



**AGENDA
CITY COMMISSION MEETING
WEDNESDAY, MAY 10, 2023
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM**

REGULAR MEETING 6:00 P.M.

1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. SWEARING IN AND 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 April 26, 2023 regular meeting as presented.**
 - B. Pay Bills
 - **AUTHORIZE the payment of the City bills in the amount of \$2,018,413.46 as presented.**
 - C. Uniform Rental Bid
 - **APPROVE the three-year uniform rental bid from Cintas as presented.**
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - A. 2023 Street Improvements Project Contract Award – Andrew Kuk
 - B. Budget Amendment – Holly Keyser
11. COMMISSIONER / STAFF COMMENTS
12. CLOSED SESSION – To conduct a periodic personnel evaluation at the request of the employee and material exempt from discussion or disclosure by state or federal stature.
13. ADJOURN

Manager's Report

MAY 10, 2023



CITY OF
Sturgis
MICHIGAN

Submitted by:

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

Andrew Kuk
City Manager

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for May 10, 2023 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the April 26, 2023 regular session meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$2,018,413.46 as presented.

8C. Uniform Rental Bid

Recently the City issued bids for a three-year contract for uniform rental. This rental contract provides uniforms for Department of Public Services, Engineering, Parks and Cemetery, and WWTP employees. The bid documents and specifications were sent to previous bidders and advertised on MITN/Bid Net Direct, an online bid portal.

One bid was received from Cintas, the City's current uniform provider. Included in your packet is the bid document from Cintas and a bid tabulation. The bid includes three sections; Part A is weekly costs, while parts B & C are one-time setup fees only incurred in the first year and then sporadically for individual uniform sets as employees are hired.

The bid tab provides an estimated three-year cost of \$25,605.92 for setup, embroidery, and weekly service. This works out to a per-year cost of \$8,375.64 plus the one-time setup and embroidery costs of \$479.00.

The costs in the latest bid show a general increase in weekly items of around 13% from the 2020 contract. Previously there was no charge for embroidery or setup; this time embroidery is bid at \$3.00 per item, and setup costs are \$0.50 per item.

Consent Agenda Motion:

APPROVE the three-year uniform rental bid from Cintas as presented.

Included in your packet:

1. Cintas Uniform Bid
2. Uniform Tab 2023

10. New Business

A. 2023 Street Improvements Project Contract Award

Staff: Barry Cox

On Monday, May 1, 2023, the City received bids for the 2023 Street Rehabilitation project. The letter of recommendation for award is included in your packet. A single bid was received. The bid was submitted by Northern Construction Services Corporation of Niles, Michigan in the amount of \$721,641.00.

The three segments in the project are S. Orange from Wenzel to W. South, S. Nottawa from W. South north to the brick, and N. Lakeview Avenue from E. Lafayette to Allendale. The segments will be milled and resurfaced. In addition, S. Orange will require ADA ramp upgrades, spot curb removal and replacement, and replacement of fourteen lead service lines.

As previously discussed, this project includes changes to the striping on the S. Nottawa and N. Lakeview segments. S. Nottawa drive lanes will be decreased to ten-feet wide with wider shoulders to accommodate bike traffic (as discussed on March 8th, 2023). N. Lakeview will have bike lanes striped and no parking as discussed and approved by the Commission last October.

The bid was reviewed and references checked by Fleis and VandenBrink Engineering, Inc. (F&V) for Northern Construction Services Corporation. Based on the review, F&V believes Northern Construction is capable of constructing the project and is recommending the bid.

Staff is recommending a contingency budget of \$36,000.00 for the project, roughly five percent of the project cost.

A project budget and costs spreadsheet is included in your packet. The sources of funding for the project are coming from the Major Street Fund, Local Street Fund, and the Lead and Copper Service Line replacement capital line item of the Water Fund. For FY 2022-2023, \$200,000.00 was budgeted in Major Streets and \$500,000.00 was budgeted in Local Streets for Street Improvements. Additional

funds budgeted but not expended in FY 2021-2022 for Street Improvements included \$300,000.00 in Major Streets and \$450,000.00 in Local Streets.

These combined sources of funding are available to pay for the previously approved 2022 Street Improvements Project, which was delayed until this Spring, as well as the proposed 2023 Street Improvements Project. As shown in the budget and costs spreadsheet, available funds from FY 2021-2022 and FY 2022-2023 are short in both the Major Street and Local Street Funds.

These deficits will be covered by reallocating \$100,000.00 from Storm Sewer Cleaning in the FY 2022-2023 budget in Major Streets as well as \$100,000.00 from Storm Sewer Cleaning in the FY 2022-2023 budget in Local Streets. The remaining deficit in the Local Streets budget is made up by \$110,954.00 saved versus budget on the Stapleton Industrial Park Road Improvements project.

The proposed funding changes will require a budget amendment, to be considered in the next agenda item. This amendment will include the addition of the Major and Local Streets Fund budget dollars from FY 2021-2022 into the FY 2022-2023 budget. This will decrease the fund balance shown in the FY 2022-2023 budget for those funds.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the contract for the 2023 Street Rehabilitation project with Northern Construction Services Corporation in the amount of seven hundred twenty-one thousand, six hundred and forty-one dollars (\$721,641.00) and AUTHORIZE the City Manager to sign all necessary documents.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY a contingency budget of thirty-six thousand dollars (\$36,000.00) for the 2023 Street Rehabilitation Project.

Staff Recommendation:

APPROVE, AUTHORIZE, and APPROVE

Included in your packet:

1. Recommendation of Award
2. Bid Tab
3. Budget and Costs Spreadsheet

10. New Business

B. Budget Amendments

Staff: Holly Keyser

Included in your packet is memo from City Controller Holly Keyser regarding proposed budget amendments. The amendments include proposed changes to the Major Street Fund, Local Street Fund, and Capital Project Fund (Splash Pad and Park Improvements). These amendments include changes to the budget related to the 2023 Streets Improvement Project discussed above and the splash pad project previously approved by the Commission but not amended formally in the budget.

Proposed Motion:

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

Proposed Motion:

Move that the Sturgis City Commission APPROVE

Staff Recommendation:

APPROVE

Included in your packet:

1. Budget Memo

Noteworthy Meetings / Events

- Frank Schragg Retirement Reception | April 27th
- Ribbon Cutting Ceremony/Tree Dedication at Chamber | April 28th
- DDA Spring Food and Flower Fest | April 28th
- DDA Promotion Committee Meeting | May 1st
- Sturgis High School Senior Mock Interviews | May 2nd
- DDA Meeting | May 3rd

Upcoming Events

- Styrofoam Recycling | DPS | 9:00am-12:00pm | May 6th
- Sturgis Wind Symphony Spring Concert | SYCA | 3:00pm | May 7th
- The Birds Cinema Circle Movie | SYCA | 7:00pm | May 9th
- Spring Car Cruise-in & Eats | Downtown | 5:30pm-9:00pm | May 12th
- Bourbon, Bacon & Blues | Downtown | 5:30pm-10:00pm | May 26th

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

**REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, APRIL 26, 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 Comm. Kinsey.

Commissioners present: Bir, Klinger, Kinsey, Smith, Harrington, Hile, Perez, Vice-Mayor Miller, Mayor Mullins
Commissioners absent: None

Also present: City Attorney, City Manager, City Controller, Deputy Director of Public Safety, Cemetery and Parks Superintendent, Wastewater Superintendent, City Engineer, City Clerk

Jeremy Gump, President of the Sturgis Hospital Board, explained that on May 1, 2023, the hospital will stop in patient services, a necessary step to becoming a Rural Emergency Hospital.

Dray Perkins, 206 Pleasant, provided thoughts on the use of marijuana tax revenue.

Eileen West and Ryan Taylor expressed opposition to urban chickens.

Moved by Comm. Hile and seconded by Comm. Smith to approve the agenda as amended with
Voting yea: Nine Voting nay: None MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Smith to approve the Consent Agenda of April 26, 2023 as presented.

8A. Action of Minutes of Previous Meetings

- APPROVE the minutes from the the April 12, 2023 work session as presented.
- APPROVE the minutes from the April 12, 2023 regular meeting as presented.

B. Pay Bills

- AUTHORIZE the payment of the City bills in the amount of \$1,165,203.24 as presented.

C. 2023 Memorial Day Parade

- APPROVE the 2023 Memorial Day Parade and activities as presented.

D. Site Plan Ordinance Amendment Second Reading

- CONSIDER this the second reading of and APPROVE amendments to the Zoning Code, Article XII, Site Plan Review and Article II, Section 1.0202, Specific Terms effective May 17th, 2023.

AMENDMENTS TO ZONING ORDINANCES

PERTAINING TO THE REGULATION
OF SITE PLAN REVIEW AND SPECIFIC TERMS

An ordinance to amend Appendix A of the Zoning Ordinance of the City of Sturgis to provide for the modification of regulation of Site Plan Review and Specific Terms and an effective date of this Ordinance.

WHEREAS, the City Commission, upon recommendation from the Planning Board, has determined that it is in the best interest of the residents of the City to modify the Zoning Ordinance to provide for the modification of regulation of Site Plan Review and Specific Terms;

NOW, THEREFORE, the City of Sturgis, St. Joseph County, Michigan ordains:

Appendix A of the Zoning Ordinance of the City of Sturgis, Article XII. – Site Plan Review and Article II, Section 1.0202 Specific Terms, of the Zoning Ordinance is hereby modified to provide as follows effective as of May 17, 2023.

ARTICLE XII. - SITE PLAN REVIEW[6]

State Law reference— Site plans, MCL 125.3501.

1.1201. - Purpose.

Before a building permit is issued for any use identified as requiring a building permit, a site plan shall be submitted to the Community Development Department for review and approval. Before granting approval, the planning commission shall ascertain that all provisions of this article are complied with and that the proposed location and arrangement of buildings, accesses, parking area, walkways, yards, open areas, and other improvements limit potential health, safety, or protection hazards, and that the arrangement of buildings and structures will provide convenience for the intended occupants or utilization by the public and will be harmonious with development on adjoining properties.

1.1202. - Scope.

(A) Except as set forth below, the Community Development Department shall not issue a building permit for construction of any buildings, structures, or uses until a site plan, submitted in accordance with this zoning ordinance, shall have been reviewed and approved by the planning commission.

(B) The following buildings, structures, or uses shall be exempt from the site plan review and approval by the planning commission procedure but must receive approval from the zoning administrator:

(1) Single or two-family dwellings on an individual and separate lot and including accessory structures and uses.

(2) Accessory buildings which meet all the following criteria:

- (a) Require no new or additional means of access from adjoining public roads or highways.
- (b) Do not require additional parking exceeding 10% of existing parking area.
- (c) Comply with all zoning ordinance requirements.

(3) Projects involving the expansion, remodeling, or enlargement of existing buildings which meet all the following criteria:

- (a) Require no new or additional means of access from adjoining public roads or highways.
- (b) Do not require additional parking exceeding 10% of existing parking area.
- (c) Comply with all zoning ordinance requirements.

(4) Additional buildings or structures similar to those previously existing upon an individual site that meet all the following criteria:

- (a) Require no new or additional means of access from adjoining public roads or highways.

- (b) Do not require additional parking exceeding 10% of existing parking area.
- (c) Comply with all zoning ordinance requirements.
- (5) Uses such as on-premises advertising signs except as provided for in article XIII of this zoning ordinance.
- (6) Parking area projects which meet all the following criteria:
 - (a) Require no new or additional means of access from adjoining public roads or highways.
 - (b) Do not require additional parking exceeding 10% of existing parking area.
 - (c) Comply with all zoning ordinance requirements.
- (7) Parking lot mill and repave projects where an approved site plan is on file, unless there are grading changes or changes to the configuration of the parking lot.
- (8) Minor site plan amendments.

1.1203. - Optional Pre-Application Meeting and Sketch Plan Review.

(A) Preliminary sketches of proposed site and development plans may be submitted for review to the Community Development Department prior to final approval. The purpose of this procedure is to allow discussion between an owner, the zoning administrator and other City staff to better inform the owner of the acceptability of his proposed plans prior to incurring extensive engineering and other costs necessary for final site plan approval. The sketch plan shall include, as a minimum, the following information.

- (1) The name and address of the applicant or developer.
- (2) Sketch plans drawn to scale of site and any existing and proposed improvements.
- (3) Use of property, building information, outside changes, surrounding land uses.
- (B) City staff or the planning commission shall not be bound by a tentative approval if given at this time.

1.1204. - Application procedure.

Requests for site plan review shall be made by filing the following items with the Community Development Department:

(A) A review fee as determined by resolution of the City Commission. No application shall be accepted until the fee has been paid.

(B) A completed application form for site plan review which shall contain, as a minimum, the following information:

- (1) The name, address and contact information of the applicant.
- (2) The name, address and contact information of the property owner.
- (3) A correct legal description of the property.
- (4) The area of the property stated in acres, or if less than one acre, in square feet.
- (5) The present zoning classification of the property and abutting parcels.
- (6) A description of the proposed development.

(C) Three full paper sets and one digital format set of site development plans with the architect's and/or engineer's seal affixed shall be submitted. Plans shall include the following information:

- (1) The title of the proposed project.
- (2) The name of the property owner or proprietor.
- (3) The location of the project, the street name, and the address.
- (4) Professional seal of the architect or engineer which are licensed in the State of Michigan, and their name, address, phone number, and email address.
- (5) The date drawn and subsequent revision dates.
- (6) The plan shall be drawn to an appropriate scale of not smaller in size than one inch equals 20 feet for a development of not more than three acres, and a scale of not smaller in size than one inch equals to 100 feet for a development in excess of three acres.

- (7) The plan shall show an appropriate descriptive legend, north arrow, and scale.
- (8) The property shall be identified by lot lines and general location together with dimensions, angles, and size correlated with the legal description of the property.
- (9) All utilities including water, sewer, electric, gas, phone, fiber, cable, wells and cisterns, hydrants, fire department connections, right of ways and points of access. For water service, include size of service line and meter. For sanitary service include the building sewer size.
- (10) The topography of the site with at least one-foot contour intervals and all natural features such as wood lots, streams, rivers, lakes, wetlands, unstable soils, and similar features shall be shown.
- (11) Existing manmade and natural features upon the site and adjoining sites within 100 feet of the site boundary shall be identified and located. Indicate which features will be retained or removed. This shall include signs, parking areas, dumpster location and enclosure, fences, drainage, above/underground storage tanks, fire department connections, wooded areas, drains, 100-year flood plains, floodway, soil contamination, groundwater contamination, etc.
- (12) The location of all buildings with setbacks as required by the zoning ordinance, distance from lot lines and other buildings, proposed finished floor and grade line elevations, the size of proposed main and accessory buildings, the relationship of buildings to one another and to any existing structures on the site, number of floors, width, length and the height of all buildings and square footage of floor space therein shall be indicated. Site plans for multiple-family residential development shall also include a density schedule showing the number of dwelling units per net acres, including a dwelling schedule showing the unit type (one bedroom, two bedrooms, etc.) and number of each unit.
- (13) All proposed and existing streets, driveways, sidewalks, and other pedestrian, non-motorized or vehicular circulation features upon and adjoining to the site shall be shown, together with the location, size, and number of parking areas, service lanes thereto, and service parking and delivery or loading areas. Sidewalks are required which meet ADA access, for inter-site access, as well as public access across the property along all road frontages. Interconnection of parking lots between business properties shall follow the requirements in Article IX of the zoning ordinance.
- (14) The location, use, and size of open spaces together with landscaping, screening, fences, walls, and proposed alterations of topography or other natural features shall be indicated.
- (15) The proposed operations on the site shall be described in sufficient detail to indicate the effect, if any, upon adjoining lands and occupants, together with any special features which are proposed to relieve any adverse effects to adjoining land and occupants. The colors, materials, textures of all buildings, walls, roofs, fences, and signage and other items of installation on the site shall be explained in sufficient detail to allow review.
- (16) Elevations of all building, accessory buildings, and accessory structures. This includes mechanical equipment. If in the Central Business District, all items to verify compliance with the Design Review Guidelines shall be shown.
- (17) Any earth-change plans required by state law shall also be submitted with the application.
- (18) Electric service, meter location, and transformer proposed locations shown on the site plan. Pre-application for electric service must be completed prior to submittal.
- (19) On-site lighting with photometrics.
- (20) Surface water drainage for the site. All new storm water system shall be built and maintained in compliance with the City of Sturgis Storm Water Design Criteria Manual. Calculation worksheet must be included with the submittal and be signed and sealed by architect or engineer.
- (21) The locations of signs, either existing or proposed, and an indication of their size, height, and design to verify compliance with the zoning ordinance.
- (22) The location of any outdoor storage including a description of the items to be located outdoors, as well as the location and description of required screening.

(23) Location of any hazardous materials. If any will be located on the site, provide type of material, quantity, and all required hazards.

(24) The site plan shall include any other information as may be determined to be necessary by the zoning administrator because of any peculiar features of the proposed development.

(25) If the proposed development is located in the City's wellhead protection area, it shall also follow Article XV Groundwater Protection of this zoning ordinance.

1.1205. - Action on application and plans.

(A) The Community Development Department shall record the date the application and plans are received and shall transmit copies to affected City departments.

(B) City administrative approval is required prior to review by the planning commission. Upon receiving administrative approval by City staff, the site plan will be placed on an upcoming Planning Commission meeting. The zoning administrator or their designee will notify the applicant of the date, time, and place of the planning commission meeting for the review to be heard.

(C) Members of the planning commission shall be provided with copies of the application and plans prior to the meeting.

(D) Following the planning commission review, the planning commission shall have the authority to approve, disapprove, modify, or alter the proposed plans in accordance with the purpose of the site plan review provisions of this section and the criteria contained herein. In those instances where modification is required, the planning commission may either approve the plans contingent upon the required alterations or modifications, if any, or may require a further review after the modifications have been included in the proposed plans for the applicant.

(E) The planning commission may stipulate special conditions and restrictions upon the approval of the site plan as deemed necessary for the protection of the public interest.

(F) A copy of the approved final site plan, including any required modifications or alterations, shall be maintained as part of the City records for future review and enforcement. If any variances from the zoning ordinance have been obtained from the zoning board of appeals, the minutes concerning the variances shall also be filed with the City records as a part of the site plan and delivered to the applicant for his information and direction. The site plan shall become part of the record of approval and subsequent actions relating to the activity authorized shall be consistent with the approved site plan.

1.1206. - Criteria for review.

In reviewing the application and site plan and approving, disapproving, or modifying the plan, the planning commission shall be governed by the following standards:

(A) There is a proper relationship between the existing streets and highways within the vicinity and proposed acceleration and/or deceleration lanes, service drives, entrance and exit driveways, and parking areas to ensure the safety and convenience of pedestrian, non-motorized, and vehicular traffic.

(B) The buildings and structures proposed to be located upon the premises are so situated as to minimize adverse effects upon owners and occupants of adjoining properties.

(C) As many natural features of the landscape shall be retained as possible where they furnish a barrier screen, or buffer between the project and adjoining properties used for dissimilar uses and where they assist in preserving the general appearance of the neighborhood.

(D) Any adverse effects of the proposed development and activities emanating therefrom which affect adjoining residents or owners shall be minimized by appropriate screening, fencing, landscaping, setback, and location of buildings, structures, and entryways.

(E) The layout of buildings and improvements will minimize any harmful or adverse effect which the development might otherwise have upon the surrounding neighborhood.

(F) The site plan must comply with all provisions of the City code of ordinances and the zoning code. The planning commission may stipulate special conditions and restrictions of the site plan as deemed necessary for the protection of the public interest. However, this would not preclude the applicant from applying for an appropriate variance with the zoning board of appeals.

1.1207. - Conformity to approved site plan.

(A) Revocation of site plan approval. Property which is the subject of site plan approval must be developed in strict compliance with the approved site plan, inclusive of any amendments, which has received approval. If construction and development does not conform with the approved plan, the approval of the site plan shall be revoked by the Community Development Department by written notice of the revocation posted upon the premises involved and mailed to the owner at his last known address. Upon revocation of this approval, all construction activities shall cease upon the site until the time the violation has been corrected or the planning commission has, upon proper application of the owner and after review, approved a modification of the site plan.

(B) Criteria for commencing construction. Approval of the site plan shall be valid for a period of one year. If a building permit has not been obtained and on-site development commenced within one year, the site plan approval shall become void and a new application for site plan approval shall be required and new approval obtained before any construction or earth change is commenced upon the site. An applicant may make application for a six-month extension of the site plan to the Community Development Department. The extension shall be granted if the zoning administrator finds good cause for the extension and that zoning regulations and site conditions of the subject property and adjoining properties have not changed since the site plan approval.

1.1208. - Amendment to site plan.

(A) A proposed amendment, modification, or alteration to a previously approved site plan may be submitted to the zoning administrator. The zoning administrator shall determine whether the change is major, warranting review by the planning commission, or minor, allowing administrative approval, as noted below:

(1) Minor changes. Minor changes may be approved by the zoning administrator after review by affected City departments determining that the proposed revision(s) will not alter the basic design and character of the plan as approved by the planning commission, nor any specified conditions imposed as part of the original approval. The zoning administrator has the discretion to request review by the planning commission for minor changes. Minor changes shall include the following:

(a) Reduction of the size or height of any building.

(b) Movement of buildings and/or signs by no more than ten feet if consistent with required setbacks, open space, and other standards.

(c) Landscaping approved in the final development plan that is replaced by similar landscaping to an equal or greater extent.

(d) Changes in floor plans, of up to five percent of the total floor area, which do not alter the character of the use or increase the amount of parking by more than 10%.

(e) Internal rearrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design.

(f) Improvements or slight relocation of site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing or pedestrian/bicycle paths, where appropriate.

(g) Changes of building materials to another of similar or higher quality, or a slight change in the color of the exterior material.

(h) Grade change of up to one foot, reviewed and approved by the City engineer.

(i) Modification of entry design, sign placement or reduction in size of signs.

(j) Changes to the location of accessory buildings and structures.

(k) Changes required or requested by the city, county, or other state or federal regulatory agency to conform to other laws or regulations which do not substantially modify the plan.

(3) Major changes. A proposed change not determined by the zoning administrator to be minor shall be submitted as an amendment to the site plan and shall be reviewed in the same manner as the original site plan application.

1.1209. - Performance guarantee.

(A) In compliance with the Michigan Zoning Enabling Act (MCL 125.3505, as amended), the City shall have the right and authority to ensure compliance with the zoning ordinance and any condition imposed thereunder to require a performance guarantee approved by the Community Development Department to ensure the development of the site in accordance with the approved site plan. The performance guarantee shall continue for the duration of the construction and development of the site.

(B) The performance guarantee may be in the form of a cash deposit, certified check, irrevocable letter of credit, or surety bond acceptable to the City, in an amount to cover the cost of the improvements associated with the project. It shall be deposited with the City clerk to insure faithful completion of the improvements as set out in the site plan approval. If the City has required a performance guarantee, then it shall be subject to the following terms and conditions:

(1) The performance guarantee shall be deposited prior to the issuance of the building permit authorizing the activity or project.

(2) Rebates of cash deposits. Where the performance guarantee has been made in the form of a cash deposit, the performance guarantor shall be entitled to a rebate of the cash deposit in reasonable proportion to the ratio of work completed on the required improvements as satisfactory work progresses. The performance guarantor may request the rebates in three equal installments each time one-third of the entire required work has been satisfactorily completed in accordance with the final approved site plan, including any approved amendments.

(3) Failure to complete improvements. If the performance guarantor fails to complete the improvements as approved in the final approved site plan within such time period as is required by the conditions or guarantees as outlined above, then the City may proceed to have such work completed and shall reimburse itself for the cost thereof by appropriating the cash deposit, certified check, or surety bond or by drawing upon the irrevocable letter of credit, or shall take the necessary steps to require performance by the bonding company.

1.1210. – Appeals

Any person or party aggrieved by an administrative determination or decision of the planning commission under this chapter may appeal such decision to the zoning board of appeals in accordance with the provisions of this zoning ordinance. Such appeal shall be filed within ten (10) days of the date of a final decision made by the planning commission or City staff.

Article II. – Definitions

1.0202. - Specific Terms

Storm Water System means a surface water management system designed, constructed, managed, and maintained to control surface water discharges caused by precipitation events on a developed property. It consists of structures, piping, earth surface modifications to collect, convey, treat, store, infiltrate, or reuse the storm water on a developed property and prevent off site storm water runoff.

All new Storm Water Systems shall be built and maintained in compliance with the City of Sturgis Storm Water Design Criteria Manual.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Mayor Mullins explained that interviews were held for the two applicants, Charles Huber and Emmanuel Nieves, for the open City Commissioner position in Precinct 2. He further explained that Mr. Huber dropped out of consideration due to a possible move.

Moved by Comm. Smith and seconded by Comm. Perez to appoint Emmanuel Nieves as 2nd Precinct Commissioner, effective May 10, 2023, to fill the unexpired term of Travis Klinger.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Mayor Mullins opened the Public Hearing for consideration of a proposed Drinking Water State Revolving Fund (DWSRF) Project Plan Amendment.

City Engineer Barry Cox provided an overview of the plan amendment along with information on the original project.

Jeremy Kramer, Fishbeck engineer, gave a detailed Powerpoint presentation including the original project and the added water loop, the location in the City of the new approximately 1000 foot water main loop that will eliminate a dead end, a summary of need for the new project to eliminate dead ends, alternatives, costs for the new project, social and environmental impacts, mitigation measures, restoration, and estimated increases in costs to customers.

Comm. Perez asked about the normal working hours for the project and it was explained that these would be what is set in the City's noise ordinance which is 7:00 a.m. to 6:00 p.m.

Comm. Bir asked about the reason for use of an 8 inch line being attached to a 12 inch line and it was explained that this is estimated and will ultimately be determined by the State based on modeling.

Comm. Klinger explained that he appreciated the information provided related to the Public Hearing.

There were no comments from the public either oral or written.

Mayor Mullins closed the Public Hearing.

Moved by Comm. Hile and seconded by Comm. Klinger to adopt the Resolution Adopting the DWSRF Project Plan Amendment for Water System Improvements and Designating an Authorized Project Representative.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Cemetery and Parks Superintendent Tony Vannest provided information on the need for a new fee related to foundation removal. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve the foundation removal fee of thirty-two cents (\$0.32) per top square inch be added to the Cemetery Fee Schedule as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

City Engineer Barry Cox provided information on the rehabilitation of sanitary manholes via lining, bench repair, and flow channel repair at locations. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Bir to approve Task Order #13 for Design & Bidding Services for the 2023 Sanitary Sewer Rehab project in the amount of twenty-one thousand and five hundred dollars (\$21,500.00).

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Wastewater Superintendent Brandon Schrader provided information on rehabilitation of the rectangular clarifiers. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve the proposal from Brentwood Industries Inc. to supply clarifier components with the optional gritshield collector chain in the amount of two hundred ninety-five thousand nine-hundred forty dollars (\$295,940.00) as presented.

Moved by Comm. Klinger and seconded by Comm. Perez to approve the proposal from Mason Engineering & Construction for installation for the clarifier project in the amount of one hundred eighty-three thousand one hundred forty-eight dollars (\$183,148.00) as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

City Manager Andrew Kuk provided information on an annual event in Memorial Park and the related requests.

Moved by Comm. Hile and seconded by Comm. Perez to approve the requests for use of Memorial Park for Iglesia Rios De Agua Viva Children's Day on April 29th, 2023 as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

The meeting was adjourned at 6:58 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				
04-25-2023	245923M	06396	PATRIOT RAIL COMPANY LLC	5,500.00
04-28-2023	PR0608M	00061	CITY OF STURGIS PAYROLL	331,865.24
04-25-2023	T15702M	00108	STATE OF MICHIGAN	53,598.74
04-21-2023	T15703M	04088	BLUE CROSS BLUE SHIELD OF MI	13,872.13
04-24-2023	T15704M	06138	MUTUAL OF OMAHA INSURANCE CO	5,312.29
04-17-2023	T15705M	04197	MI PUBLIC POWER AGENCY	201,413.07
04-24-2023	T15706M	04197	MI PUBLIC POWER AGENCY	140,286.71
04-21-2023	T15707M	00321	STATE OF MICHIGAN	793.75
04-27-2023	T15708M	05892	PAYCOR	344.40
05-05-2023	T15709M	06121	GB SOLAR TE 2020 HOLDINGS LLC	105,593.79
05-04-2023	T15710M	00197	CITY OF STURGIS UTILITIES	19,416.78
05-01-2023	T15711M	04389	FRONTIER COMMUNICATIONS A	104.34
05-04-2023	T15712M	03770	MICHIGAN GAS UTILITIES	250.84
05-10-2023	T15713M	03770	MICHIGAN GAS UTILITIES	154.95
05-04-2023	T15714M	03770	MICHIGAN GAS UTILITIES	44.96
05-10-2023	T15715M	03770	MICHIGAN GAS UTILITIES	1,400.66
05-02-2023	T15716M	03770	MICHIGAN GAS UTILITIES	19.37
05-01-2023	T15717M	04291	HUNTINGTON NATIONAL BANK	3,064.69
05-12-2023	T15718M	00197	CITY OF STURGIS UTILITIES	13,495.71
05-20-2023	T15719M	00197	CITY OF STURGIS UTILITIES	11,140.02
05-11-2023	T15720M	03770	MICHIGAN GAS UTILITIES	989.30
05-12-2023	T15721M	03770	MICHIGAN GAS UTILITIES	38.25
04-25-2023	T15722M	03770	MICHIGAN GAS UTILITIES	39.52
05-20-2023	T15723M	00197	CITY OF STURGIS UTILITIES	6,576.26
05-15-2023	T15724M	04389	FRONTIER COMMUNICATIONS A	88.20
05-15-2023	T15725M	04389	FRONTIER COMMUNICATIONS A	180.50
05-15-2023	T15726M	04389	FRONTIER COMMUNICATIONS A	214.30
05-15-2023	T15727M	04389	FRONTIER COMMUNICATIONS A	26.08
05-15-2023	T15728M	04389	FRONTIER COMMUNICATIONS A	51.93
04-25-2023	T15729M	05903	WEST SIDE BEER DISTRIBUTING	350.25
04-01-2023	T15742M	05875	ALERUS FINANCIAL/MERS-STIPEND	1,200.00
04-01-2023	T15743M	05875	ALERUS FINANCIAL/MERS-STIPEND	1,500.00
04-21-2023	T15744M	03173	FIFTH THIRD BANK	17,052.99
05-16-2023	T15745M	04389	FRONTIER COMMUNICATIONS A	604.00
05-15-2023	T15746M	04389	FRONTIER COMMUNICATIONS A	53.87
04-12-2023	T15747M	02909	CHARTER COMMUNICATIONS	1,087.63
05-01-2023	T15748M	06138	MUTUAL OF OMAHA INSURANCE CO	5,451.10
05-10-2023	T15749M	04421	AT&T MOBILITY	864.32
05-12-2023	T15750M	02909	CHARTER COMMUNICATIONS	715.89
05-19-2023	T15751M	04389	FRONTIER COMMUNICATIONS A	218.35
04-28-2023	T15752M	04088	BLUE CROSS BLUE SHIELD OF MI	99,381.59
05-01-2023	T15753M	04088	BLUE CROSS BLUE SHIELD OF MI	22,269.00
05-02-2023	T15754M	04524	ALERUS FINANCIAL	1,491.00
05-01-2023	T15755M	04197	MI PUBLIC POWER AGENCY	152,030.31
05-01-2023	T15756M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
05-01-2023	T15757M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
05-05-2023	T15758M	04088	BLUE CROSS BLUE SHIELD OF MI	19,947.20
05-01-2023	T15759M	06290	MEDPRO WASTE DISPOSAL LLC	26.25
04-28-2023	T15760M	00062	CITY OF STURGIS-EMPLOYEE INS	71,149.17
04-28-2023	T15761M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,943.19
04-28-2023	T15762M	06190	HEALTH EQUITY/HSA PR TRANSFER	500.00
04-28-2023	T15763M	00065	DOYLE MEMBERSHIP TRANSFER	2,683.62

Date	Check#	Vendor	Vendor Name	Amount
04-28-2023	T15764M	00063	CITY OF STURGIS TAX TRANSFER	18,417.57
04-28-2023	T15765M	05123	COMERICA BANK-INST TRUST SERV	33,509.40
04-28-2023	T15766M	03229	CITY OF STURGIS-WORKERS COMP	2,896.81
04-28-2023	T15767M	00064	INTL CITY MGMT ASSOC RETR CORP	8,463.69
Automatic Checks				
05-10-2023	245924	00110	A & K PRINTING & POOLS	77.90
05-10-2023	245925	00066	ACTION QUICK PRINT PLUS	197.00
05-10-2023	245926	06156	AGILE TICKETING SOLUTIONS LLC	334.73
05-10-2023	245927	00814	AIS CONSTRUCTION EQUIPMENT COR	3,871.15
05-10-2023	245928	00332	ALEXANDER CHEMICAL CORP	3,647.54
05-10-2023	245929	00002	ALL-PHASE ELECTRIC SUPPLY	703.93
05-10-2023	245930	00335	ALTEC INDUSTRIES, INC.	963.94
05-10-2023	245931	06119	AMAZON.COM SALES INC	2,487.02
05-10-2023	245932	00340	AMERICAN SAFETY & FIRST AID	576.48
05-10-2023	245933	05952	AMK SERVICES LLC	100.76
05-10-2023	245934	03576	ARROW SERVICES INC	76.55
05-10-2023	245935	06200	ASHLEY S SNOW	30.00
05-10-2023	245936	02292	ASPLUNDH TREE EXPERT CO	10,816.60
05-10-2023	245937	05868	B & B ENVIRONMENTAL SERV LLC	44,950.50
05-10-2023	245938	05640	BECKETT & RAEDER	1,667.50
05-10-2023	245939	06117	BENITA ANN LEWIS	45.00
05-10-2023	245940	00072	BIRD, SCHESKE, REED & BEEMER,	9,894.35
05-10-2023	245941	00743	BLACKBURN MANUFACTURING CO	41.95
05-10-2023	245942	00132	BOFA INC	739.64
05-10-2023	245943	00006	BOLAND TIRE INC	911.94
05-10-2023	245944	05991	BORGESS MEDICAL GROUP	168.00
05-10-2023	245945	05567	BULLETPROOF IT LLC	2,296.00
05-10-2023	245946	00691	CENTRAL MEAT MARKET	140.75
05-10-2023	245947	00358	CONSUMERS CONCRETE CORP INC	837.50
05-10-2023	245948	01861	CORE COMM	99.00
05-10-2023	245949	06325	COTTIN'S HARDWARE	286.88
05-10-2023	245950	06158	CULLIGAN WATER OF STURGIS	50.00
05-10-2023	245951	02005	DELL MARKETING LP	15,365.82
05-10-2023	245952	03095	MARY DRESSER	70.00
05-10-2023	245953	00364	CAROL DUSTIN	400.00
05-10-2023	245954	05634	DUSTIN MOSTROM	75.00
05-10-2023	245955	06361	ECOLAYERS INC	775.00
05-10-2023	245956	05634	EILEEN OSBORN	50.00
05-10-2023	245957	00166	ELHORN ENGINEERING CO	1,345.00
05-10-2023	245958	00578	EMCOR SERVICES SHAMBAUGH	1,318.75
05-10-2023	245959	03929	EMERGENCY MEDICAL PRODUCTS INC	175.71
05-10-2023	245960	06244	EMERGENCY VEHICLES PLUS	1,475.48
05-10-2023	245961	04955	ENVIRO-CLEAN	10,552.00
05-10-2023	245962	06210	EXPONENTIAL POWER INC	1,268.74
05-10-2023	245963	05151	FAWN RIVER MECHANICAL LLC	2,537.52
05-10-2023	245964	01182	FIEBIG JEWELERS INC	200.00
05-10-2023	245965	00460	FITNESS THINGS INC	185.00
05-10-2023	245966	00776	FLEIS & VANDENBRINK	32,922.91
05-10-2023	245967	06287	FOCAL POINT STUDIOS	5,000.00
05-10-2023	245968	04389	FRONTIER COMMUNICATIONS A	3,539.90
05-10-2023	245969	04002	GENESIS LAMP CORP	343.40
05-10-2023	245970	00183	W W GRAINGER INC	1,279.24

Date	Check#	Vendor	Vendor Name	Amount
05-10-2023	245971	01436	GRIFFITH ELECTRIC LLC	1,180.67
05-10-2023	245972	02493	HALT FIRE INC	484.19
05-10-2023	245973	03566	HAMMERSMITH EQUIPMENT CO	888.00
05-10-2023	245974	06219	HAVILAND PRODUCTS COMPANY	1,551.40
05-10-2023	245975	00016	WILLIAM A HICKMAN	6,773.00
05-10-2023	245976	03357	HILLSDALE BOARD OF PUBLIC	2,348.06
05-10-2023	245977	06233	HOLIDAY INN EXPRESS HOWE	99.74
05-10-2023	245978	04081	HOMETOWN HEATING & PLUMBING	912.00
05-10-2023	245979	00633	MICHAEL HUGHES	6,351.71
05-10-2023	245980	04922	HUTSON ASSESSING INC	4,900.49
05-10-2023	245981	05522	INTERSTATE BATTERIES-GREAT LKS	391.20
05-10-2023	245982	05171	STUART C IRBY CO	3,941.00
05-10-2023	245983	00296	JAMES E AND TAMARA R REED	43.38
05-10-2023	245984	00296	JAMES H STILES	100.00
05-10-2023	245985	06199	JANSEN PLUMBING, HEATING &	729.50
05-10-2023	245986	00296	JEAN ROMMEL	62.20
05-10-2023	245987	06314	JODIE M JOHNSON	40.00
05-10-2023	245988	06217	JOHN J FLOWERS	40.00
05-10-2023	245989	00020	KENDRICK STATIONERS INC	258.84
05-10-2023	245990	01101	JANENE KOSMAN	200.00
05-10-2023	245991	00581	KRONTZ GENERAL MACHINE & TOOL	695.00
05-10-2023	245992	04071	KS AUTO SERVICE INC	478.80
05-10-2023	245993	00212	KSS ENTERPRISES	587.65
05-10-2023	245994	05977	LAKELAND INTERNET LLC	106.94
05-10-2023	245995	00296	LEVY NGUYEN	11.43
05-10-2023	245996	03256	LIMA ELEVATOR COMPANY INC	1,388.00
05-10-2023	245997	00220	LITHO PRINTERS INC	144.36
05-10-2023	245998	00023	LONESPRUCE	2,191.04
05-10-2023	245999	00635	MCMMASTER-CARR SUPPLY COMPANY	154.81
05-10-2023	246000	06351	MELISSA ANDREWS	460.00
05-10-2023	246001	00233	MI MUNICIPAL LIABILITY &	418.00
05-10-2023	246002	04817	MICHIANA RECYCLING & DISPOSAL	1,995.60
05-10-2023	246003	02796	STATE OF MICHIGAN	20.00
05-10-2023	246004	00024	STATE OF MICHIGAN - MDOT	434.18
05-10-2023	246005	05121	MICKEY'S LINEN	200.26
05-10-2023	246006	06026	MID-CITY SUPPLY CO INC	130.25
05-10-2023	246007	04730	MILLER'S SIGN CO INC	2,822.21
05-10-2023	246008	05051	MILSOFT UTILITY SOLUTIONS	597.89
05-10-2023	246009	00296	MIRON CONSTRUCTION 220401	100.00
05-10-2023	246010	00296	MMD INVESTMENTS	51.91
05-10-2023	246011	04825	MML WORKERS COMP FUND	111,778.00
05-10-2023	246012	01705	MSC INDUSTRIAL SUPPLY CO INC	45.86
05-10-2023	246013	06069	NAPA AUTO PARTS	154.34
05-10-2023	246014	06400	NATIONAL HYDROPOWER ASSOC INC	1,726.00
05-10-2023	246015	03934	OUDBIER INSTRUMENT CO	600.00
05-10-2023	246016	04770	PARRISH EXCAVATING INC	85,170.91
05-10-2023	246017	05181	PEOPLEFACTS LLC	10.83
05-10-2023	246018	05042	PLANT GROWTH MANAGEMENT SYSTEM	5,169.60
05-10-2023	246019	00033	POSTNET POSTAL & BUSINESS	144.93
05-10-2023	246020	00485	POWER LINE SUPPLY	46,808.10
05-10-2023	246021	04481	PROF SPORTS SPECIFIC TRAINING	270.00
05-10-2023	246022	04251	RAI JETS LLC	2,520.00
05-10-2023	246023	00035	RESCO	22,143.00

Date	Check#	Vendor	Vendor Name	Amount
05-10-2023	246024	06038	REVOLUTION HEALTH, P.C.	275.00
05-10-2023	246025	00296	ROGER D BRADLEY	54.10
05-10-2023	246026	06280	SHOULDICE INDUSTRIAL	67,642.02
05-10-2023	246027	04310	SSOE GROUP INC	130.00
05-10-2023	246028	02971	STATE OF MICHIGAN	100.00
05-10-2023	246029	04903	STONECO OF MICHIGAN	305.44
05-10-2023	246030	06046	STP PAINTING	890.00
05-10-2023	246031	02310	STURGIS CIVIC PLAYERS	2,152.00
05-10-2023	246032	05826	STURGIS GLASS LLC	392.90
05-10-2023	246033	01809	STURGIS GRIDIRON CLUB	250.00
05-10-2023	246034	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
05-10-2023	246035	00507	STURGIS OVERHEAD DOOR & LADDER	3,669.78
05-10-2023	246036	04140	SWICK BROADCASTING COMPANY	1,004.00
05-10-2023	246037	05682	ROBERT TAYLOR	65.00
05-10-2023	246038	03060	TERMINAL SUPPLY CO	301.17
05-10-2023	246039	06125	THE COPY IMAGE INC	161.29
05-10-2023	246040	00047	CITY OF THREE RIVERS	575.00
05-10-2023	246041	06039	TOPCON SOLUTIONS	733.04
05-10-2023	246042	05777	TRACE ANALYTICAL LABORATORIES	601.34
05-10-2023	246043	01141	TRANE US INC	893.00
05-10-2023	246044	06150	UNITED WHOLESALE GROCERY	2,048.48
05-10-2023	246045	03331	UTILITIES INSTRUMENTATION SERV	8,267.00
05-10-2023	246046	05745	ERICA VARGAS SARCO	100.00
05-10-2023	246047	00296	VICTOR RAMIREZ	31.41
05-10-2023	246048	05659	WARNER OIL COMPANY	2,018.69
05-10-2023	246049	06392	WATERTAP INC	12,316.00
05-10-2023	246050	00940	WICKLANDER-ZULAWSKI & ASSOC IN	815.00
05-10-2023	246051	06107	YEOMAN, TALIA	390.00
05-10-2023	D01975	04066	BORDEN WASTE-AWAY SERVICE INC	6,401.50
05-10-2023	D01976	02983	CINTAS LOCATION #351	2,402.55
05-10-2023	D01977	00157	JACK DOHENY COMPANIES INC	18,570.27
05-10-2023	D01978	00019	KENDALL ELECTRIC INC	481.02
05-10-2023	D01979	03944	LINDE GAS & EQUIPMENT INC	122.17
05-10-2023	D01980	06250	MARANA GROUP	3,698.62
05-10-2023	D01981	01080	NYE UNIFORM CO	924.81
05-10-2023	D01982	00479	PEERLESS-MIDWEST INC	1,260.00
Manual Total				\$1,387,620.17
Automatic Total				\$630,793.29
Grand Total				\$2,018,413.46

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 04/23/2023
PR0608M PAYROLL DATE 04/28/2023

GENERAL	\$156,236.34
MAJOR STREET	6,183.03
LOCAL STREET	6,888.25
CEMETERY	5,366.92
DDA	978.94
AIRPORT	432.29
BUILDING	3,429.26
STURGES-YOUNG CENTER FOR THE ARTS	5,681.85
RECREATION	3,759.42
DOYLE RECREATION CENTER	9,269.40
AMBULANCE	12,498.37
ELECTRIC	87,176.36
SEWER	15,037.95
WATER	17,772.49
MOTOR VEHICLE	1,154.37
Payroll Sub-Total	\$331,865.24

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 9A



INVITATION TO BID and BID
for
UNIFORM RENTAL

Bid of _____ Cintas Corporation _____ (Bidder), organized and existing under the laws of or a resident
of the State of _____ Ohio _____, doing business as _____ Cintas Corporation _____.*
To the City of Sturgis (City).

*Insert as applicable: "a corporation," "a partnership" or "an individual."

1. City will receive sealed Bids for Uniform Rental at the City of Sturgis, City Manager's office, 130 N. Nottawa Street, Sturgis, Michigan 49091 until Wednesday, April 26, 2023, 4:00 p.m., local time. No Bids will be received after this date and time. Bids must be submitted on this form and shall be enclosed in an opaque, sealed envelope, marked with "Bid Enclosed", the project title and the name and address of the Bidder. Do not submit an envelope so marked unless a valid Bid is enclosed.
2. Bids may not be withdrawn for a period of 30 days after the actual date of opening thereof. This time period may be extended by mutual agreement of the City and any Bidder or Bidders. It is anticipated that a recommendation for award will be submitted and approved by the end of day of May 10, 2023. A purchase order will be obtained after approval, to start the contract July 1, 2023 and run until June 30, 2026.
3. The City reserves the right to waive any irregularities and to reject any and all Bids.
4. The undersigned Bidder proposes and agrees, if this Bid is accepted, to accept a Purchase order and to furnish Uniforms as specified or indicated beginning July 1, 2023. The final tabulation for start-up will be determined at the time of measurement.
5. Bidder has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the work.
6. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over City.
7. Specifications: See attached Exhibit A, Specifications for Uniform Rental.
8. If Bidders have questions, they may contact Todd Crites at (269) 659-7292 or tcrites@sturgismi.gov.
9. Bidder acknowledges receipt of the following Addenda:

<u>Date</u>	<u>Addendum Number</u>
_____	_____
_____	_____
_____	_____

10. Bidder will complete the Work for the unit prices indicated below, using the attached employee information form.

Part A - Weekly costs				Rental Service			
Item #	Item Description	Unit	# of employees	Estimated total # of garments	Garment price per week	# of garments charged per week (example 1)	Amount per week based on garments charged
1	Shirts – 5 per week; blend; executive; long sleeve	each	1	11	\$0.295	11	\$3.25
2	Shirts – 5 per week; blend; work; short sleeve	each	13	143	\$0.215	143	\$30.75
3	Shirts – 5 per week; 100% cotton; work; long sleeve	each	13	143	\$0.215	143	\$30.75
4	Pants – 5 per week; blend; work	each	3	33	\$0.235	33	\$7.76
5	Pants – 5 per week; Jeans – carpenter	each	17	187	\$0.340	187	\$63.58
6	Tee Shirts – 5 per week; Class 2 reflective lime yellow; short sleeve; with silk screen emblem, dept., and name	each	10	111	\$0.225	111	\$24.98
Total - Part A (per week) =						\$161.07	

Example 1: Number of employees times the number of garments actually charged for per week for each employee. (2 employees x 5 garments charged per employee = 10 weekly charges; 2 employees x 11 garments charged per employee = 22 garments charged per employee)

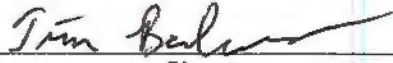
Bidder: Cintas Corporation

Part B – Emblem/Embroidery costs

Item #	Item Description	Unit	Estimated qty.	Unit price	Amount
7	Patches	each	176	\$1.50	\$0
8	Emblems	each	165	\$1.50	\$0
9	Embroidery	each	55	\$3.00	\$165.00
<i>Note: silk screening on tee-shirts as stated above, included in weekly cost.</i>			Total – Part B =		\$165.00

Part C – Set up charges for garments:

Item #	Item Description	Unit	Unit price
10	Shirts – blend; executive; long sleeve	each	\$0.50
11	Shirts – blend; work; long sleeve	each	\$0.50
12	Shirts – blend; work; short sleeve	each	\$0.50
13	Pants – blend; work	each	\$0.50
14	Pants – jeans; relaxed fit	each	\$0.50
15	Tee Shirts – Class 2 reflective lime yellow; short sleeve	each	\$0.50

Bidder: Cintas Corporation**All Patch, Emblem and Set Up fees waived on initial install**SUBMITTED on _____ April 11, _____, 2023
Date*By: _____ Cintas Corporation _____
Name of Bidder*_____ 1720 Wohler Street _____
Street*
Signature_____ Angola, IN 46703 _____
City, State, and Zip*_____ Tim Berhalter Service Manager _____
Name and Title of Signatory*_____ 260-665-5407 _____
Telephone Number*

*Typed or printed in ink.

Exhibit A
Specifications for Uniform Rental

<u>Title</u>	<u>Index</u>	<u>Pages</u>
PART 1 - TECHNICAL SPECIFICATIONS		1 - 3
PART 2 - BIDDING		3 - 5
PART 3 - CONTRACT ADMINISTRATION		5 - 6
PART 4 - GENERAL REQUIREMENTS		6 - 7
TABULATION OF EMPLOYEES		Separate spreadsheet

PART 1 - TECHNICAL SPECIFICATIONS.

1.01 General:

- A. The Work covered by the Invitation to Bid and Bid comprises: measurement and fitting; furnishing; weekly pickup and delivery; cleaning; maintaining; and replacing uniform pants and shirts for approximately twenty six (26) City employees at five (5) locations in the City.
- B. The Work will generally proceed in the following sequence:
City will issue a Notice of Award and a Purchase Order.
Measurement and fitting:
 - a. Arrange for measurement sessions with the respective department representative.
 - b. Measure all employees at each department.
 - 1) Provide samples of all garments and colors for each garment to be provided under this contract for inspection by staff.
 - 2) Obtain emblem sample from each department.
 - 3) Obtain color selections from each department.
 - 4) Obtain each employees preference for long or short sleeve shirts.
 - c. Prepare the appropriate garments.
 - d. Ensure that all garments fit correctly.
 - e. Adjust garments as needed for correct fit.
 Furnish garments to each employee at the respective departments and divisions.
 Weekly pickup and delivery of garments:
 - a. On a designated day of the week.
 - b. At the respective departments and divisions.
 - c. Provide at least one week notice of a schedule change to each department in writing.
 Clean garments in accordance with generally accepted standards of industrial laundries.
- C. The Work will include the following as needed:
Repair of damaged garments:
 - a. In accordance with generally accepted standards of industrial laundries.
 Replacement of garments due to normal wear and tear.
 Replacement of garments due to size, change or new employee.
- D. All work shall comply with the requirements of OSHA and MIOSHA.
- E. On at least a monthly basis, notify department and Project Administrator, in writing, of missing or lost garments.

1.02 Garments:

- A. The approximate number and types of garments to be provided to the respective departments and employees are indicated in the attached "Tabulation of Employees - 2020".
The final tabulation for start-up will be determined at the time of measurement.
Changes in employees or number of employees may be made at any time.

B. Types of Garments:

Executive - Blend:

a. Shirts:

- 1) Blend of 65% polyester and 35% cotton.
- 2) 4.25 oz. permanent press poplin with stain release.
- 3) Button-down collars.
- 4) One pocket on left side.
- 5) Seven buttons.
- 6) Stitching down front facing.
- 7) Fully lined cuffs.
- 8) Fully cut two-piece yoke.

b. Pants:

- 1) Blend of 65% polyester and 35% cotton.
- 2) 7.5 oz. Permanent press twill with stain release.
- 3) Regular cut, executive style with pleated front.
- 4) Two slack style front pockets.
- 5) Two set-in hip pockets; left pocket with button closure.
- 6) Darts over hip pockets.
- 7) Lined front fly with brass zipper and double hook & eye waist closure.
- 8) Lined waist band.

2. Work - Blend:

a. Shirts:

- 1) Blend of 65% polyester and 35% cotton.
- 2) 4.5 oz. permanent press poplin with stain release.
- 3) Lined collar.
- 4) Two button-through pockets with pencil slot in left pocket.
- 5) Seven buttons.
- 6) Stitching down front facing.
- 7) Fully lined cuffs.
- 8) Fully cut two-piece yoke.
- 9)

b. Pants:

- 1) Blend of 65% polyester and 35% cotton.
- 2) 7.5 oz. Permanent press twill with stain release.
- 3) Regular cut.
- 4) Two slack style front pockets.
- 5) Two set-in hip pockets; left pocket with button closure.
- 6) Darts over hip pockets.
- 7) Lined front fly with brass zipper and hook & eye waist closure.

3. Work - Cotton:

a. Shirts:

- 1) 7 oz. twill, 100% cotton.
- 2) Lined collar.
- 3) Two button-through pockets with pencil slot in left pocket.
- 4) Seven buttons.
- 5) Stitching down front facing.
- 6) Fully lined cuffs.
- 7) Fully cut two-piece yoke.

b. Pants:

- 1) 9 oz. twill, 100% cotton.
- 2) Regular cut.
- 3) Two slack style front pockets.
- 4) Two set-in hip pockets; left pocket with button closure.
- 5) Darts over hip pockets.
- 6) Lined front fly with brass zipper and hook & eye waist closure.

4. Work - Jeans:

a. Pants:

- 1) 13.75 oz, 100% cotton denim twill.
- 2) Relaxed fit.
- 3) Five pockets.
- 4) Prewashed.
- 5) Straight legs.
- 6) Metal button waistband closure.
- 7) Carpenter style, Levi's or Carhartt jeans may be requested.

C. Patches and Emblems:

Embroidered.

Sew on shirts:

- a. Name patch over right pocket.
- b. Department emblem over left pocket.

D. Embroidery:

1. Embroidered on shirt above left pocket.
2. Top line shall be "City of Sturgis".

E. Delivery of Garments:

On hangers.

Executive pants: Pant shall hang on round cardboard or other padding.

PART 2 - BIDDING.

2.01 Defined Terms:

- A. Terms used in these documents have the following meanings, which are applicable to both the singular and plural thereof:
1. **Bidder** - One who submits a Bid directly to OWNER, as distinct from a sub-bidder, who submits a bid to a Bidder.
 2. **Successful Bidder** - The lowest, responsive, responsible Bidder to whom City (on the basis of City's evaluation as hereinafter provided) makes an award.

Project Administrator - The City Manager for the City of Sturgis or designee.

2.02 Invitation to Bid and Bid:

- A. Complete sets of the Invitation to Bid and Bid may be obtained from City.
- B. Complete sets of Invitation to Bid and Bid must be used in preparing Bids; neither City nor Project Administrator assume any responsibility for errors or misinterpretation resulting from the use of incomplete sets of Invitation to Bid and Bid.
- C. City and Project Administrator, in making copies of Invitation to Bid and Bid available on the above terms, do so only for the purpose of obtaining Bids and do not confer a license or grant for any other use.

2.03 Qualifications of Bidders:

- A. Invitation to Bid and Bid will be released only to prospective Bidders who have been selected by City.
- B. Bidder must be prepared to submit, within 5 days of City's request, written evidence of qualifications to perform the Work. The written evidence will include: financial data, previous experience, present commitments and other such data as may be requested by City. Bidder must be prepared to show previous experience in at least three projects of a similar type, comparable size and comparable complexity within the past two years. Bidder must, upon request from City, provide City with a sample of each type of garment to be provided under this contract.
- C. In addition to the above, when so requested, Bidder shall meet with City's representatives and give further information in order to determine Bidder's qualifications, responsibility, and ability to perform and complete the Work.
- D. City reserves the right to reject any Bid if the evidence submitted by, or investigation of, a Bidder fails to satisfy City that the Bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.

2.04 Examination of: Invitation to Bid and Bid; and Sites:

- A. It is the responsibility of each Bidder before submitting a Bid:
 - To examine thoroughly the Invitation to Bid and Bid.
 - To visit the sites to become familiar with and satisfy Bidder as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the work.
 - To consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the work.
 - To study and carefully correlate Bidder's knowledge and observations with the Invitation to Bid and Bid.
 - To promptly notify Project Administrator of all conflicts, errors, ambiguities or discrepancies which Bidder has discovered in or between the Invitation to Bid and Bid.

2.05 Interpretations and Addenda:

- A. All questions about the meaning or intent of the Invitation to Bid and Bid are to be directed to Project Administrator. Interpretations or clarification considered necessary by Project Administrator in response to such questions will be issued by Addenda which will be mailed or delivered to all parties recorded by Project Administrator as having received the Invitation to Bid and Bid. Questions received less than 5 days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarification will be without legal effect.
- B. Addenda may also be issued to modify the Invitation to Bid and Bid as deemed advisable by Project Administrator.

2.06 Substitutions:

- A. The contract, if awarded, will be on the basis of material and equipment described in the Invitation to Bid and Bid without consideration of possible substitutions.
- B. Whenever it is indicated in the Invitation to Bid and Bid that a substitute item of material may be furnished if acceptable to Project Administrator, application for such acceptance will not be considered by Project Administrator until after the contract is awarded. The procedure for submission of any such application shall be as determined by the Project Administrator.

2.07 Preparation of Bid:

- A. Additional copies the Invitation to Bid and Bid may be obtained from Project Administrator.
- B. All blanks of the Bid form must be completed legibly in ink or by typewriter.
- C. Bids by corporations must be executed in the corporate name by the president or a vice president (or other corporate officer accompanied by evidence of authority to sign) and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be indicated below the signature.
- D. Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be indicated below the signature.
- E. All names must be typed or printed below the signature.
- F. The Bid shall contain an acknowledgement of receipt of all Addenda (the numbers of which shall be filled in on the Bid form).
- G. The address and telephone number for communications regarding the Bid must be indicated.

2.08 Submission of Bid:

- A. Bids shall be submitted at the time and place indicated in the Invitation to Bid.

2.09 Modification and Withdrawal of Bids:

- A. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.
- B. If, within 24 hours after Bids are opened, any Bidder files a duly signed, written notice with City and promptly thereafter demonstrates to the reasonable satisfaction of City that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and the Bid security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work. No withdrawal of a Bid shall be permitted on account of mistake or any other reason after the expiration of this 24 hour period.

2.11 Award of Contract:

- A. City reserves the right to reject any or all Bids, including without limitation the rights to reject any or all nonconforming, nonresponsive, unbalanced or conditional Bids and to reject the Bid of any Bidder if City believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by City. City also reserves the right to waive all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Successful Bidder. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.
- B. In evaluating Bids, City will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, unit prices and other data, as may be requested in the Bid form or prior to the Notice of Award.
- C. City may conduct such investigations as City deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of the Bidders, proposed Subcontractors, Suppliers, other persons and organizations to do the Work in accordance with the Invitation to Bid and Bid to City's satisfaction within the prescribed time.
- D. If the Contract is to be awarded, it will be awarded on the basis of the bid amounts in Parts A, B and C to the lowest Bidder whose evaluation by City indicates to City that the award will be in the best interest of the Project.

- E. If the Contract is to be awarded, City will give Successful Bidder Notice of Award within 30 days after the day of the Bid opening.
- F. Contract Period:
36 months.
May be extended on a monthly basis.

PART 3 - CONTRACT ADMINISTRATION.

3.01 Payment Procedures:

- A. Payment will be processed as follows:
City will process payments on a monthly basis.
Contractor's delivery person will leave an invoice with a responsible person at each site at the time of weekly delivery.
Contractor will submit a statement to the Project Administrator on a monthly basis.
Project Administrator will rectify the statement with the weekly invoices and either approve the documents for payment or request additional information from Contractor.
Sturgis City Commission approves checks at their bi-monthly meetings which are typically held on the 2nd and 4th Wednesdays of each month. Payment documents must be received by the Project Administrator at least three weeks before a City Commission meeting.
Payment will be considered only for items in the bid or approved change orders.

3.02 Inflation Increases In Costs:

- The unit prices as stated in the bid may be increased on each annual anniversary of this contract by the lesser of:
- a. The percentage increase in the Consumer Price Index over the previous 12 months.
 - b. Five (5) %.

3.03 Complaint Procedure; Termination of Contract:

- A. Complaint Procedure:
Department site representative provides written complaint to Contractor's onsite representative.
Project Administrator provides written complaint to Contractor's designated management representative.
 - 1. Complaint must be resolved within 30 calendar days.
- B. Termination:
If a complaint is unresolved through the complaint procedure within 30 calendar days, City may terminate the contract.
 - 1. Contractor shall not be entitled to liquidated damages due to termination of the contract.

PART 4 - GENERAL REQUIREMENTS.

4.01 Invitation to Bid and Bid Language:

- A. Portions of this Invitation to Bid and Bid are written in the imperative mode and a streamlined form. This imperative language of the technical specifications is directed to CONTRACTOR unless specifically noted otherwise. Incomplete sentences shall be completed by inserting "shall", "shall be" and similar mandatory phrases by inference in the same manner as they are applied to notes on Drawings. The words "shall", "shall be" and similar mandatory phrases shall be supplied by inference where a colon (:) is used within sentences or phrases. Except as worded to the contrary, fulfill (perform) all indicated requirements whether stated in the imperative or otherwise.

4.02 Measurement and Payment - Unit Price Work.

- A. Section includes:
 - 1. This Section includes, but is not necessarily limited to, descriptions of the method of measurement and the basis of payment for Unit Price Work under this Contract as indicated in the Invitation to Bid and Bid, as specified herein, and as necessary for the proper and complete performance of the Work.

- B. Basis of Contract payments:
1. Contract payment shall be determined by actual quantities installed at unit prices stated in CONTRACTOR's Bid.
 2. Project Administrator shall determine actual quantities.
 3. All work not included as a Bid item shall be considered incidental.
 4. Unit price payments for individual items shall include everything necessary for such item to function as intended.
 5. City reserves the right to increase, decrease or eliminate any quantities for items listed in CONTRACTOR's Bid or which become a part of the Invitation to Bid and Bid.
- C. Unit Price Items:
- Part A - Weekly Costs: Item Nos. 1 through 6:
- a. Includes: Providing the respective garments at the Unit Price per week.
 - b. These Items apply to:
 - 1) Current employees at the time of start-up.
 - 2) A new employee who does not replace an ex-employee who turned in garments.
- Part B - Patches, Emblems and Embroidery; Item Nos. 7 through 9.
- a. Providing patches and emblems and stitching them on the shirts or embroidery at the respective Unit Prices.
 - b. These Items apply to:
 - 1) New shirts (Part A).
 - 2) Replacement shirts (Part C).
 - 3) Replacement or Additional shirts (Part D).
3. Part C - Set-Up Charges for Replacement or Exchange of Garments; Item Nos. 10 through 15:
- a. Providing set-up for replacement garments at the respective Unit Prices.
 - b. Does not include costs covered in Part B.
 - c. These Items apply to:
 - 1) Size changes. Employee turns in used garments.
 - 2) A new employee who replaces an ex-employee who turned in garments.
 - 3) Replacement of garments lost or damaged by City staff.
- D. Replacement or Additional Garments:
1. New or like-new.
 2. After consulting with Contractor, City will determine when a garment must be replaced.
- E. Replacement / Set-up charges:
1. A onetime charge.
 2. Applies to each garment provided. (Example: 5 shirts per week requires 11 shirts to be provided.)

Bid Tab for Uniform Rental - April 26, 2023

										Cintas (Previous Contract)	
Part A - Weekly Costs:										2020 Unit Pricing	Percent Change
Item No.	Item Description	Qty.	Unit Price per Week	Amount per Week	Qty.	Unit Price per Week	Amount per Week	Qty.	Unit Price per Week		
1	Shirts - blend; executive; long sleeve	11	\$0.295	\$3.25	11			11		\$0.26	13%
2	Shirts - blend; work; short sleeve	143	\$0.215	\$30.75	143			143		\$0.26	-17%
3	Shirts - 100% cotton; work; long sleeve	143	\$0.215	\$30.75	143			143		\$0.19	13%
4	Pants - blend; work	33	\$0.235	\$7.76	33			33		\$0.21	12%
5	Pants - jeans - carpenter	187	\$0.340	\$63.58	187			187		\$0.30	13%
6	Tee Shirts - Class 2 reflective lime yellow	111	\$0.225	\$24.98	111			111		\$0.20	13%
				Total Part A - (per week) =				\$161.07			
				Total Part A - (1 year) =				\$8,375.64			
				Total Part A - (3 years) =				\$25,126.92			

Part B - Patches, Emblems & Embroidery:											
Item No.	Item Description	Qty.	Unit Price	Amount	Qty.	Unit Price	Amount	Qty.	Unit Price	Amount	
7	Patches	176	\$1.50	<i>waived</i>	176			176			\$0.00
8	Emblems	165	\$1.50	<i>waived</i>	165			165			\$0.00
9	Embroidery	55	\$3.00	\$165.00	55			55			\$0.00
				Total Part B =				\$165.00			

Part C - Set up charges for garments:											
Item No.	Item Description	Qty.	Unit Price	Amount	Qty.	Unit Price	Amount	Qty.	Unit Price	Amount	
10	Shirts - blend; executive; long sleeve	11	\$0.50	\$ 5.50							\$0.00
11	Shirts - blend; work; short sleeve	143	\$0.50	\$ 71.50							\$0.00
12	Shirts - 100% cotton; work; long sleeve	143	\$0.50	\$ 71.50							\$0.00
13	Pants - blend; work	33	\$0.50	\$ 16.50							\$0.00
14	Pants - jeans - carpenter	187	\$0.50	\$ 93.50							\$0.00
15	Tee Shirts - Class 2 reflective lime yellow	111	\$0.50	\$ 55.50							\$0.00
				Total Part C =				\$314.00			
				Total Part A (3 years) =				\$25,126.92			
				Total Part B =				\$165.00			
				Total Part C =				\$314.00			
				Total (3 years) =				\$25,605.92			

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A

RECOMMENDATION OF AWARD

May 1, 2023

Barry Cox, P.E.
City of Sturgis Engineering Department
130 N. Nottawa Street
Sturgis, Michigan 49091

RE: City of Sturgis – 2023 Street Rehabilitation

Dear Barry,

We have reviewed the bids for the City of Sturgis 2023 Street Rehabilitation project and summarized the bids on the attached spreadsheet. A total of one (1) bid was received. The bid is fair and competitive.

The low bid was submitted by Northern Construction Services, Corp. in the amount of \$721,641.00. Northern's bid was lower than the Engineer's option of cost of \$813,589.00. Their bid is a fair price to complete the work. Based on our experience with Northern Construction Services, Corp., they are a qualified firm capable of completing the work.

Based on the above, we recommend award to Northern Construction Services, Corp. in the amount of \$721,641.00

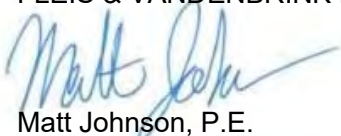
Please feel free to call me with any questions.

Sincerely,

FLEIS & VANDENBRINK

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Matt Johnson, P.E.
Regional Manager

Enclosure

City of Sturgis
2023 Street Rehabilitation
Bid Tabulations

Job: 857690
Date: 5/1/2023

ITEM NO.	USDA ELIGIBLE ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	Engineers Cost		Northern	
				BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
1	General Conditions, Bonds, and Insurances and Mobilization, Max.	LSum	1	\$71,569.00	\$71,569.00	\$68,000.00	\$68,000.00
2	Class II Cold Milling HMA 2-inch	Syd	1900	\$2.00	\$3,800.00	\$2.80	\$5,320.00
3	Class II Cold Milling HMA 1.5-inches	Syd	4400	\$1.50	\$6,600.00	\$2.80	\$12,320.00
4	Class V Cold Milling HMA	Syd	6200	\$2.50	\$15,500.00	\$2.80	\$17,360.00
5	Pavt, Rem	Syd	6100	\$15.00	\$91,500.00	\$6.50	\$39,650.00
6	HMA Overlay, Rem	LSum	1	\$10,000.00	\$10,000.00	\$4,000.00	\$4,000.00
7	Proof Rolling	Sta	20	\$100.00	\$2,000.00	\$150.00	\$3,000.00
8	Aggregate Base, Repair	Cyd	100	\$75.00	\$7,500.00	\$45.00	\$4,500.00
9	Curb and Gutter, Rem	LFt	820	\$15.00	\$12,300.00	\$40.00	\$32,800.00
10	Erosion Control, Inlet Protection, Fabric Drop	EA	22	\$125.00	\$2,750.00	\$100.00	\$2,200.00
11	Turf Establishment	Syd	1000	\$8.00	\$8,000.00	\$5.00	\$5,000.00
12	Curb and Gutter, Conc, Det, F4	LFt	820	\$30.00	\$24,600.00	\$37.00	\$30,340.00
13	HMA Wedging	Ton	250	\$115.00	\$28,750.00	\$150.00	\$37,500.00
14	Monument Box, Adjust	EA	6	\$500.00	\$3,000.00	\$1,400.00	\$8,400.00
15	Monument Box	EA	2	\$1,100.00	\$2,200.00	\$400.00	\$800.00
16	Dr Structure Cover, Adjust	EA	39	\$700.00	\$27,300.00	\$900.00	\$35,100.00
17	Dr Structure Cover, EJ1060	EA	6	\$800.00	\$4,800.00	\$850.00	\$5,100.00
18	Dr Structure Cover, EJ7010	EA	13	\$1,100.00	\$14,300.00	\$950.00	\$12,350.00
19	Dr Structure Cover, EJ1045	EA	11	\$600.00	\$6,600.00	\$850.00	\$9,350.00
20	Dr Structure Cover, Reconstruct	VFt	10	\$1,100.00	\$11,000.00	\$500.00	\$5,000.00
21	Dr Structure Cover, Salvage	EA	3	\$1,500.00	\$4,500.00	\$400.00	\$1,200.00
22	Sidewalk, Rem	Syd	180	\$30.00	\$5,400.00	\$26.00	\$4,680.00
23	Curb Ramp, 4 inch	SFt	800	\$8.00	\$6,400.00	\$11.00	\$8,800.00
24	Curb Ramp, 6 inch	SFt	750	\$12.00	\$9,000.00	\$12.00	\$9,000.00
25	Detectable Warning Surface, DI	Ft	60	\$90.00	\$5,400.00	\$130.00	\$7,800.00
26	Sign, Type B, Temp, Prismatic, Furn	SFt	473	\$3.00	\$1,419.00	\$2.00	\$946.00
27	Sign, Type B, Temp, Prismatic, Oper	SFt	473	\$1.00	\$473.00	\$1.00	\$473.00
28	Plastic Drum, High Intensity, Furn	EA	50	\$17.00	\$850.00	\$15.00	\$750.00
29	Plastic Drum, High Intensity, Oper	EA	50	\$1.00	\$50.00	\$1.00	\$50.00
30	Barricade, Type III, High Intensity, Lighted, Double Sided, Furn	EA	19	\$50.00	\$950.00	\$60.00	\$1,140.00
31	Barricade, Type III, High Intensity, Lighted, Double Sided, Oper	EA	19	\$8.00	\$152.00	\$5.00	\$95.00
32	Pedestrian Type III Barricade, Temp	EA	5	\$90.00	\$450.00	\$100.00	\$500.00
33	Aggregate Base, 100% Recycled Milings	Syd	200	\$55.00	\$11,000.00	\$25.00	\$5,000.00
34	Subbase, CIP	Cyd	50	\$80.00	\$4,000.00	\$35.00	\$1,750.00
35	Aggregate Base Conditioning	Sta	20	\$500.00	\$10,000.00	\$1,000.00	\$20,000.00
36	HMA, 5EL	Ton	2400	\$110.00	\$264,000.00	\$89.50	\$214,800.00
37	Water Service, Copper, 1 inch,	LFt	500	\$50.00	\$25,000.00	\$55.00	\$27,500.00
38	Corp Stop, Curb Stop and Box, 1 inch	EA	14	\$1,000.00	\$14,000.00	\$1,800.00	\$25,200.00
39	Water Service, Private Property, 3/4 inch	LFt	700	\$65.00	\$45,500.00	\$10.00	\$7,000.00
40	Water Service, Building Connection	EA	14	\$1,700.00	\$23,800.00	\$2,150.00	\$30,100.00
41	Gate Box, Adjust	EA	8	\$600.00	\$4,800.00	\$750.00	\$6,000.00
42	Driveway, Nonreinf Conc, 6 Inch	Syd	10	\$150.00	\$1,500.00	\$91.00	\$910.00
43	Pavt Mrkg, Waterborne, 4 inch, Yellow	LFt	4000	\$1.00	\$4,000.00	\$0.13	\$520.00
44	Pavt Mrkg, Waterborne, 4 inch, White	LFt	6500	\$1.00	\$6,500.00	\$0.13	\$845.00
45	Pavt Mrkg, Ovly Cold Plastic, Bike, Small Sym	EA	10	\$500.00	\$5,000.00	\$110.00	\$1,100.00
46	Conc. Sidewalk, 4 inch	SFt	672	\$8.00	\$5,376.00	\$11.00	\$7,392.00
					\$813,589.00		\$721,641.00

2022 and 2023 Street Improvement Projects

		202 Major Street	203 Local Street	591 Water	TOTAL PROJECT
		Street Improvements Resurfacing		Lead Service Line Replacement	
BUDGETED FUNDS	FY 2021-2022	\$ 300,000.00	\$ 450,000.00	\$ -	\$ 750,000.00
	FY 2022-2023	\$ 200,000.00	\$ 500,000.00	\$ 250,000.00	\$ 700,000.00
	Total	\$ 500,000.00	\$ 950,000.00	\$ 250,000.00	\$ 1,450,000.00

Notes
Majority not spent in FY 21-22; carried in fund balance
Water line item supports additional work; \$39,254.00 spent to-date

2022 Street Improvement Project

PROJECT COSTS		37% of Total	63% of Total	0% of Total	
Design and Bid Phase Engineering	Approved 6/8/22	\$ 5,560.00	\$ 8,340.00	\$ -	\$ 13,900.00
Construction Award	Approved 7/27/22	\$ 310,412.61	\$ 528,540.39	\$ -	\$ 838,953.00
Contingency Budget	Approved 7/27/22	\$ 15,540.00	\$ 26,460.00	\$ -	\$ 42,000.00
Construction Phase Engineering	Approved 11/16/22	\$ 23,125.00	\$ 39,375.00	\$ -	\$ 62,500.00
TOTAL PROJECT COST		\$ 354,637.61	\$ 602,715.39	\$ -	\$ 957,353.00

Notes
Task Order #06
Reith-Riley Construction
~5% contingency
Task Order #06b

2023 Street Improvement Project

PROJECT COSTS		21 % of Total	64 % of Total	15% of Total	
Design and Bid Phase Engineering	Approved 9/14/22	\$ 7,854.00	\$ 23,936.00	\$ 5,610.00	\$ 37,400.00
Construction Award	Recommended 5/10/23	\$ 151,544.61	\$ 461,850.24	\$ 108,246.15	\$ 721,641.00
Contingency Budget	Recommended 5/10/23	\$ 7,560.00	\$ 23,040.00	\$ 5,400.00	\$ 36,000.00
Construction Phase Engineering	Future	\$ 14,700.00	\$ 44,800.00	\$ 10,500.00	\$ 70,000.00
TOTAL PROJECT COST		\$ 181,658.61	\$ 553,626.24	\$ 129,756.15	\$ 865,041.00

Notes
Task Order #09
Northern Construction Services, Corp.
~5% contingency
Task Order #09a - ESTIMATE

OVER (UNDER) BUDGET	\$ 36,296.22	\$ 206,341.63	\$ (120,243.85)
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**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B



TO: Andrew Kuk, City Manager
 FROM: Holly Keyser, City Controller
 SUBJECT: 2022-2023 Proposed Budget Amendment
 DATE: May 10, 2023

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

	Original Budget	Amendment 1 5.10.23	Proposed Budget
Fund -202 Major Street			
Revenue	1,110,000	-	1,110,000
Expenditures	1,144,824	300,000	1,444,824
Contribution from General Fund	-	-	-
Contribution from Capital Reserve Fund	-	-	-
Change in Fund Balance	(34,824)	(300,000)	(334,824)
Beginning Fund Balance	1,638,603	1,787,166	1,787,166
Projected Ending Fund Balance	1,603,779	1,487,166	1,452,342

The Major Street Fund expenditures are increased to reflect a carryover for the 2022 Street Improvement Project to the current budget year. The results of the prior year created a larger-than-expected beginning fund balance which has been reflected above.

	Original Budget	Amendment 1 5.10.23	Proposed Budget
Fund -203 Local Street			
Revenue	1,180,277	-	1,180,277
Expenditures	1,676,397	450,000	2,126,397
Contribution from General Fund	-	-	-
Contribution from Capital Reserve Fund	-	-	-
Change in Fund Balance	(496,120)	(450,000)	(946,120)
Beginning Fund Balance	781,042	1,107,894	1,107,894
Projected Ending Fund Balance	284,922	657,894	161,774

The Local Street Fund expenditures are increased to reflect a carryover for the 2022 Street Improvement Project to the current budget year. The results of the prior year created a larger-than-expected beginning fund balance which has been reflected above. .

	Original Budget	Amendment 1 5.10.23	Proposed Budget
Fund -402 Capital Project (Splash Pad and Park Improvements)			
Revenue	-	355,000	355,000
Expenditures	1,200,000	425,000	1,625,000
Contribution from General Fund	-	-	-
Contribution from Capital Reserve Fund	280,000	820,000	1,100,000
Change in Fund Balance	(920,000)	750,000	(170,000)
Beginning Fund Balance	920,000	171,867	171,867
Projected Ending Fund Balance	-	921,867	1,867

The Capital Project Fund revenue is increased to reflect the grant funds and contributions estimated upon the completion of the project. The expenditures are increased to reflect the estimated costs for the Splash Pad and Thurston Woods Park Improvements. The beginning fund balance has been modified to reflect the actual ending balance from the previous year.