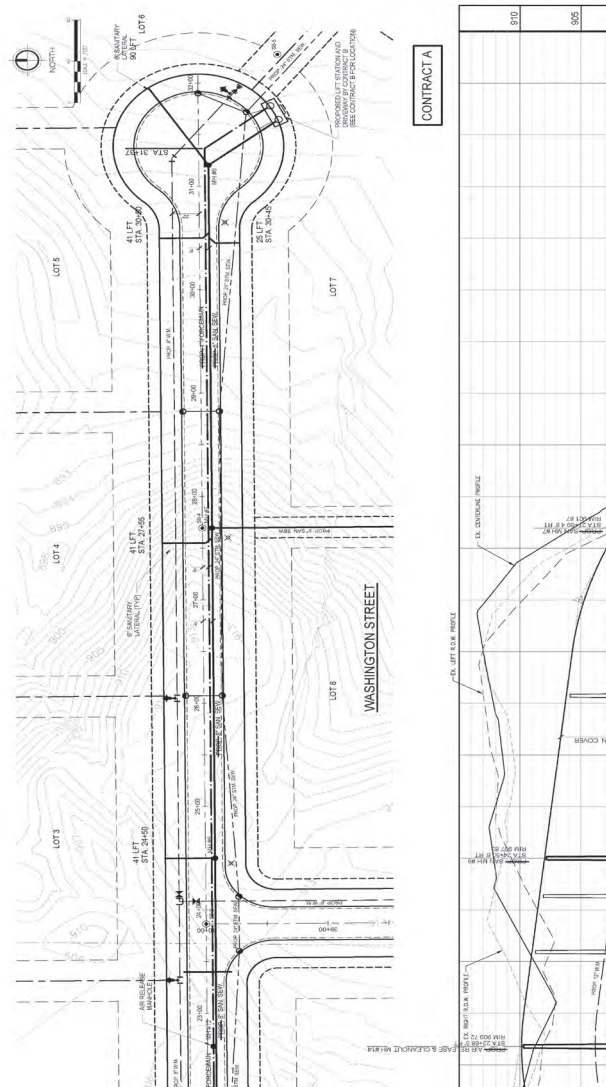
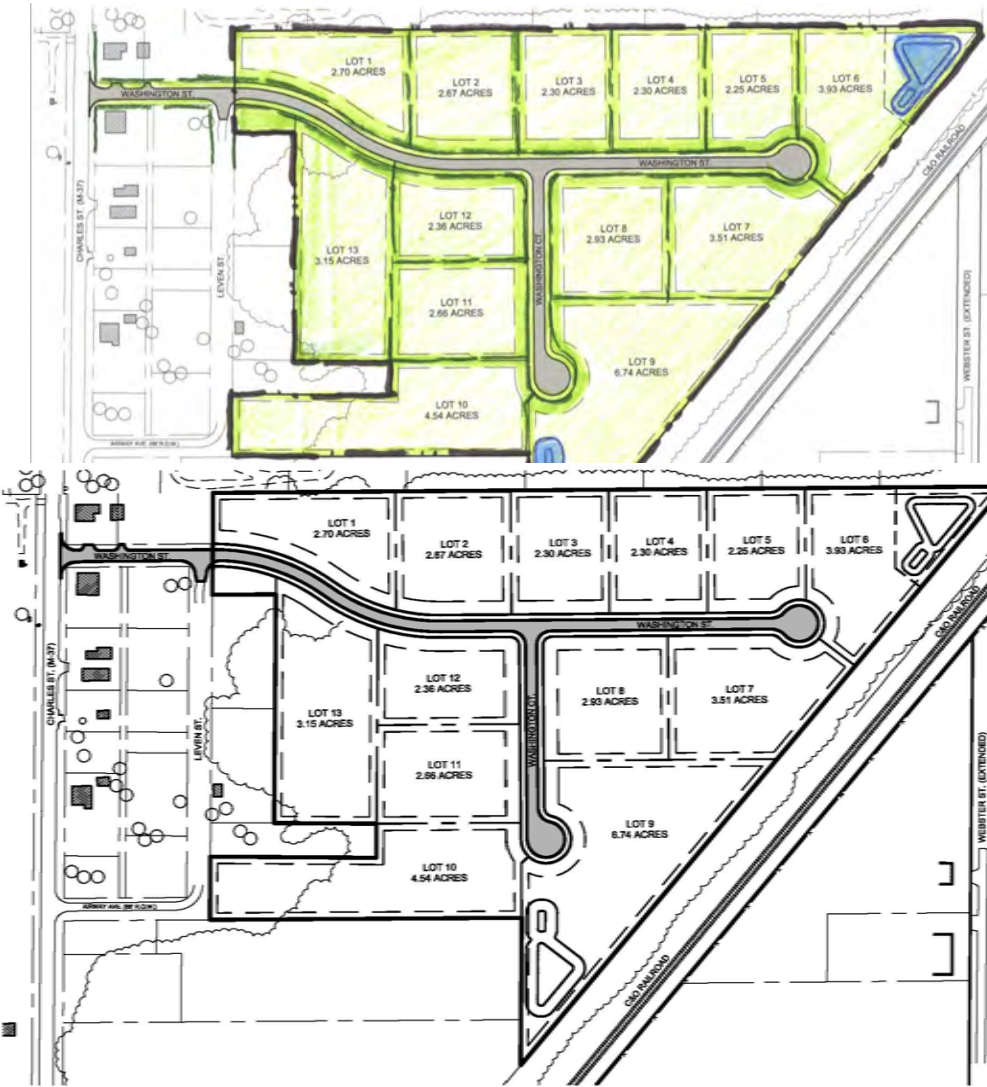
F&V assisted the City in developing a heavily-wooded, 45-acre site with significant relief. While not ideal for industrial development, F&V assisted by incorporating the existing tree lines and site grades into the design.

F&V completed the design, bidding, and construction engineering for the new industrial park, to include roadways, sanitary sewer, watermain, and storm sewer. Storm water management incorporated regional retention/infiltration at several locations across the site, as grades permitted.

Storm management included isolating sediment/contaminant forebays to protect the groundwater.



# WHITE CLOUD INDUSTRIAL PARK







## DRESSER INDUSTRIAL PARK

Sturgis, MI

### PROJECT INFORMATION

Construction Cost: \$2,260,600

### FUNDING

EDA Grant: \$1,166,000

Local Match: \$1,090,000

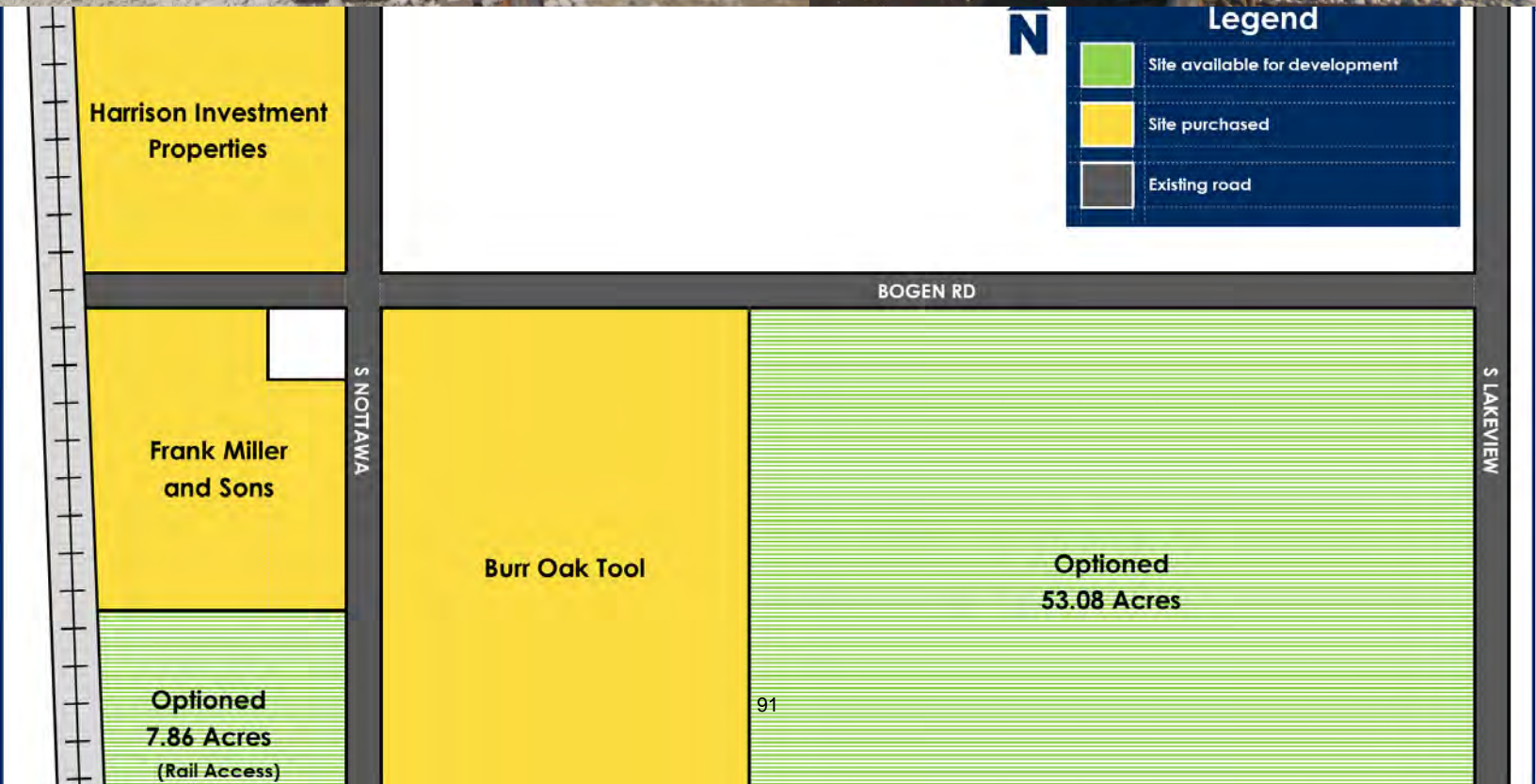
F&V provided design, bidding and construction phase services to extend public infrastructure in the Dresser Industrial Park area. The goal of the project was to make a 90-acre area ready for future development.

The project included one mile of gravity sewer, two miles of watermain, storm water management and the reconstructing of one mile of roadway along Bogen Road to all season traffic standards

The project required bore & back of 24" and 36" steel casings at a railroad crossing.



# STURGIS INDUSTRIAL PARK







## CITY DEVELOPMENT STREET & UTILITY EXTENSION Portland, MI

### PROJECT INFORMATION

Construction Completed: 2019

Construction Cost: \$432,000

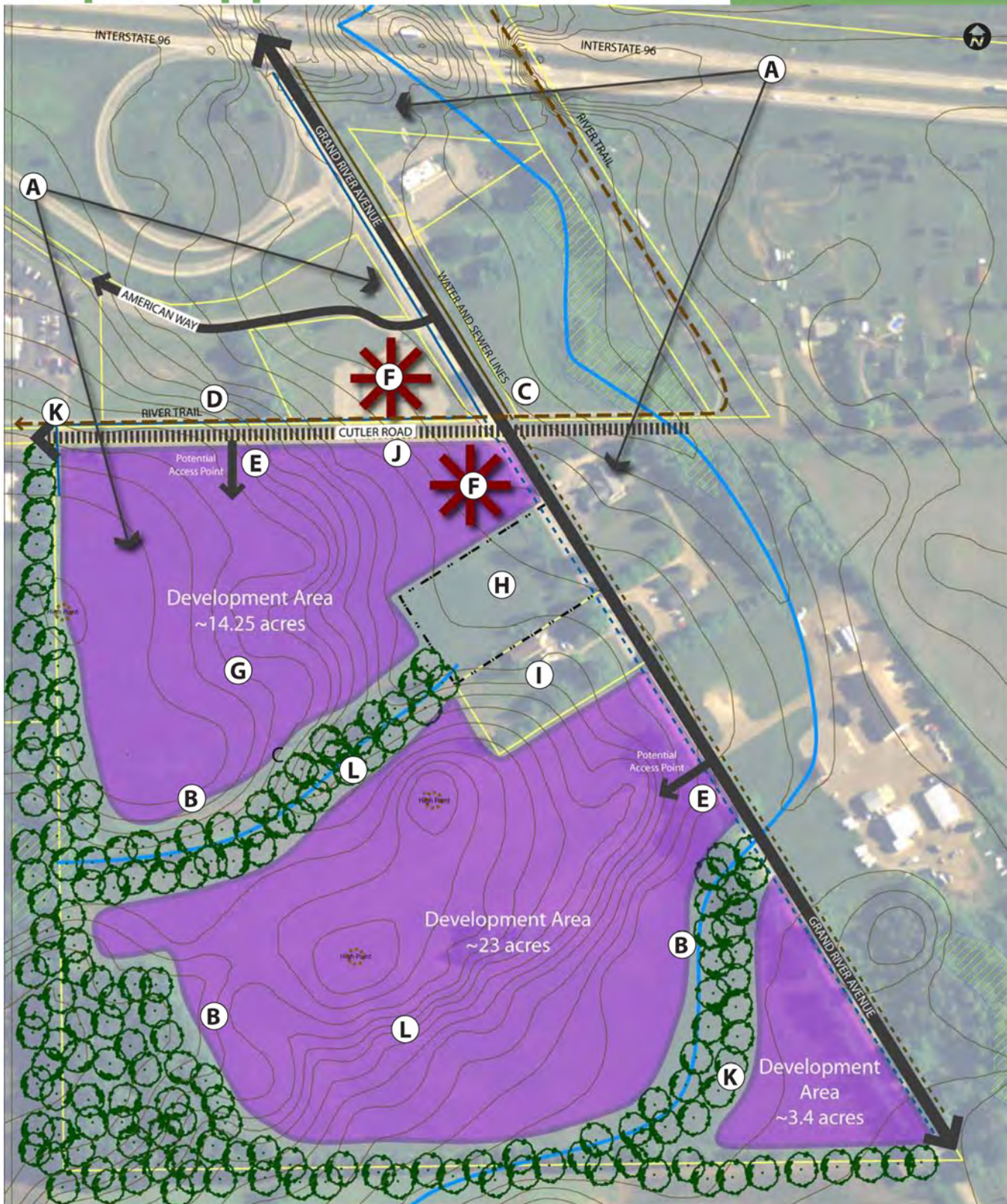
The City of Portland purchased a 58-acre piece of property for future development and sold the first five acres to bring much-needed medical services to the community. The City used proceeds from the property sale to help construct a new public street that included extension of watermain, sanitary sewer, and storm sewer to serve the current and future development.

F&V provided planning and marketing assistance for the property and design and construction engineering for approximately 500 feet of improvements, including expanding an existing detention basin. The project also included mass grading of the area to create additional marketable building sites.

The first new business, a family health center, opened in 2020 on Portland's new street, Hyland Drive. The project is also expected to spur future development opportunities.

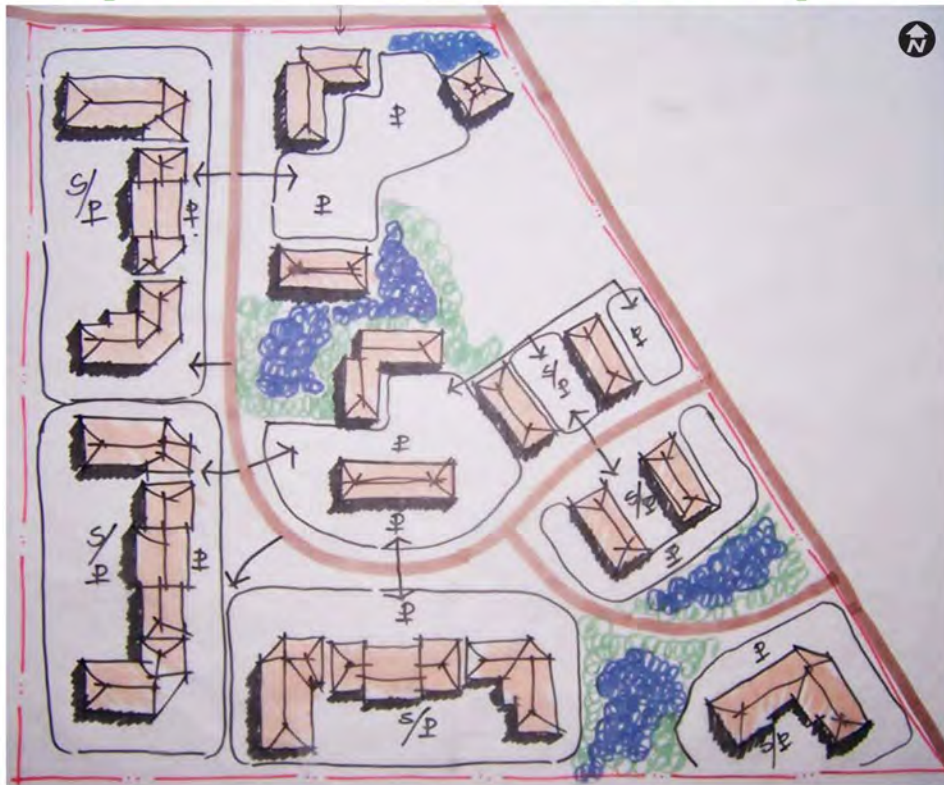


## Map 1: Opportunities & Constraints





## Map 2: Alternative Concept #1



suburban-style development

## Map 3: Alternative Concept #2



campus-style development



## TRAFFIC IMPACT STUDIES

### Amazon Distribution Centers

#### PROJECT INFORMATION

Date Completed: 2018 - 2020

F&V provided the traffic impact studies (TIS) for three Amazon Distribution Center sites in Gaines Township, Shelby Township, and the City of Romulus.

The Gaines Township TIS was for a proposed 555,000 square foot distribution center. The study included coordination with Gaines Township, Kent County, and MDOT; as a result of M-routes and county roadways being impacted by the development. The study analysis indicated capacity and geometric improvements would be necessary to improve site access. Project recommendations included the installation of a new traffic signal at the site driveway to be coordinated with the adjacent signalized network, geometric improvements to provide eastbound dual left-turn lanes at 68th Street and Patterson Avenue, and geometric improvements to provide dual right-turn lanes for 60th Street and 68th Street at M-37.

## SECTION C: PROFESSIONAL FEES

We propose to complete the services outlined above for the following lump sum fees:

Task	Description	Lump Sum Fee
TASK A	Pre-Planning Services	\$16,900
TASK B	Development Planning Services	\$9,000
Total Fee		\$25,900

### Optional Service Fees

Description	Lump Sum Fee
Topographic Survey	\$12,900
3D Color Rendering	\$4,000





**November 11, 2022**

Jeff Coney  
Community Development Specialist  
City of Sturgis  
130 N. Nottawa  
Sturgis, Michigan 49091

**MCA Proposal No. P22-204**

**RE: Request for Proposal – Planning and Engineering Services  
Stateline Business Park  
Sturgis, St. Joseph County, Michigan**

Dear Jeff:

In response to your request for proposal, Metro Consulting Associates, LLC (MCA) is pleased to submit this proposal to provide planning and professional engineering services to the City of Sturgis.

**Our Experience, Our Story**

MCA has been providing professional services since 2009. Our key services include: civil engineering, land surveying, municipal services, GIS, land acquisition, land planning/landscape architecture, permit facilitation, traffic control, construction engineering, construction inspection, construction materials testing, construction/contract administration and ecological services. MCA began with five people in 2009 and has grown to over seventy-five staff members. Our structure and diversity allow us to be very flexible, using unconventional and unique methods to solve the unconventional and unique problems communities face.

MCA has staff with over 100 years of combined experience in servicing various municipalities with multiple services. MCA's holistic municipal services have grown out of our genuine interest in each city we work with. Our integrated approach encompasses three objectives: listen to the client's concerns, work to understand the community, and provide solutions. Other Municipalities we have established trusted working relationships with include: *the City of Highland Park, the Village of Ubly, St. Charles, Howard, Inkster, Saginaw, Rockwood, and most recently the City of Flint providing consulting services documenting data on their lead line replacement project and the City of Muskegon Heights for road rehabilitation and industrial park planning/engineering services.*

**MCA Advantage**

MCA's staff came up from the private land development arena, each staff member brings over twenty-five (25) years of planning and design experience working with small box, big box, residential, industrial, single, and multi-family development clients. Our unique makeup has evolved the company from being a private land development practice to now also, include municipal consulting. MCA's Executives and Project Managers have integrated into municipal operational roles, running departments, developing new ordinances, and creating structure within the departments. MCA has the ability to navigate both the private and municipal worlds, which we leverage on behalf of our clients.

MCA will be the primary project lead with support from Community Image Builders (CIB). CIB will be responsible for conceptual planning aspects of the project while MCA will oversee design engineering, infrastructure, and public engagement components of the project, with support and input from the CIB team members. MCA and CIB appreciate the opportunity to work with the City of Sturgis.

Jeff, we are excited to have the opportunity to work with you on this project, and we appreciate the opportunity to present this proposal along with a couple of draft layouts for you to review. If you have questions or comments regarding this proposal, please feel free to contact either of us at (734) 219-6993.

Sincerely,  
Metro Consulting Associates, LLC

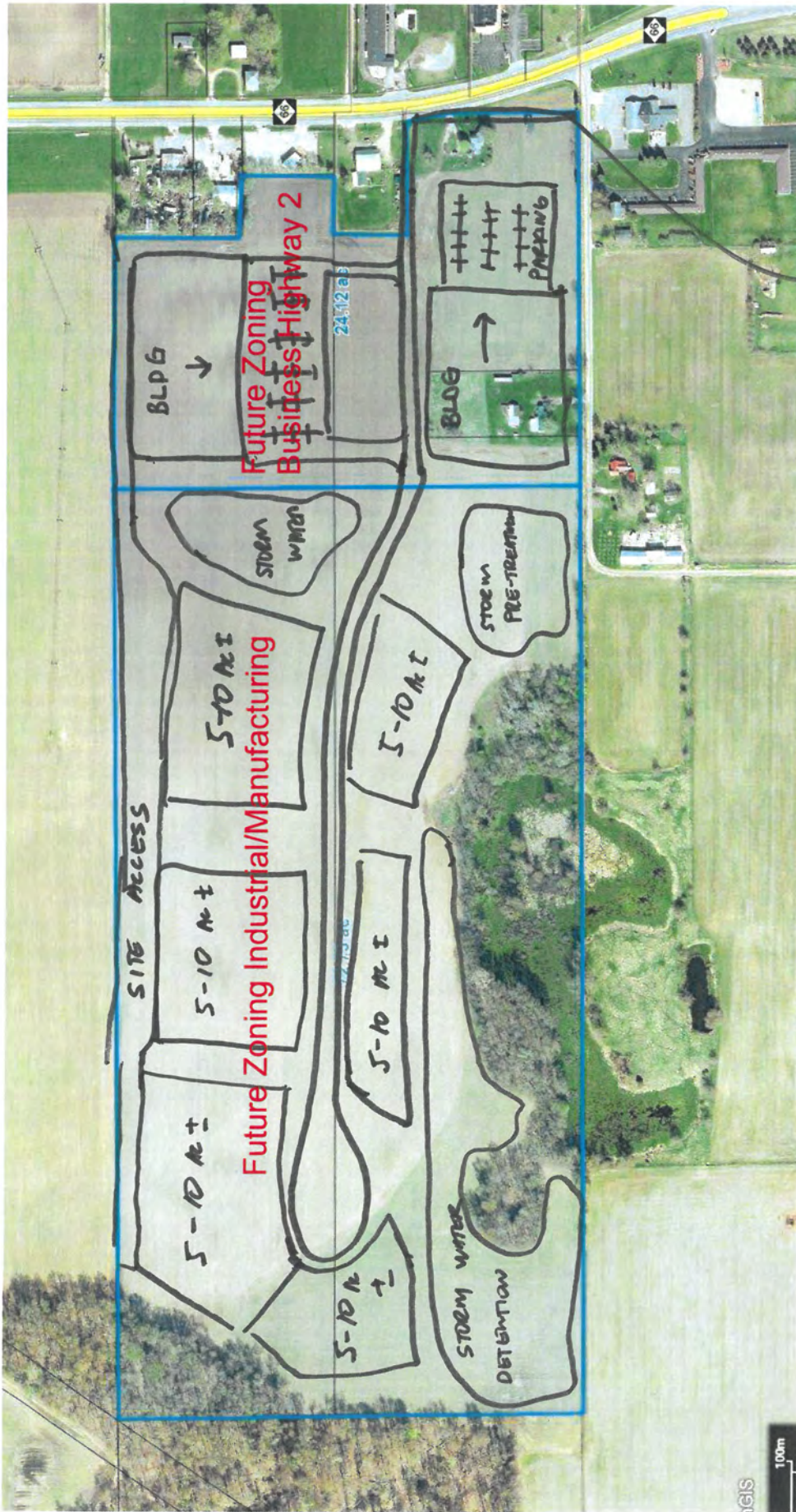
A handwritten signature in blue ink, reading "Damon L. Garrett" with a stylized star at the end.

Damon L. Garrett, PE  
President / Director of Operations



PRELIMINARY

CONCEPT 1 IDEA



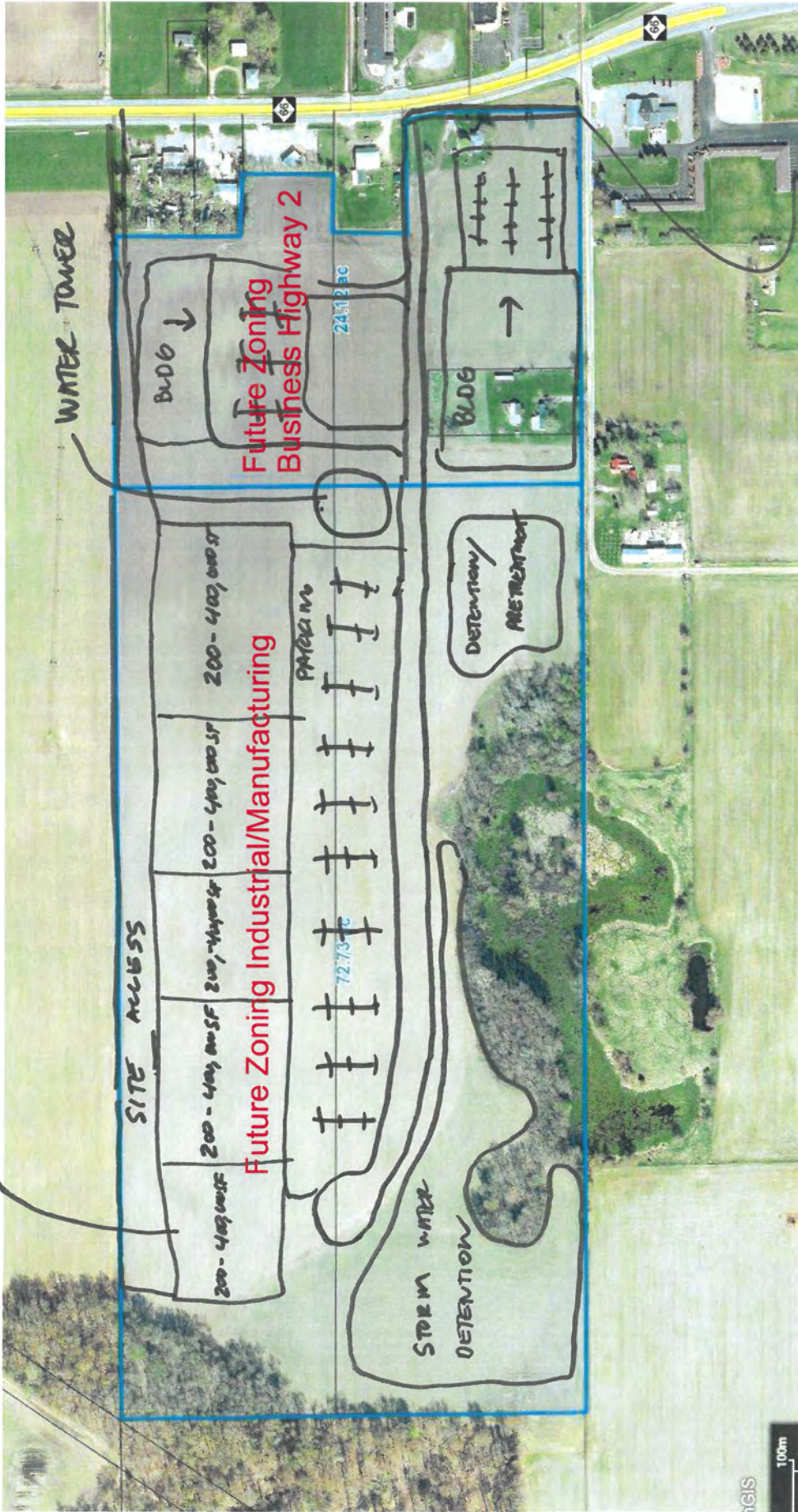
- 5 to 10 AC INDUSTRIAL LOTS (2,000,000 SF)
- INDUSTRIAL SITE CONDO
- PREMIUM FOOTAGE



PRELIMINARY

CONCEPT 2 10EA

PARTITIONED LARGE INDUSTRIAL TENANTS



5 UNIT BIG BOX INDUSTRIAL

SUB-DIVIDED LOTS

PREMIUM FOOTAGE

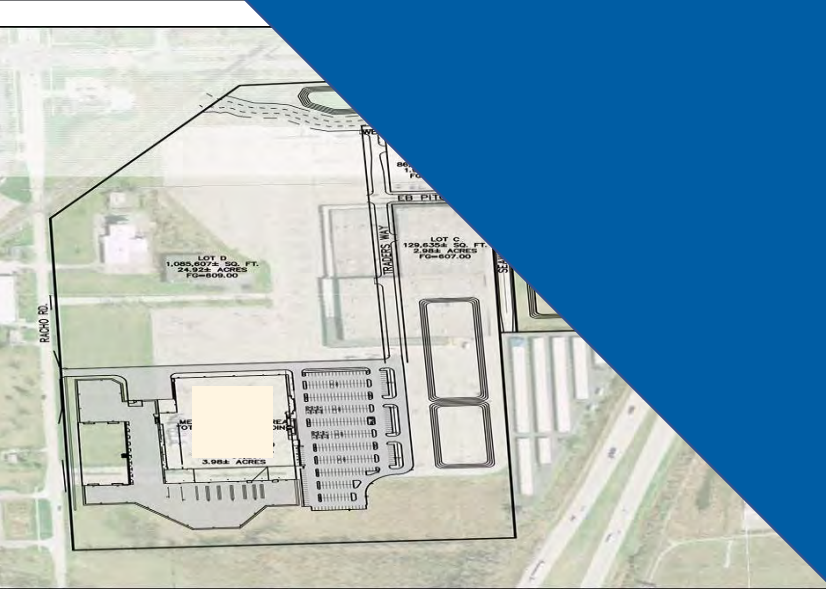


Submitted by:

**METRO CONSULTING ASSOCIATES**

Damon L. Garrett, PE  
President / Director of Operations

800.525.6016  
metroca.net



**City of Sturgis**  
Request for Proposal  
Stateline Business Park Planning

Due 11/14/2022

## PART III

### A. WORK PLAN

#### a. Statement of Project Understanding and Approach

In preparing this proposal, we understand the project scope as defined in the RFP and have outlined a process below to insure that MCA will provide/perform all of the requested services for the City of Sturgis.

**MCA and our Strategic Partners CIB**, understand the City's interest in the development planning of approximately 100 acres made up of three (3) parcels. The proposed business park development will be split into two areas: a retail and commercial section adjacent to the road frontage and an industrial/manufacturing section at the back of the development. Services will include conceptual planning for the business park including the layout of the site, access and traffic management, utility planning, and associated work. We also know and /or assume the following:

- Site Information: Parcel 1: 44-acres, and Parcel 2: 49.5-acre, owned by the Economic Development. Parcel 3: 1.65-acres, owned by Evelyn R. Myers. Once the purchase is completed a parcel combination will be required, a legal description, and a new Land Tax ID.
- MCA assumes that parcels one and two as shown in Exhibit B are ready to be combined as soon as the purchase of parcel 3 is completed.
- MCA assumes any land annex or PA 425 services will be completed by others and are not part of this proposal or proposal cost. Any coordination MCA may be part of related to such services would be billed at our time and material rates.
- Parcels currently fall in Sturgis Township and St. Joseph County
  - Existing Zoning: Sturgis Township zoning is A (Agricultural) & C-2 (Highway Service Commercial)
  - Proposed Zoning Needs: City of Sturgis Industrial Zoning M (Manufacturing) & BH-1 (Business Highway 1)
  - Future Land Use Zoning: St. Joseph County zoning C (Commercial and MDR (Medium Density Residential))
- Utility Information:
  - Current Electrical Information: 12,400 / 7200 Volts
  - Current Water Information: 85-90 psi
  - Current Wastewater: 18" on the Eastside of S. Centerville
- Site Access:
  - Site will have two access points. Main access for Industrial to the north through the existing ingress and egress. The main access for the commercial will be in the center of the site of M66 just south of the existing restaurant. The 450' of existing obstruction-free frontage along M66 is premium for commercial development. Providing access from County Road 815 is not desired as the south side of the site contains wetlands. Interjurisdictional approvals between DOT's may be difficult to achieve.
- Sanitary Service:
  - Commercial portion of the site will generate the most peak flows however it does depend on what industrial development will go in. If it is a heavy water user it could return flow to the sanitary sewer. The proposed square footage will have to be tailored to the remaining capacity in the sewer. A small package plant on-site may be an option to treat and reduce flow into the existing sewer. A plan for utilizing recycled water could be developed.
- Domestic Water and Fire Protection:
  - Development of one to two million industrial square feet will require a large water main

on the order of 12" – 16". A water tower for fire suppression could also be an option for fire and peak flow and or average day demand reduction.

- Stormwater Management:
  - Stormwater concepts will be developed utilizing the City of Sturgis Stormwater Design Criteria Manual. The existing wetlands will be utilized as a part of the stormwater management system. Pretreatment for the commercial development will be proposed just west of excepted parcel and the detention system will be proposed adjacent to the existing wetlands. The site discharges to a tributary of the Nye Drain which discharges to Fawn River and then to the Saint Joseph River into Lake Michigan.
- Site Land Division Considerations:
  - Site could be broken into two parcels: Industrial Site Condo and the remainder for commercial. Another option is two separate platted parcels: Lots for industrial and lot for commercial. The division depends a lot on future ownership. Also, if the site goes through the 425 Conditional Land Transfer process that could influence how the parcels are combined.

### **Pre-Planning Engineering Services**

**Concept Plan:** MCA and CIB will work with the Client to develop conceptual design plans for the proposed development that include the desired use and to maximize the site efficiency. The concept plans will be based on available boundary, topography, and natural features information, the information provided by the Client, and the requirements of the Township and City's Comprehensive Zoning Ordinance. Two (2) concept plans will be prepared for the proposed development. MCA will revise each concept plan one (1) time based on feedback received from the Client. Additionally, MCA will review the Township, City and County requirements for stormwater management and prepare a conceptual stormwater management plan. Additional concept plans will be prepared at the request of the Client for a fixed fee of \$1,200 per concept plan.

**Rezoning:** The subject site is comprised of three (3) parcels, all of which will require rezoning to accommodate the proposed development use. Any area annexed or transferred to the city shall, immediately upon such annexation or transfer, automatically be zoned the same as the adjacent zoning district. Upon recommendation of the zoning official or referral by the city commission as provided in section 1.1406, the planning board shall recommend appropriate zoning for such area within three months after the matter is recommended by the zoning official or referred by the city commission. MCA will assist in preparing the necessary documents for submittal to the City Commission, including the following:

- Boundary and Topographic Survey
- Finalized Concept Plan

Prior to submittal to the City, the rezoning (land transfer) documents will be submitted to the Client for review. The application package will then be submitted to the City for review. As part of this task, MCA will attend two (2) meetings with the City for consideration of the rezoning request. MCA will attend any additional meetings at the request of the Client as an additional service for an additional fee.

Following the City Commission meeting, MCA will assist in preparing the necessary documents to facilitate the request for rezoning. Project information will be updated as necessary to incorporate feedback received from the City Commission. The documents for rezoning will include the following:

- Description of Proposed Project and Rezoning Request
- Legal Description of Property
- Property/Boundary Exhibit



- Site Plan
- Vicinity Map

**Site Plan Preparation:** Based upon the approved Concept Plan, MCA will prepare plans and documents for use in seeking Site Plan approval from the City. The plans will be prepared and submitted according to the current standards and requirements of the City. Architectural plans and details, including floor plans and building elevations, will be provided by the Client and will be incorporated into the MCA plan set for submittal to the City. The Site Plan will include the following:

- Cover Sheet
- Existing Conditions Plan
- Demolition Plan
- Layout Plan
- Soil Erosion and Sedimentation Control Plan
- Grading Plan
- Utility Plan
- Utility Profiles, including Sanitary Sewer, Storm Sewer, and Water Main
- Drainage Calculations and Storm Water Management Plan
- Landscape Plan (to minimum municipal standard)
- Applicable Notes and Details

Prior to submittal to the City, the Site Plan will be submitted to the Client for review. MCA will complete one (1) round of minor revisions to the plans per comments received from the Client. The Site Plan will then be submitted to the City for review. MCA anticipates making one (1) round of revisions to the plans per the City departments to satisfy their concerns. MCA prefers a consolidated revision approach, which means we will wait to receive all of the comments from all of the departments and agencies prior to making plan changes. This is the most efficient and feasible way to make changes to the plans. Upon completion of the revisions, documents will be resubmitted to the City and any other appropriate agencies for additional review and approval.

It has been our experience that changes to the proposed site layout can have significant impacts on the design costs of the project, particularly as the proposed project moves further into the design and detailed engineering process. Every effort will be made to finalize the proposed site layout prior to moving forward with the site design. In the event that the layout changes, the Client will be responsible for additional fees incurred by MCA for redesign of the site on a time and material basis.

## SCHEDULE

Pre-planning and development tasks can commence upon award. If time allows topographic services can occur before temperature drops and snow on the ground conditions. If the weather is not conducive to accommodating the topographic task in fourth quarter 2022, completion can happen in early 2023 once weather permits. The project lifecycle goal to get to shovel-ready status would be within six to nine months. Please note that some verbal meetings may be virtual to allow for more effective use of the budget and to reduce travel time.



## WORK PLAN OUTLINE



## **B. WORK HISTORY**

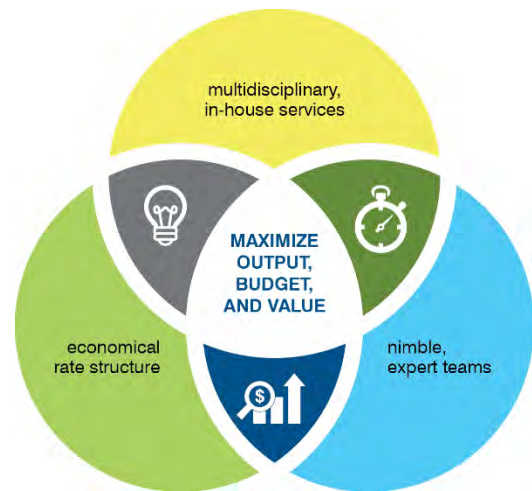
### **2b. Experience.** *Appendix A Project Profiles*

#### **MCA Advantage:**

MCA has integrated our design personnel into the municipal arena, by being able to successfully assess the needs of communities and customize an operational plan to meet the City department's goals, which allows the community to grow and thrive. Before any goals or processes can be created for the City, MCA would anticipate a due diligence and assessment period, in order to be thorough in the analysis of City services, project goals, and budgetary constraints. MCA has outlined below, a suggested approach (a work plan process), to stimulate discussions, share thoughts and ideas from City officials, staff, and Community Leaders to establish goals, associated objectives, and methodologies for successful implementation.

Our staff is comprised of recognized and experienced consulting, design, and engineering professionals. These engineers and technicians have vast experience in designing and analyzing community needs for reliable and proven growth. Additionally, we have at our disposal the technology, experience, and equipment tying all of the key components together.

Using the data that is collected only offers information on what area was viewed. MCA can provide a comprehensive collection of data as opposed to the industry norm of performing minimal data collection options. Based on this data we can provide solutions to problems that are unseen to the untrained eye. That is what makes MCA different.



#### **Why Select the CIB Planning Team?**

CIB Planning's Justin Sprague was instrumental in the recent completion of the Housing and Retail Strategic Plan for the City of Muskegon Heights, and his familiarity of the community and relationships with city staff will enable the team to hit the ground running upon reward of the project.

Further, Justin has successfully implemented large-scale industrial site redevelopment efforts, spearheading the planning, promotion and business attraction efforts for the former Buick City site in Flint, Michigan while serving as Business Development Director for the Flint & Genesee Chamber of Commerce, including securing a new Lear Corporation manufacturing facility on the site.

We have significant experience obtaining public input to ensure the plan reflects the views of the business owners and residents of the community.

We offer a diverse, experienced, and professional consulting team to the City of Muskegon Heights that is well-versed in economic development, planning and civil engineering in urban communities and understand the complexities and challenges of implementing successful economic development programs that benefit the entire community.

**4b. Reference Work.**

<b>MCA's Project Contacts</b>			
<b>Firm</b>	<b>Contact</b>	<b>Email</b>	<b>Phone</b>
City of Highland Park	Cathy Square	csquare@highlandparkmi.gov	(313) 252-0050
Lormax Stern, Inc.	Michael Fitzgerald	mjf@lormaxstern.com	(248) 737-7110
Stuart Frankel Development	Stuart Frankel	sfrankel@sfdco.com	(248) 649-2924
Menards, Inc.	Nicholas Brenner	nbrenner@menard-inc.com	(715) 876- 2532
A.R. Brouwer, LLC	Steve Brouwer	stevebrouwer@arbrouwer.com	(734) 426-9980
City of Muskegon Heights	Troy Bell	TBell@CityofMuskegonHeights.org	(231) 733-8870



<b>CIB's Project Contacts</b>			
<b>Firm</b>	<b>Contact</b>	<b>Email</b>	<b>Phone</b>
City of Farmington	David Murphy	dmurphy@farmgov.com	(248) 474-5500 ext 2221
Shiawassee Eco. Dev. Partnership	Justin Horvath	jhorvath@sedpweb.org	(989) 725-9241
City of Wixom	Steve Brown	citymanager@wixomgov.org	(248) 624-0894 ext. 124
City of Owosso	Nathan Henne	nathan.henne@ci.owosso.mi.us	(989) 725-0568
City of Fenton	Lynn Markland	lmarkland@cityoffenton.org	(810) 629-2261

## C. FIRM QUALIFICATIONS

### General information about the firm and its qualifications.

#### ABOUT US

Metro Consulting Associates (MCA) is a multifaceted energy, land, and community development firm that serves both private and public sector clients throughout the Midwestern United States and beyond.

Founded in 2009 as a land surveying firm, MCA has grown to provide a mix of services, talent, and technology-driven by client needs and community goals to make life better. MCA's technical expertise will satisfy any and all emerging challenges, taking you where you want to go.

#### CORE SERVICES

- Civil Engineering
- Land Surveying
- Geographic Information Systems
- Ecological Services
- Right of Way Acquisition

#### MARKETS SERVED

- Municipal
- Land Development
- Gas Distribution Systems
- Oil and Gas Pipelines + Facilities
- Renewable Energy
- Electric Transmission/Distribution

#### THE TEAM

70 talented professionals working together to help you find success:

Professional Engineers  
Engineers in Training (EITs)  
Registered Landscape Architect  
Professional Surveyors  
Certified Survey Technicians  
Field Survey Crews  
Ecological Specialists  
Professional Wetland Scientists  
ROW Agents  
Licensed Real Estate Brokers  
GIS Analysts  
Certified Materials Testing Experts

#### OFFICE LOCATIONS

HEADQUARTERS  
45345 Five Mile Rd.  
Plymouth, MI 48170

CHICAGO, IL  
1136 S. Delano Ct. West  
Chicago, IL 60605

CINCINNATI, OH  
10170 International Blvd.  
Cincinnati, OH 45246

MUSKEGON HEIGHTS, MI  
3100 Glade St.  
Muskegon Heights, MI 49444



#### OUR APPROACH

For the last decade, MCA has built its reputation as an enthusiastic problem-solver. Our team excels in discovering new solutions and perspectives that enable client progress. We gravitate towards the road less traveled. We seek out unique opportunities that push us further, challenge the status quo, and ignite our passion for the betterment of community.



### **3b. Subcontractors.**

CIB Planning's mission is to deliver uncommon planning, marketing, and development solutions meeting community needs and challenges, helping them prosper.



We believe that everyone should feel a strong connection and a sense of place in their community. We strive to serve our partners by providing innovative and implementable planning and development solutions.

CIB Planning provides exceptional planning and development services to small- and medium-sized communities throughout Michigan, and we are also active in the fields of economic development, economic development marketing, regional coordination, downtown development, ongoing DDA and CIA assistance, housing implementation, redevelopment financing, and project implementation. The planning professionals at CIB began their careers in the public sector and continue to work with local governments on a daily basis. This connection helps ensure that the plans, ordinances, and recommendations we make are both visionary and practical.

Moreover, we pride ourselves as a firm that can not only provide day-to-day solutions to planning and development issues, but also bring a level of leadership that will build community consensus on key topics. This is evidenced by the long-term relationships that we have with client communities; the longest being over 27 years.

17195 Silver Parkway, #309 Fenton Michigan 48430  
//avantini@cibplanning.com // 810-734-0000



## **D. PERSONNEL QUALIFICATIONS**

### **1b. Consultant Personnel - Project Team Roles**

<b>Firm</b>	<b>Staff Member</b>	<b>Title</b>	<b>Project Role</b>
MCA	Damon L. Garrett, PE	Primary Contact	Executive project oversight including management of the public engagement, design, and permitting aspects of the project.
MCA	Andrew R. Walters, PE	Sr. Project Engineer	Design engineer performing research regarding City, Township, and County requirements throughout the design development phase.
MCA	Gary A. Witt, PS	Sr. Project Surveyor	Surveyor of record for signing and sealing of documents and will translate data collected in the field into a usable plan format for the design engineer.
CIB	Justin Sprague	Vice-President	Will be responsible for project management for pre-planning and master planning services.
CIB	Hannah Smith	Planner II	Responsible for performing all tasks needed for the pre-planning and development stages of the project

## 1b. Professional Qualification and Relevant Project Experience of Project Team

### **DAMON L. GARRETT, PE**

**PRESIDENT (PRIMARY CONTACT)**

*Empowering and motivating people to achieve the best version of themselves.*

Damon brings over 20 years of civil engineering, project management, and executive leadership experience to his role, leveraging his ability to build, grow, and enable high-performing teams to help clients achieve success in their communities. As President, he is responsible for the strategic direction and execution of key growth initiatives including firm services, markets, and geographic regions throughout the United States.

An expert civil engineer with a diverse background encompassing land, municipal, and energy development, Damon brings a unique, big-picture perspective when approaching projects, solving problems, and collaborating to identify unconventional solutions.

#### **MANAGEMENT**

Project Budget and Coordination  
Community Outreach  
Coordination with other City Departments  
Legal

#### **MUNICIPAL ENGINEERING**

Emergency Utility Repair Design and Coordination  
Capital Improvement Plans  
Infrastructure Design and Plan Preparation  
Maintenance Plans  
Construction Plan Review  
Stormwater Assessments

#### **City of Highland Park Water Department Director | Highland Park, Michigan**

Supervised the preparation of a report evaluating stormwater runoff generated by parcels within the City. Sewage disposal charges paid to the Detroit Water and Sewerage Department create a big expense for the City, and a significant portion of these charges result from rainwater entering the City of Highland Park's combined sewer system. The report assisted the City of Highland Park in understanding the relative contribution of residential and non-residential parcels to the overall flow volume collected by the City's combined sewer system. The report also suggested potential "green" alternatives which could reduce the impervious area of Highland Park and reduce the storm water volume sent to DWSD for treatment. As the Water and Sewer Department Director he manages billing rates, operations and maintenance, and the overall day-to-day operations of the water and sewer systems.



#### **EDUCATION**

BS, Civil Engineering, Michigan State University

#### **CERTIFICATIONS**

Licensed Professional Engineer:

Alabama  
Arkansas  
Florida  
Georgia  
Illinois  
Indiana  
Kentucky  
Louisiana  
Maryland  
Michigan  
Minnesota  
Mississippi  
Nebraska  
New Jersey  
New York  
North Dakota  
Ohio  
Pennsylvania  
Tennessee  
Texas  
Virginia  
West Virginia

Storm Water Operators/SESC  
Certified #C-15349

#### **PROFESSIONAL AFFILIATIONS**

American Water Works Association (AWWA)

American Public Works Association

Michigan Society of Professional Engineers

**DAMON L. GARRETT, PE**  
**PRESIDENT**

Page 2

**City of Highland Park Engineering Department Director | Highland Park, Michigan**

Provided services for overall departmental management and operations of City Engineering Department. Generated revenue for operations of the department through fees, permits, and grants to minimize impact to the city's general fund. Services included meeting with city administration and officials, State of Michigan regulators, and oversight of any contractor and/or consultant the City of Highland Park utilized regularly for construction projects and other affairs of the department.

**AT&T Fiber Optic Connection | Southeast Michigan**

Project Surveyor for a fiber optic connection for Verizon and Level 3. Project services included right-of-way survey, topographic survey, GPS control network, underground utility location and route layout/design.

**Canton Township Planning Commission | Canton Township, Michigan**

Planning Commission Secretary and Member for ten years. Responsible for reviewing development projects, review of updates to municipal code, review of master plan updates, participate in planning breakout sessions, review zoning map requests, and administering meeting minutes to other planning commission members.

**36' Interceptor Sanitary Sewer Design | Superior Township, Michigan**

Construction Administration and as-builts. Resolve construction disputes in the field.

**Booster Station Improvements | Superior Township, Michigan**

Reviewed pump efficiency curves and SCADA data to evaluate pump performance. Updating water model as necessary.

**Capital Improvement Plan Budgeting | Superior Township, Michigan**

Prepare capital improvements project list and prioritize improvements based on likelihood of failure versus consequence of failure. Research available funding mechanisms and review tap fees.

**Superior Township, Assistant Township Engineer | Superior Township, Michigan**

Provided engineering recommendations to Planning Commission and Township Board.

**Water & Sanitary Sewer Master Plan | Superior Township, Michigan**

Prepared a water model to assist client in assessing new development in the Township. Prepared a Sanitary Sewer Master Plan to assist client in assessing available sanitary sewer capacity.



## ANDREW R. WALTERS, PE

### SENIOR PROJECT ENGINEER

*Gifted in stormwater management, grading, and earthwork design.*

With nearly 20 years of civil engineering and land development experience, Andrew leads many of the firm's design efforts including best practices, quality management, and training programs for junior engineers. His robust portfolio of project experience allows him to anticipate potential challenges and pitfalls to identify the path of minimal resistance for the benefit of clients and the communities they support.

Andrew is directly responsible for project design elements including site layout, grading, utilities, stormwater management, infrastructure design, soil erosion control measures, and implementation of best management practices. He's content once clients successfully complete the construction of the projects that he helped bring to fruition.

### PROJECT EXPERIENCE

#### **603 Huron Apartments | Ann Arbor, Michigan**

Prepared site plans and construction documents. Designed site features including utility leads, drives and sidewalks, grading, soil erosion, and sediment control, and underground stormwater management system.

#### **Huron & Greene Apartments | Ypsilanti, Michigan**

Prepared site plans and construction documents. Designed site features including utility leads, drives and sidewalks, grading, soil erosion, and sediment control, and underground stormwater management system.

#### **Fort Street Streetscape Improvements | Lincoln Park, Michigan**

The Lincoln Park Downtown Development Authority made streetscape improvements to approximately 0.5 miles of Fort Street in their business district. The proposed work was conducted using a traffic enhancement grant from MDOT.

- BJ's Warehouse | Taylor and Chesterfield, Michigan
- Scio Township Utility Department Addition | Scio Township, Michigan
- Antioch Senior Housing | Canton Township, Michigan
- Bickford of Canton Senior Housing | Canton, Michigan
- Suburban Chrysler, Dodge, Jeep Dealership | Michigan
- The Woods | Livonia, Michigan
- Menards | Brooklyn, Avon, Cuyahoga Falls, Athens, Orion, Taylor, Gaylord, Columbus West
- Menards | Brooklyn, Avon, Cuyahoga Falls, Athens, Orion, Taylor, Gaylord, Columbus West, Wooster.
- Stevenson/Johnson Dental
- East Delano Ave. Road Improvement Plans
- Oakland Ave. Resurfacing Plans
- Davison Service Drive Rehabilitation Plans



### EDUCATION

BS, Civil Engineering, Michigan State University

### CERTIFICATIONS

Licensed Professional Engineer:  
Georgia  
Michigan  
Ohio  
Pennsylvania

### PROFESSIONAL AFFILIATIONS

National Council of Examiners for Engineering and Surveying Record (NCEES)

American Society of Civil Engineers (ASCE)

## **GARY A. WITT, PS**

### **SENIOR PROJECT SURVEYOR**

With 23 years of experience in land surveying, project management, and team mentoring, Gary facilitates communication and coordination between survey managers, crews, engineers, and CAD operators to ensure quality products. He also performs the QA/QC reviews for the survey department along with proposal preparation. Gary has a background of performing NGS control surveys using least square analysis in Michigan State Plane Coordinate NAD83 and NAVD88 Vertical Datums. With an extensive land development background, Gary offers clients high quality service and knowledge.

#### **PROJECT EXPERIENCE**

##### **Wastewater Asset Management | Plymouth Township, Michigan**

Lead Surveyor/ Field Surveyor: Project involves developing a comprehensive Asset Management Program for a municipality in MI. Condition assessment efforts for both manholes and pipelines to provide a foundational knowledge of the assets. Updating of GIS database of assets throughout duration of inspections to improve the geospatial accuracy of the GIS.

##### **GLWA DB-303 Design-Build Contract - Great Lakes Water Authority | Southeast Michigan**

Lead Surveyor: Conduct topographic Survey, design layout and As-built survey. In collaboration with the Design Team and provided survey support for the installation of new unleaded diesel fuel tanks and dispensers at the five drinking water plants and the wastewater plant for the Great Lakes Water Authority (GLWA) in Southeast Michigan. This \$4M project efficiently brought the GLWA into compliance with the new Oct 2018 UST regulations regarding WRRF. New fuel management systems allowed for tracking of vehicle information as well as the personnel fueling the vehicles.

##### **M-39 Reconstruction - MDOT Taylor TSC | Wayne County, Michigan**

Survey QA/QC Officer/Survey Crew Chief: As-needed construction engineering services for 1.74 miles of concrete reconstruction of M-39 from Porter to Pinecrest in the cities of Allen Park and Lincoln Park. The existing road was totally replaced with eight new lanes of non-reinforced concrete pavement with aggregate base, new storm sewer, edge drain, water main, slope staking, ADA ramp and sidewalk upgrades.

##### **Hickory Ridge Subdivision | Canton, Michigan**

Lead Surveyor: Design/Construction of a 42-unit subdivision consisting of 2100 LF of roadway. The survey work consisted of doing a boundary and topographic survey for the design of the subdivision. The construction consisted of staking sanitary sewer, water main, storm sewer, mass grading, and roadway. This project fronted on M-153 (Ford Road) which is under the MDOT jurisdiction.



#### **EDUCATION**

BS, Land Surveying, Michigan  
Technological University

AAS, Civil Engineering, Michigan  
Technological University

#### **CERTIFICATIONS**

Professional Surveyor:  
Michigan (#49282)

PSMJ Resources, AEC / Project  
Manager Training

OSHA 40-hour

Hazardous Waste Worker, 2017



## Justin Sprague, Principal, Vice President, CIB

For over 18 years, Justin has provided innovative solutions to planning and community development challenges.

Justin Sprague serves as Principal and Vice President for CIB, where he is responsible for municipal planning and zoning, economic development, corporate incentives and location support, downtown development, corridor improvement, and regional economic development planning.

Prior to joining CIB, Justin was Director of Business Development at the Flint & Genesee Chamber of Commerce where he was responsible for business attraction projects throughout Flint & Genesee County, business retention, downtown investment projects, and municipal collaboration projects focused around economic development.

### Economic Development & Housing Policy Experience

- City of Muskegon Heights Retail and Housing Strategic Plan to support housing analysis
- I-69 Thumb Region (MI) “Accelerate” Economic Development Strategy & Prosperity Plan
- Buick City Redevelopment (Flint, MI)
- Genesee County Freight Forecast, 2012 (Genesee County, MI)
- Genesee County Industrial Building Demand Analysis (2015)
- Shiawassee County Industrial Property Inventory and Analysis (2005)
- Economic Development Strategy (City of Laingsburg)
- Region 6 Housing Implementation Strategy (2018)
- Economic Development Strategies for Swartz Creek, Laingsburg, Grand Blanc, Romulus, Flint Township, Hart, Vienna Township, Grand Blanc Township, City of Portage, Comstock Township, City of Linden, Huntington Woods, Garfield Township (Clare County)
- City of Hamtramck (MI), Build MI Place (City Owned Property Marketing and Disposition Process)
- City of Inkster (MI), Build MI Place
- Strategic Housing Reports for DeWitt, East Lansing
- Strategic Housing and Retail Plan for City of Muskegon Heights
- CEDAM Real Estate Development Boot Camp Training Lead

### Planning and Zoning

- City of Owosso, Ongoing Planning & Zoning Services
- Village of Fowlerville, Ongoing Planning & Zoning Services
- Imagine Flint, City of Flint Master Plan (team member)
- City of Caro, Master Plan and Zoning Ordinance
- Village of Bancroft, Master Plan and Zoning Ordinance
- Village of Dryden, Master Plan
- City of Lapeer, Master Plan

- Caledonia Township (Shiawassee County) Mater Plan, Zoning Ordinance and zoning support services
- City of Flint DDA, Buckham Alley Placemaking Plan and River Bank Park Phase I
- City of Flint, Chevrolet Avenue Bridge Place Making and Context Senstive Design
- City of Flint, ongoing planning and zoning support services
- City of Clio, Master Plan, Zoning Ordinance and zoning support services
- City of Bay City, Uptown at Rivers Edge Development Concept Bay Area Housing, Neighborhood Preservation Plan (MAP Award Winner, 2009)
- City of Mt. Pleasant, Parking Study Pinconning Township, Master Plan
- City of Coleman, Master Plan City of Chesaning, Master Plan and Zoning Ordinance

### **Corporate Incentive Projects**

- Miller Industries Corporate HQ (Fenton Township)
- Creative Foam Corporation (Fenton and Mundy Township)
- Enihcam (Fenton Township)
- Crust, A Baking Company (Fenton)
- Laird Technologies (Grand Blanc Township)
- SpenTech USA (Flint)
- Horizon Group (Fenton)
- SignArama (Flint Township)
- Lodgco (Mundy Township)
- Lear Corporation (Flint)

### **Education**

Bachelors in Resource Planning, University of Michigan—Flint

### **Boards and Committees**

- Planning Law Committee
- MAP Scholarship Committee

### **Professional Associations**

- Michigan Association of Planning
- American Planning Association
- Michigan Economic Development Organization





## Hannah Smith, Planner II, CIB

Hannah worked as the Planning Assistant for the City of Novi, and is a recent graduate of the Master of Urban and Regional Planning Program at the University of Michigan.

Hannah Smith serves as a planner for CIB, where she works on planning, zoning, and public engagement. Hannah is a recent graduate of the Master of Urban and Regional Planning Program at the University of Michigan. She received her Bachelor's from U of M in Environment & Sustainability, and worked as the Planning Assistant for the City of Novi. Her professional interests include municipal planning, sustainability-focused planning, and community engagement.

### Planning & Policy Experience

- Ongoing planning services and zoning amendments for South Lyon, City of Wixom, Lodi Township, Conway Township, and City of Fenton
- City of Vassar Master Plan
- City of South Lyon Parks & Recreation Plan
- Graduate Research Assistant to Sarah Mills, PhD
- Policy Analyst/Graduate Research Assistant to Professor Barry Rabe, PhD
- Taubman Externship Program Extern – McKenna
- Planning Assistant – City of Novi Planning Division (Community Development Department)
- CLOSUP (Center for Local, State, and Urban Policy) Policy Analyst

### Summer Internships

- Matthaei Botanical Gardens Gaffield Children's Garden Internship
- Growing Hope Urban Farm Internship

### Projects & Publications

- "Measuring Equitable Development: A Scorecard for the People of Detroit," (Working Project). UM MURP Capstone project.
- Light, A., Smith, H., & Mills, S. "Renewable Energy in Michigan," Planning & Zoning News, March-April 2020.
- "Commerce 275: A Future for Huron Township," Report for Detroit Region Aerotropolis Development Corp., URP507 course project.
- Mills, S., Bessette, D., & Smith, H. (2019). "Exploring landowners' post-construction changes in perceptions of wind energy in Michigan," Land Use Policy, 82, 754-762.
- Rabe, B. & Smith, H. "United States" Chapter in Federalism & Climate Governance book (forthcoming).

## APPENDIX A: PROJECT PROFILES

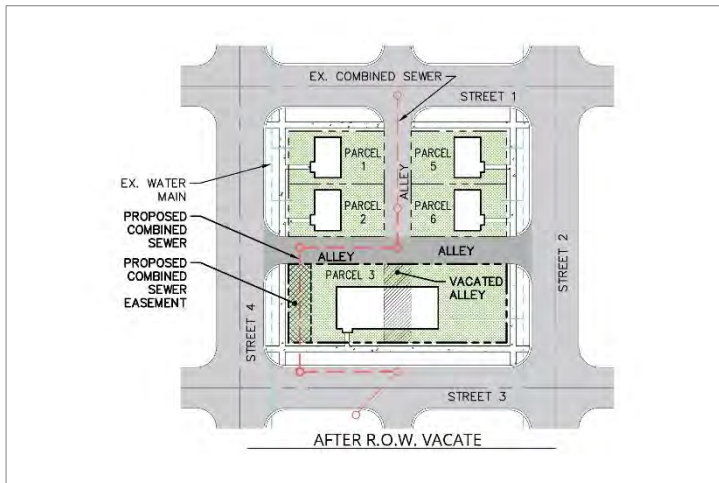
### HIGHLAND PARK ENGINEER OF RECORD

**CITY OF HIGHLAND PARK, MICHIGAN**  
**METRO CONSULTING ASSOCIATES, LLC**

Restored City's Engineering Department after 10-year hiatus  
Established and manage \$500K+ annual department budget  
Developed and enforce department ordinances, design standards, and construction specifications

Since the City's Engineering Department did not exist for more than a decade, it was critical for return operations to self-sustain and not strain the City's already depleted general fund.

Metro Consulting Associates established a \$500,000 annual budget and paired it with a reasonable fee schedule that ensured the City's adequate representation for right-of-way permitting, site plan reviews, and other capital improvement construction projects.



As the engineer of record, Metro Consulting Associates quickly helped the City recoup lost revenue from utility companies and contractors that ignored City standards and performed work within City boundaries without permission, inspection, or payment of fees.



A road condition assessment was conducted to help secure additional funding for road, sidewalk, and other right-of-way improvements. The team logged data specific to overall condition and other pre-determined attributes for roads, signs, and sidewalks with the resulting asset management plan used to inform and prioritize future improvements based on yearly budgets and treatment options.



## 950 GREENE STREET

CITY OF ANN ARBOR, WASHTENAW COUNTY, MICHIGAN  
METRO CONSULTING ASSOCIATES, LLC

171-unit, 4-story mixed-use apartment building  
2,460 SF of ground-floor retail with underground parking structure  
2-acre urban infill with innovative stormwater management system  
Demolition + redevelopment of an entire city block



The landscaping design includes extensive foundation and streetscape plantings, along with a rooftop courtyard and pool.

### KEY PROJECT SERVICES

- Land surveying:
  - ALTA/NSPS Land Title Survey
  - Topographic survey
  - Tree survey
  - Construction staking
- Site planning:
  - Preliminary research + due diligence
  - Conceptual plans
  - Project schedules
  - Site plan + landscape plan
- Civil engineering:
  - Detailed engineering plans
  - Grading + utility design
  - Drainage calculations
  - Underground detention system
- Permit facilitation: various municipal departments
- Subconsultant management: traffic impact assessment
- Coordination with City Staff:
  - Plan review comments
  - Approval standards

## LEGACY PARK SPORT RECREATION FACILITY

GREEN OAK TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN  
METRO CONSULTING ASSOCIATES, LLC

MCA provided professional engineering and surveying services for Phase I of the project.



The engineering work included due diligence, research, preliminary site planning, preliminary engineering, site plan revision and creating PUD site plan, preparing submittal documents, future phases as well as traffic/road planning.



Phase I building and retention pond grading plan, additional recreational facilities design, and public roadway improvements. Professional Surveying services for the Phase I Project included boundary verification of previous ALTA, utility location and limited topographic survey, base mapping for site planning purposes.

MCA completed a leaf-on tree survey, which include tagging, identifying, and locating approximately 2,244 trees pursuant to the requirements of Green Oak Township's woodland/tree ordinance.



## **ECONOMIC DEVELOPMENT, DDA PLAN, MASTER PLAN**

**FARMINGTON, OAKLAND COUNTY, MICHIGAN**  
COMMUNITY IMAGE BUILDERS



Both the City and Downtown Development Authority (DDA) have retained CIB Planning and teammate Advanced Redevelopment Solutions (ARS) to overcome these obstacles and facilitate implementation of the project.

The team is preparing a series of redevelopment scenarios that show the financial impact of different development densities and ultimate funding “gap”. Since State funding is at best delayed at this point, the team is using all available local resources to close the funding gap. In addition to the use of brownfield funding to cover the estimated \$3.24 million cleanup cost, the team is working with the DDA to update its DDA Plan and facilitate project-specific tax increment financing. This additional financing tool will allow the City to close the funding gap and select from a group of client developers to be brought in by the CIB/ARS Team.

For over six years the City of Farmington and Farmington School District had worked to redevelop a vacant former school building for much-needed downtown housing. Significant effort had gone into developing plans, preparing a request for proposals, and working with two separate developers.

The property has significant environmental contamination both in the building and underground that require demolition as part of the redevelopment effort.

The site is also located next to both a City park and historic residential neighborhood, limiting the extent of development that is possible. Currently, the ability to overcome these site conditions is further impacted by the pandemic and corresponding freeze in State MEDC funding, which is a resource sought by most downtown redevelopment projects.

## **CITY OF WIXOM FORD ASSEMBLY PLANT REDEVELOPMENT**

**WIXOM, OAKLAND COUNTY, MICHIGAN**  
COMMUNITY IMAGE BUILDERS

300+ Acre Redevelopment

46-Acre Retail Center

Featuring Menards & 25-Acre General RV Center Corporate HQ.



Former Wixom Ford Assembly Plant site. The plant sat vacant for 8 years and was finally demolished in 2013, leading to redevelopment as a mixed-use retail, office, entertainment and R&D complex. Initial projects are currently underway at the corner of I-96 and Wixom Road.

Other entertainment and R&D uses are currently being proposed for the remaining land and properties on the opposite side of Wixom Road are being purchased and developed. A new zoning district and design guidelines were created specifically for this site to guide quality redevelopment. CIB Planning managed the redevelopment, site design, economic development, zoning, and development agreement for this project.



# Redevelopment Ready Communities (RRC) [CIB]



## Redevelopment Ready Communities Program



CIB Planning is part of a team that serves as advisors to the Michigan Economic Development Corporation's (MEDC) "Redevelopment Ready Community" program, a certification program through which the MEDC audits the community's plans, codes, and procedures. We have spent several years serving as the primary point-of-contact for RRC staff to help fill the gaps in the communities' redevelopment programs.

CIB Planning works with other planning firms to assist communities through the process of applying best practices including

the following services:

- Downtown, corridor, and comprehensive plans
- Zoning ordinances and form-based codes
- Site prioritization and redevelopment strategies
- Economic development and marketing strategies
- Delivery of training programs for staff and officials
- Development review process evaluation and recommendations

**Through this program, our team has assisted the following communities:**

**Charter Township of Comstock  
Charter Township of Flint  
City of Hart  
Village of Lexington  
City of Ironwood  
Village of Mayville  
City of Melvindale  
Meridian Charter Township**

**City of Munising  
City of Muskegon Heights  
City of Negaunee  
City of Newaygo  
City of Oak Park  
City of Portage  
City of Owosso  
City of Romulus**

**City of Saginaw  
City of Swartz Creek  
City of Grand Blanc  
City of Vassar  
City of Wayne  
City of Wixom**

## E. PRICE

### 1c. Topographical Survey of Development Site.

MCA at the request of the Client will prepare a topographic survey of the subject property to obtain the information necessary for site design and to satisfy the City plan requirements. The information will be added to the boundary survey completed as part of this task. A tree survey is not part of this task. The topographic survey will be completed during leaf off conditions only. The survey will include:

- One-foot contour intervals
- Visible man-made features
- Ditches and drains
- Adjoining right-of-way up to the opposite edge of pavement
- Required off-site elevations, buildings/structures, and site features within 50 feet of site boundaries
- Tree lines of heavily vegetated areas
- Two (2) benchmarks on the NAVD88 datum will be established on the project site.
- MCA will call in a Georgia811 dig ticket for the project site.
- MCA will locate visible existing utilities within or adjacent to the site, including:
  - Existing utilities, above ground and underground (if readily visible and accessible or flagged by the utility company or locating service)
  - The size and inverts of sanitary and storm sewers, if manholes are visible
  - Utilities may be depicted from drawings provided by utility companies or others, if readily available.

Part II SOW Tasks	Total
<b>Pre-Planning Services</b>	
A. Kick-off Meeting(s) with City Staff	\$ 7,600
B. Evaluation of Existing Conditions and Infrastructure.	\$ 11,750
<b>Development Planning Services</b>	
A. Concept Plans	\$ 10,500
B. Opinion of Cost-Concept Plans	\$ 1,900
C. Concept Review Meeting(s) with City Staff	\$ 7,600
D. Final Concept and Planning Study	\$15,300
<b>Lump Sum Not to Exceed Total</b>	<b>\$54,650</b>
<b>Additional Services</b>	
<b>Part II, Item C: Pre-Planning Eng. Services</b>	<b>\$8,500</b>
<b>Part III, Item 1c: Topographical Survey *** leaf off conditions</b>	<b>\$13,500 - \$14,300</b>
<b>Part III, Item 2c: Additional Services</b>	
- DTE / MDOT/ INDOT Coordination	\$6,500
- Lot Combination Fee	\$2,900









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REQUEST FOR PROPOSAL

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## City of Sturgis

Stateline Business Park Planning | November 14, 2022



November 14, 2022

Mr. Jeff Coney  
Community Development Specialist  
City of Sturgis  
130 N. Nottawa Sturgis, MI 49091

Re: Proposal for Conceptual Land Planning and Civil Engineering Services at Stateline Business Park

Dear Jeff,

Progressive AE, Inc. (Progressive AE) is pleased to present this proposal for conceptual planning services for Sturgis Business Park. The following is our understanding of the project, our scope of services, clarifications, proposed schedule, and compensation for your consideration.

#### **UNDERSTANDING OF PROJECT**

The project, as we understand it, is to provide conceptual master planning design services for the approximate 95-acre tract of land fronting on the west side of M66, immediately north of State Line Road. The development property currently includes 3 parcels which will be combined and designed to have a commercial frontage and will include a layout for an industrial and manufacturing business park on the western portion of the site. As part of our services, we will provide a topographic survey of the site and utilize the information provided by the City of Sturgis as a base line to begin the design work.

The results of the pre-planning services and meetings with the City and stakeholders will inform the potential direction of the design concepts. Upon presentation of the concepts, a plan will be selected that provides the City with the best opportunity to attract future developers. The conceptual plan will be refined and presented in a planning study report. The document will include all the background data, pre-planning tasks, concept plan criteria, permitting requirements and the anticipated investment by the stakeholders required to realize the final selected concept plan. An implementation plan will include the steps required to design, permit and construct the project.

#### **SCOPE OF BASIC SERVICES**

Based upon the above project understanding, we will provide the following scope of services.

##### **PART I. INFORMATION PROVIDED BY THE CITY**

Progressive AE will review and analyze the information provided by the City in order to understand potential utilities connections/sizing, site and road access, wetlands impact, soils, storm water, zoning restrictions, and topography (provided by Progressive via this proposal). This data will provide the necessary base information to proceed to the subsequent conceptual planning step.

**Deliverable:** Outline of detailed site information for stakeholder presentation/discussion and design including both known and unknown due diligence information.

### **A. Pre-planning services- Meeting #1 Kick-off**

Based on the review of the information outlined above, Progressive AE will attend a stakeholder meeting to discuss the due diligence information and gather additional insight on other site issues not revealed in the due diligence phase. The goal of the introductory meeting is to understand the vision of the City and the stakeholder groups and how the site could be designed to its highest and best use.

**Deliverable:** Summary of key issues from site discovery and follow-up meeting minutes.

### **B. Analysis of existing conditions and infrastructure- Meeting #2 Review of existing conditions**

In preparation of conceptual masterplan development for the site, Progressive AE will produce a site analysis drawing and data to evaluate the existing site conditions. Prior to commencing this work, Progressive AE will produce a topographic survey of the site, including existing utilities as the base to deliver a thorough analysis. We will utilize the information we gained in the kick-off meeting and will add to that the information we gained through an analysis of the following categories:

1. Site Access to understand MDOT requirements for access management including the number and locations of driveways. Also coordinate with LaGrange County, IN to determine road improvement requirements with a potential interface. Trip generation assessment and traffic impact studies are not included with the scope but could be provided as an additional service if needed.
2. Sanitary sewer capacity and potential connections to serve the retail and industrial land uses. Analyze potential service areas for gravity sanitary sewer and determine if a pump station and forcemain would be necessary.
3. Water service to the site for domestic use and fire protection capabilities. Evaluate potential connection points, existing pressure, flows and possible easement corridors. Coordinate hydrant tests as needed to obtain existing water system information. Water system modelling is not included with the scope of services but could be provided as an additional service if required.
4. Storm water management and topographic analysis to understand potential location of detention, bioswales and storm water quality treatment features. Evaluate potential to create some aesthetic features on the site related to storm water management.
5. Land division considerations to determine the most appropriate route for potential sale of individual parcels for future commercial and industrial development.
6. Natural features such as wetlands, legacy trees or special features will be reviewed for the potential to be preserved or utilized for their aesthetic qualities.

**Deliverable:** Summary of the analysis in graphic and narrative form to be shared with the City and stakeholder group.

### **C. Pre-planning Engineering Services**

As previously stated, Progressive AE will provide a topographic survey including existing utilities as part of this Request for Proposal. The topographic information will be inserted into the existing boundary survey provided by the City as completed by Fleis and VandenBrink dated October 2021. The survey will inform the next phase for the concept development.

### **D. Development planning services**

Utilize the information presented in the prior phases and feedback from prior meetings with the City and stakeholders to develop three distinct concept master plans. After the initial concepts are reviewed at a stakeholder meeting, a single concept plan will be selected and refined to incorporate feedback. As the plans are developed, we would consider the following:

1. Develop the master plan with two distinct land uses.
2. The 24-acres fronting on M-66 are planned for retail development including a large-scale anchor retail space plus several smaller outlots. The western portion of the property of approximately 73-acres will be planned as an industrial and manufacturing business park.

3. The development access plan and traffic circulation will be designed utilizing the information gathered in the pre-planning phase.
4. The necessary utility structures identified during the pre-planning phase will be incorporated in the concept plan as needed. This conceptual utility layout would include routing of water, wastewater, electric along with any significant structures such as substations, transformers, lift stations or water towers. Space will be allocated for these potential utility structures, but coordination on specific equipment needs and sizes would occur at a future project stage when more specific loads are known.
5. One stormwater management concept will be prepared utilizing the topographic survey and current storm-water regulations for a traditional detention or retention system. Low impact development measures can be considered, and the potential benefits discussed at the stakeholder meetings.
6. Development amenities and themes will be identified on the concept plan. This theme will be coordinated with the stakeholders to ensure alignment. Benchmark images of the amenities and themes will be included with the concept plans.
7. Tenant space flexibility for both the industrial and retail uses of the property will be considered as an important element the marketing of the development.

#### **E. Opinion of Cost**

Prepare a cost estimate for each of the public infrastructure and amenities of the three concept plans. The cost estimates will include sub-categories based on the type of improvement.

#### **F. Concept Review Meeting(s) with City Staff – Meetings # 3**

One meeting with City Staff and stakeholders to review the three concept plans. After this meeting, a single concept plan will be selected and refined to incorporate feedback as part of the development planning services for a final presentation meeting.

#### **G. Final Concept and Planning Study – Meetings # 4**

The selected concept plan as defined in item F above will be rendered for final presentation. An associated opinion of cost will also be refined to align with this final concept plan. A planning study report will accompany the final concept as described in the RFP. An implementation plan outlining the steps for design, permit and construction will be included with the planning study report.

This proposal assumes that all meetings will be in-person.

## **SCHEDULE**

We understand that a project schedule is yet to be established, but we anticipate the schedule will be developed after the kick-off meeting.

Fees

Based upon the above-identified scope of services, Progressive AE proposes to provide the work as delineated above on an hourly basis towards an estimated amount of \$54,900 (sixty four thousand five hundred dollars). Reimbursable expenses are in addition to the professional compensation, estimated at \$250 (two hundred fifty dollars), and will be invoiced according to the attached Schedule for Invoice Rates.

If requested, a topographic survey of the site can be provided for a lump sum of \$9,600.

Progressive AE has prepared this proposal for City of Sturgis and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

The terms of this proposal defining project understanding, scope, schedule, clarifications, and professional compensation are incorporated into the Standard Agreement Provisions for Professional Services which are attached. The terms and conditions as identified in the Standard Agreement Provisions will be valid unless superseded by an AIA Standard Form of Agreement. If this proposal meets with your approval, please sign below and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule. If you do not sign and return this proposal, and after receipt of this proposal you request or accept services from Progressive AE in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

We look forward to working on this project with you and your team.

Sincerely,



Pete Lazdins, PLA  
Project Manager, Senior Land Planeer

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



# 2022 Schedule of Invoice Rates

## Hourly Staff Charges

Class 10 Personnel	Principals	\$245/hour
Class 9 Personnel	Practice Leaders, Directors	\$215/hour
Class 8 Personnel	Senior Architect, Senior Engineer, Senior Project Manager	\$185/hour
Class 7 Personnel	Senior Project Manager, Senior Architect, Senior Interior Designer, Senior Engineer, Senior Scientist	\$160/hour
Class 6 Personnel	Construction Superintendent, Engineer II, Project Manager II, Senior Construction Administrator, Senior Technician	\$145/hour
Class 5 Personnel	Architect II, Construction Administrator, Design Architect I, Engineer II, Project Manager I, Senior Interior Designer, Senior Technician	\$130/hour
Class 4 Personnel	Architect I, Construction Superintendent, Interior Designer II, Engineer I, GIS Technician, Planner I, Technician I	\$110/hour
Class 3 Personnel	Executive Assistant, Field Scientist, Graduate Architect, Graduate Engineer, Interior Designer I, Technician I	\$90/hour
Class 2 Personnel	Graduate Interior Designer, Graduate Architect, Project Assistant	\$75/hour
Class 1 Personnel	Interns	\$50/hour

### **Reimbursable Expenses:**

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Building permit fees and plan review fees as required by the authorities having jurisdiction over projects at cost plus 10%.
3. Outside services, consultants, travel and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
5. CAD black/white plotting at 15¢ per square foot; CAD color plotting at 25¢ per square foot; CAD low-density color images at 30¢ each; CAD high density color images at 50¢ each; large-format color plotting at \$9 per square foot. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 62.5¢ per mile). Lodging, meals, and airfare at cost. Machine rental GPS at \$250 per day. Traffic Counters at \$60 per count. Surveying supplies at 50¢ per stake.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

### **Notes:**

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at higher rate.
3. Hourly staff charges and expenses subject to change annually.



Progressive AE Corporate Office



*Progressive AE did it right.*

They are a company that keeps their promise, honors everything that is in the relationship, never walks away when things are troubled, charges in and helps us get things done. They always advocate for us.

*Dan Gaydou, President, MLive Media Group*

## The Progressive AE Team

Progressive AE's team of design experts deliver high-performance spaces designed to drive your organizational goals. Perhaps even more important than what we do is why we do it. The answer is simple: your success matters to us.

We predicate our recommendations on the vision you aspire to achieve. Throughout your project, we'll employ certain measures, as well as design and validation checkpoints. We validate organizational performance improvements once your company is operating in its transformed environment.

There is a powerful sense of fulfillment that comes from what we do. It is rewarding to celebrate our clients' achievements, and it's a privilege to know we were integral in the process. Our approach is holistic and your involvement throughout the process is key. Together we are committed to exceeding your expectations.



Pete Lazdins  
*Senior Land Planner,  
Project Manager*



### **Engineering**

Josh Manion, PE  
*Senior Civil Engineer*

Chris Zull, PE  
*Senior Transportation  
Engineer*

Tory Meyers  
*Surveyor*

Williams & Works  
*Surveying*



## Pete Lazdins, PLA, ASLA, CLARB

### Senior Land Planner, Project Manager

lazdinsp@progressiveae.  
com

Phone: 616.365.8570

### Education

Michigan State University  
*Bachelor of Science, Urban  
Planning*

University of Michigan  
*Master of Landscape  
Architecture*

### Project Experience Includes:

- Waverly Park Redevelopment
- Niles Industrial Site Planning
- Envision Ada Master Plan

Pete combines the design sensitivity of a landscape architect with the broader perspective of an urban planner. A good deal of his work involves planning in the urban environment on a variety of projects. He is well-versed in campus planning, housing, retail, and public spaces. In addition, many of the projects in Pete's portfolio involve rezoning and site plan approvals.



## Josh Manion, PE, LEED AP

### Civil Engineer

manionj@progressiveae.  
com

Phone: 616.447.3455

### Education

Calvin College  
*Bachelor of Science, Civil  
Engineering*

### Project Experience Includes:

- Global Logistics Distribution Company
- Meijer Retail Stores Various Projects
- Quick Service Retail Projects
- Carmax

Josh has over 18 years of experience in engineering design, analysis and permitting for land development and municipal improvement projects. His experience includes roadway and parking improvements, site drainage and grading design, storm water systems and soil erosion management, low impact development design, water distribution systems, wastewater collection and treatment systems, and site plans for a wide variety of clients and land uses.





## Christopher Zull, PE

### Transportation Practice Leader

zullc@progressiveae.com  
Phone: 616.365.2664

### Education

Michigan State University  
*Master of Science in Civil  
Engineering*

Michigan State University  
*Bachelor of Science in Civil  
Engineering*

### Project Experience Includes:

- City of Grand Rapids Various Projects
- City of Traverse City Various Projects
- City of Lansing Michigan Ave Redevelopment

Chris has over 23 years of experience as a transportation engineer, spending the last 15 years working for the City of Grand Rapids, most recently as the Traffic Safety Manager. In this role, Chris managed the Lighting, Signals and Signs Department which provides off-hours and emergency services.

Chris has been responsible for the oversight of staff and consultants for the conversion of over 40 miles of road diet from 4-lanes to 3-lanes in Grand Rapids. Key project components included review and update of roadway geometrics, pavement marking layout, parking management with local business owners and invested stakeholders, bicycle lane design and connectivity, appropriate signing and signal head alignment updates, in depth public engagement and educations, crash analysis, traffic volume data collection and analysis for both before and after conditions.



## Tory Meyers, GISP

### Surveyor

meyerst@progressiveae.com  
Phone: 616.447.3389

### Education

Central Michigan  
University  
*Bachelor of Science,  
Geography, Conservation  
and Earth Sciences*

### Project Experience Includes:

- Four Township Water Resources Council
- Macatawa Area Coordinating Council
- Hamlin Township

Tory has more than 15 years of GIS products experience and more than 12 years of land surveying experience. Tory also serves as a lead surveyor with experience in boundary and aerial control surveying, construction staking, CAD drafting/design, and all aspects of GIS data and cartographic production, which includes specialty mapping, conversion of parcel and utility data, data management, analysis/querying, updating and maintaining data.

Progressive AE's workforce is a unique blend of creative people who think strategically, and strategic people who work creatively. The firm is guided by Performance Based Design, a fundamental and forward-thinking philosophy. Through Performance Based Design, we commit to optimizing performance for clients and validating results post-occupancy.

<b>FULL SERVICE</b> ARCHITECTURE & ENGINEERING FIRM		<b>60</b> YEARS OF EXPERIENCE	
ACTIVE IN <b>48</b> STATES	<b>10</b> MARKETS	<b>140+</b>	DESIGN AWARDS
<b>225+</b> SKILLED PROFESSIONALS		LOCATIONS= <b>2</b>	

## Full Service Expertise

One thing we know is each client faces unique needs that must be met, while keeping the future in mind. This is exciting to us. No challenge is too great, thanks to our comprehensive range of services. Whatever discipline is required, we have subject matter experts on hand to find the right solution.

### Our Areas of Expertise Include:

- Architecture
- Design-build
- Engineering
- Interior Design
- Landscape Architecture
- Planning and Consulting
- Procurement
- Universal Design
- Urban Planning
- Water Resources

## Firm Locations

### Locations:

Grand Rapids  
 1811 4 Mile Rd. NE  
 Grand Rapids, MI 49505  
 616.361.2664  
 192 employees

Charlotte  
 330 South Tryon St. #500  
 Charlotte, NC 28202  
 704.731.8080  
 31 Employees

# williams&works

engineers | surveyors | planners

## OUR STORY

Williams & Works is an employee-owned company dedicated to providing the highest level of service to our clients. Serving the midwest for over 25 years, many of our clients have been with us for decades, and have come to rely on the professional, honest and thorough level of service we provide. At Williams & Works, we build relationships with our clients and work with them, not for them. We bring a team approach to our assignments and constantly strive to be more efficient and economical in our business practices.

## CONTACT US:

549 Ottawa Ave NW, Suite 310  
Grand Rapids, MI 49503  
(616) 224 - 1500  
contact@williams-works.com

## OUR SURVEY TEAM

For our private and public sector clients, Williams & Works provides a range of surveying services. Our survey group is comprised of experienced professional land surveyors and certified survey technicians who are licensed in Michigan, Ohio, Indiana, Illinois, and Wisconsin. Experienced in a variety of field data collection and survey drafting software, we provide flexibility in the deliverable format of survey and mapping information. Our survey staff is able to mobilize on short notice to meet the demands of time sensitive projects.

## SERVICE AREAS INCLUDE:

- specializing in industrial and commercial project work
- subdivisions and condominium preparation
- boundary and topographic design surveys
- construction surveys
- environmental surveys
- 3D survey scanning and drone survey capabilities

## KEY TEAM MEMBERS

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**Sam  
Miles, PS**

miles@williams-works.com

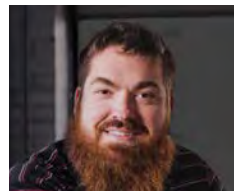
### EDUCATION

B.S., Surveying  
Engineering,  
Ferris State University

- Project Surveyor and Project Manager serving the Williams & Works client base since 2006.

### LICENSURE

Professional Surveyor -  
Michigan, Illinois,  
Indiana, Ohio,  
Wisconsin



**Curtis  
Zack, PS**

zack@williams-works.com

### EDUCATION

B.S., Surveying  
Engineering,  
Ferris State University

- Project Surveyor and Project Manager who has been a part of the Williams & Works team since 2014.

### LICENSURE

Professional Surveyor -  
Michigan, Indiana

# C & S Machine Products, Inc. Industrial Site Planning

Niles, MI



C & S Machine Products, Inc. owns over 60 acres of industrial property near the crossroad of US 31 and US 12 in Niles, Michigan. The client's goal was to create a unique environment for compatible businesses that could leverage the experience and the product line of C & S Machine. There were several design principles that were followed as the conceptual land plan was developed. It was important to separate the truck and passenger car traffic to create a safer environment for vehicles and pedestrians. The design also proposes a greenspace network connected by walking paths allowing employees to travel between building with limited road crossings. The low areas of the site will be designed to provide opportunities for storm water management and offer spaces for signage, landscaping and park branding.



Size: 60+ acres

References: Dominick Saratore, President, C & S Machine Projects, Inc., 269.695.6859  
Jason Nyhuis, Project Executive, Pioneer Construction, jnyhuis@pioneerinc.com, 616.247.6966



# Northern Capital Investments Waverly Park Redevelopment

Lansing, MI



The Waverly Park property was a former golf course encompassing more than 120 acres. The Progressive AE team created a mixed-use master plan that integrated the unique physical features of the site, while responding to the market needs of the region. The site design focused on creating a walkable community by designing greenspace spines and walkways which connected the various neighborhoods of mixed housing. The northern most area of the site included a variety of retail uses at different scales to accommodate future businesses. A centrally located park with amenities was included for use by residents and served as an area for socialization.



Size: 120 acres

Cost: \$100,000,000 for all development zones

Completion: Planning and rezoning completed in 2018,  
Construction started in 2022

Services: Land planning, signage design oversight,  
preliminary engineering and project entitlement and  
rezoning



# Ada Township Envision Ada Master Plan and Implementation Projects

Ada, MI

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Size: 40 acres

Cost: Envision Ada Master Plan: \$13,000,000

Headley Street: \$3,390,000

Legacy Park: \$2,500,000

Amy Van Andel Library: \$12,000,000

Completion: Ongoing

- Master planning process completed over a six-month period engaging diverse stakeholder groups, including the Township, local business owners, property owners and involved community members using community forums, as well as social media tools
- Creation of a sustainable plan which allows the natural feature of the river to be fully realized as a community asset; includes green street design standards, storm water management
- Solutions provide increased accessibility for pedestrian traffic, increased availability of residential properties within the village, and creation of community green spaces as gathering places
- Existing and future conditions modeling of roadway network
- Signal warrant analysis and signal design at the M-21 (Fulton Street) / Headley Street intersection
- Development of alternatives for the Headley Street re-alignment
- Streetscape design including median islands, bulb-outs, sidewalks, ornamental lighting, street trees, and site furnishings such as bike racks and benches
- Subsequent master plan implementation projects that Progressive AE has partnered with Ada Township and other stakeholder to complete include Legacy Park and the Amy Van Andel Library and Community Center

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Services: Stakeholder engagement, public participation, master planning, civil engineering, landscape architecture, traffic engineering and analysis, non-motorized land planning, mechanical engineering, electrical engineering, interior design

Reference: Brian Hilbrands, Downtown Development Authority Director, Ada Township, 616.676.9191, [bhilbrands@adatownshipmi.com](mailto:bhilbrands@adatownshipmi.com)

# Ballantyne Village

Charlotte, NC

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Asked to design a “landmark architectural statement” in a rapidly growing satellite neighborhood in South Charlotte, Progressive AE created a mixed-use development that combines the principles of Main Street with Art Deco flair.

Mixed-use buildings with ground level retail and restaurants with sidewalk dining line the “main street” that runs through the center of the development and terminates at the “Crown,” a three-story glass tower that houses a multi-level movie theater. Lit with programmable LED lighting, the Crown has become the landmark for the area. The fountain at the center of the plaza takes its design cues from the Crown’s design.

The Village includes housing, office, and retail space, as well as parking decks integrated behind and below the buildings. The master plan includes future development of a rooftop terrace on the Crown with gardens and entertainment area and two 14-story residential towers with retail and office space on the lower levels.

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Size: 160,000 square feet

Completion: 2005

Services: Master planning, Architecture, Interior design



## Contact Us

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### Michigan Offices

Phone: 616.361.2664

### North Carolina Office

Phone: 704.731.8080

### Read Our Blog

[progressiveae.com/strategic-insights](http://progressiveae.com/strategic-insights)

### Watch Our Testimonials

[progressiveae.com/testimonials](http://progressiveae.com/testimonials)





**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10H**



## **CITY ATTORNEY RETAINER AGREEMENT**

1. This Agreement is made between the CITY OF STURGIS Michigan 49093, (CITY) and BIRD, SCHESKE, REED & BEEMER, P.C. (ATTORNEY), 227 West Chicago Road, Sturgis, Michigan 49091.

2. CITY agrees to employ ATTORNEY to represent CITY of STURGIS as City Attorney commencing February 1, 2023. Timothy (T.J.) Reed shall be designated as the City Attorney and the other attorneys of BIRD, SCHESKE, REED & BEEMER, P.C., shall be designated as Assistant City Attorneys.

3. CITY shall pay ATTORNEY an annual retainer of Ninety Three Thousand and 00/100 (\$93,000.00) Dollars in monthly installments of Seven Thousand Seven Hundred and Fifty and 00/100 (\$7,750.00) Dollars. In consideration of the retainer fee ATTORNEY shall perform the following duties:

- (I) Attend City Council meetings and provide opinions on matters of parliamentary procedure and other issues as they arise.
- (II) Consult with the City Manager and Administrative Staff on miscellaneous City issues including the following:
  - (A) Legal problems affecting the City administration and any officer or department head of the City.
  - (B) Preparation and review of ordinances, regulations, contracts, and other documents.
  - (C) Issues covered by the City Charter.
- (III) Provide general legal opinions and assistance to City boards and commissions upon request and direction of the City Manager.

4. Municipal Ordinance and Zoning enforcement and additional matters not included in paragraph 3 above shall be billed outside of the general retainer at the rates listed below and in accordance with subparagraphs (a)-(f).

The current hourly rates for special projects and additional matters outside of the general retainer will be charged are as follows:

Roger A. Bird	\$250.00
Timothy J. Reed	\$245.00
Eric J. Scheske	\$250.00
Keely A. Beemer	\$220.00
Timothy R. George	\$195.00

Zoning and Ordinance actions shall be  
billed at a discounted rate of \$195 - \$215 per hour.

Examples of additional matters, as needed:

- (I) Miscellaneous litigation matters, as approved by the City Manager including but not limited to:
  - (A) Tax assessment appeals.
  - (B) Annexation or detachment proceedings.
  - (C) Litigation and/or court filings including condemnation actions and/or forfeiture actions.
- (II) Other Miscellaneous projects as approved by the City Manager.

a. CITY shall pay all costs and expenses necessarily incurred in the conduct and performance of legal services pursuant to this section of the agreement as determined by ATTORNEY in its sole discretion.

b. Statements for ATTORNEY's services and expenses shall be sent to CITY from time to time during the course of the agreement and shall be payable upon receipt. The ATTORNEY will not bill the CITY millage charges for travel within St. Joseph County, Michigan.

c. Attorney services are charged by one-tenth hour increments.

d. Court appearances, pretrial and settlement conferences shall be considered at the minimum rate of one and one-half hours.

e. Telephone communications, either sent or received, shall be considered at the minimum rate of two-tenths of an hour.

f. Written communications, either sent or received, shall be considered at the minimum rate of two-tenths of an hour.

5. The City agrees to review the ATTORNEY's compensation on an annual basis in conjunction with its fiscal year.

6. The parties have read this agreement, agreed to the terms and conditions set forth, and agreed that there are no other agreements, oral or otherwise, between the parties.

7. Either party may terminate this Agreement by providing written notice of such a termination no less than 180 days in advance of said termination.

#### **CITY OF STURGIS**

Dated: February \_\_\_\_, 2023

By: \_\_\_\_\_  
Andrew Kuk  
City Manager



**BIRD, SCHESKE, REED & BEEMER, P.C.**

Dated: February \_\_\_\_\_, 2023

By: \_\_\_\_\_

T.J. Reed  
227 West Chicago Road  
Sturgis, MI 49091  
(269) 651-2445