



AGENDA
CITY COMMISSION MEETING
WEDNESDAY, SEPTEMBER 13, 2023
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM

REGULAR MEETING 6:00 P.M.

1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. ROLL CALL
5. PROCLAMATIONS / PRESENTATIONS
 - A. Commission on Aging 50th Anniversary Proclamation
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 August 23, 2023 regular meeting as presented.
 - B. Pay Bills
 - **AUTHORIZE** the payment of the City bills in the amount of \$2,780,257.32 as presented.
 - C. Rezoning Request Second Reading
 - **CONSIDER** this the second reading of and **APPROVE** an amendment to the Zoning Code, Article III pertaining to the Zoning map for the portion of property at 300 Timothy Street as described in the resolution, effective October 9, 2023, as presented.
 - D. Planning Commission Board Resignations
 - **ACCEPT** the resignations of Garry Allen and Michael Caywood from the Sturgis Planning Commission and **SEND** a letter of recognition for their service.
9. UNFINISHED BUSINESS
 - A. Extreme Weather Center Special Land Use Second Reading – William Prichard
 - B. Water Well Standby Power – Rick Miller
10. NEW BUSINESS
 - A. Sturgis District Library Story Walk/Poetry Walk – Anthony VanNest
 - B. Franks & Southeast Substation 15kV Breaker Replacement – Chris McArthur
 - C. Patrol Vehicle Purchases – Ryan Banaszak
 - D. Parking Lot Improvement Design Task Order – Andrew Kuk
 - E. W. Congress St. Phase 2 Contingency Request – Barry Cox
 - F. Houses for Bid – William Prichard
11. COMMISSIONER / STAFF COMMENTS
12. CLOSED SESSION – Union Negotiations and to conduct a periodic personnel evaluation at the request of the employee
13. ADJOURN

Manager's Report

SEPTEMBER 13, 2023



CITY OF
Sturgis
MICHIGAN

Submitted by:

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

Andrew Kuk
City Manager

5. Proclamation

A. Commission on Aging 50th Anniversary Proclamation

Staff: Andrew Kuk

Included in your packet is a proclamation for the St. Joseph County Commission on Aging who is celebrating their 50th Anniversary on September 21, 2023.

Included in your packet:

1. COA Proclamation

8. Consent Agenda

Proposed Motion:

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

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the August 23, 2023 regular meeting as presented.

Consent Agenda Motion:

APPROVE the minutes from the August 28, 2023 special meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$2,780,257.32 as presented.

8C. Rezoning Request Second Reading

At the August 23rd meeting, City staff presented information on a zoning district change at 300 Timothy Street, Parcel #75-052-777-003-10. Grace Christian Fellowship (GCF) owns this property, and they are in the process of selling a small portion to Jamie Crites that would be combined with the property he owns at 1189 N. Nottawa St.

Included in your packet are a property survey as well as a zoning map for the area. On the survey this portion of land is labeled "Grace Christian Fellowship to Crites". This portion of property is currently zoned Residential 2 (R-2). The proposed amendment is for a zoning district change from R-2 to

Business Highway 2 (B-H 2). If approved, Jamie Crites will be combining this area with the property at 1189 N. Nottawa and intends on constructing a 10,000 square foot building to be used for his Culligan Water business.

The Planning Commission recommended the approval of this request with the condition that the zoning district change is in combination with an approval of a boundary line adjustment at their August 15th meeting.

Consent Agenda Motion:

CONSIDER this the second reading of and APPROVE an amendment to the Zoning Code, Article III pertaining to the Zoning map for the portion of property at 300 Timothy Street as described in the resolution, effective October 9, 2023, as presented.

Included in your packet:

1. Survey
2. Zoning Map
3. Resolution

8D. Planning Commission Board Resignations

Garry Allen and Michael Caywood have both submitted resignation letters for the positions on the Planning Commission. Mr. Allen will soon be moving out of the State and Mr. Caywood's work obligations do not allow him to provide the necessary commitment to the Planning Commission. Mr. Allen also served on the Zoning Board of Appeals as the liaison from the Planning Commission. Both individuals have been valuable members for many years and letter of recognition will be sent. City Staff has already begun seeking new members.

Consent Agenda Motion:

ACCEPT the resignations of Garry Allen and Michael Caywood from the Sturgis Planning Commission and SEND a letter of recognition for their service.

9. Unfinished Business

A. Extreme Weather Center Special Land Use Second Reading

Staff: William Prichard

At the August 23rd meeting, City staff presented information on amendments to the zoning ordinance related to extreme weather centers. As mentioned in previous meetings, a local group is pursuing this type of use in the City. Included in your packet are the draft ordinance sections recommended by the Planning Commission.

As laid out in the draft ordinance language, an Extreme Weather Center (EWC) would be defined as a building that provides a location on a temporary basis for individuals during extreme temperatures which does not include any form of housing. An EWC would be listed as a special land use in various zoning districts. Individuals or groups looking to develop a property with this use would be required to get approval of the Planning Commission, which would include required public notice. As part of the Planning Commission approval process, it would also allow for special conditions to be placed on an applying property.

The following will be some required conditions that will need to be met by applicants for the special land use:

- The building must comply with building codes, fire codes, and all other state, county or local laws and ordinances.
- A floor plan of the building and space to be utilized for the center must be provided.
- An operations/management plan must be provided.
- A site plan showing parking for volunteers and people utilizing the center must be provided.

This special land use would require a use permit that has an annual renewal. Each year it must be renewed by the applicant. The Planning Commission will review and approve the annual permit renewal.

As part of the request, the applicant will be able to present the specific conditions when they would like to open and close their EWC. For example, an applicant could request an EWC special land use for a building to be used during extreme cold or hot temperatures.

As per the amendments being presented, the EWC will be placed as a special land use in the following zoning districts: Residential-1 (R-1), Residential-2 (R-2), Residential-3 (R-3), Residential-4 (R-4), Business Office Service (B-OS), Central Business (B-C), Business Highway 1 (B-H 1), Business Highway 2 (B-H 2), Business Neighborhood (B-N), and Manufacturing (M) districts.

The Planning Commission recommended the approval of this request to the City Commission at their August 15th meeting.

Proposed Motion:

Move that the Sturgis City Commission CONSIDER/NOT CONSIDER this the second reading of and APPROVE/DENY amendments to the City Code of Ordinances, Appendix A, Zoning Ordinance sections 1.0202, 1.0401 through 1.0404, 1.0406 through 1.0410, and 1.0603 adding Extreme Weather Center as a special land use effective October 9, 2023.

Staff Recommendation:

CONSIDER and APPROVE

Included in your packet:

2. Extreme Weather Center Zoning Ordinance Amendments
3. Resolution

9. Unfinished Business

B. Water Well Standby Power

Staff: Rick Miller

As presented at the August 23rd meeting, during a regularly-scheduled “Sanitary Survey” inspecting the City’s water system, representatives from the Department of Environment, Great Lakes, and Energy (EGLE) recommended that the City consider extending power from the stand-by generator at well #7 to well #6.

Due to the wells' proximity to one another, approximately 600 feet, and similar electrical load requirements, connecting well #6 to the backup generator would benefit the entire water system during an emergency. This would provide the option of running well #6 or well #7 via generator if one or the other were out of service for cleaning, repair, and/or a power outage; currently only well #7 is served by the generator.

Byler Electric assisted the City in developing bid specifications for the project. A mandatory pre-bid meeting was held at the site on Tuesday, August 1st with two bidders and one equipment supplier in attendance. The bidders were Byler Electric from Constantine, MI and DVT Electric out of Wyoming, MI.

As per the bid specification, the contractors would be responsible for providing and installing a new transfer switch and disconnect as well as installing a junction box at well #6 and well #7. Installation of conduit and wiring within and between the two well houses, along with start-up and testing is also included.

Bids were opened on Monday August 14th with both Byler Electric and DVT Electric submitting bids. Byler Electric provided a low bid of \$99,975.00 and DVT Electric a \$170,000.00 bid. The project was included in the FY 2022-2023 budget for \$60,000.00, bringing the low bid in almost \$40,000.00 over budget.

The project is being driven by meeting EGLE standards and the Sanitary Survey recommendation for having backup power to public water sources. The largest cost to the project and driving the price over budgeted amount is the wire

(\$50,000.00), switch gear/panel (\$20,000.00), miscellaneous parts and 4-inch PVC pipe (\$10,000.00), and labor making up the balance.

At the previous meeting, Commissioners had questions regarding alternatives related to this project for installation and provision of backup power in general. City staff reviewed these questions and included in your packet is a question-and-answer document.

Due to the timing of this project, the fiscal impact will hit the Water Fund capital budget in FY 2023-2024. Staff did include the project in the FY 2023-2024 capital projects budget, however this was done prior to the bid opening and at the \$60,000.00 estimate from FY 2022-2023. There are multiple projects included in the FY 2023-2024 capital budget for the water fund which may or may not get completed. At this time, it would be expected that the water capital budget would be sufficient to cover this difference. As the fiscal year proceeds with other projects, this will be evaluated with each ensuring project compared to the overall capital budget.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid from Byler Electric for standby power to Well #6 in the amount of ninety-nine thousand, nine hundred and seventy-five dollars (\$99,975.00) as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. Bid Tab
2. Standby Power Questions

10. New Business

A. Sturgis District Library Story Walk/Poetry Walk

Staff: Anthony VanNest

The Sturgis District Library is requesting to replace the temporary posts for their story walk/poetry walk in Thurston Woods Park with permanent posts. The story walk/poetry walk runs along the interior walking path of the park and has been used in the park for approximately three years.

The library has found it difficult to remove and replace the temporary posts when the ground is hard from either being dry or partially frozen, so they are seeking a permanent solution. The storyboards will be placed 1 foot off the walking path, in the same locations where the temporary posts were placed and will be spaced out accordingly along the path. There will be a total of 25 posts installed, made of aluminum, and installed by a professional fencing company. The placement of the posts should not pose a problem for snow removal during the winter months.

The library will cover all costs associated with the placement and maintenance of these posts. If there were to be a case of vandalism, the library will be responsible for replacement of any damaged items. It should be noted that in the past 3 years there have been no incidents of vandalism.

The Parks, Recreation, and Doyle Board reviewed the request at their August 7, 2023 regular meeting and recommended it for approval.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the placement of permanent posts for the Sturgis District Library Story Walk / Poetry Walk as presented.

Staff Recommendation:

APPROVE

10. New Business

B. Franks & Southeast Substation 15kV Breaker Replacement

Staff: Chris McArthur

As part of the FY 2022-2023 budget, staff planned the replacement of several breakers at the Franks substation. As part of staff evaluation of the overall system, additional breakers were identified that needed to be replaced at the Southeast substation. At the January 11, 2023 Commission Meeting, the Commission approved the purchase of breakers for these projects.

Breakers have been delivered and installation of the replacement breakers needs to occur. Electric Department staff requested bids to install the four breakers at the Franks substation and two breakers at the Southeast substation.

Bids were submitted on August 29, 2023 for the Franks Substation and Southeast Substation 15kV Breaker Replacement project. Three bids were received. Kent Power, Inc. submitted the low bid for the project in the amount of \$88,967.35. Additionally, pricing for bid alternate #1 (replacement of the control cables for Franks Sub breakers #1, 2, & 4) was solicited and Kent Power provided a price of \$19,864.74. A complete bid tabulation is provided. Kent Power, Inc. has submitted a complete and conforming bid.

A budget and cost spreadsheet for the project is included in your packet. In addition to the installation bids, staff is recommending a project contingency of \$8,347.91

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid from Kent Power to install four (4) 15kV breakers in the amount of eighty-eight thousand, nine hundred sixty-seven dollars and thirty-five cents (\$88,967.35).

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid alternate #1 for replacement of control cables for Franks Substation breakers 1, 2, and 4 from Kent Power in the amount of nineteen thousand, eight hundred sixty-four dollars and seventy-four cents (\$19,864.74).

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY a contingency budget for the breaker installation in the amount of eight thousand, three hundred and forty-seven dollars and ninety-one cents (\$8,347.91).

Staff Recommendation:

APPROVE, APPROVE, and APPROVE

Information Included in Packet:

1. Bid Tab
2. Budget and Costs Spreadsheet

10. New Business

C. Patrol Vehicle Purchases

Staff: Ryan Banaszak

As part of the approved budget for FY 2023/2024 was the purchase of 3 patrol vehicles for use by the Department of Public Safety. At this time, staff recommends purchasing of 2 of the 3 patrol vehicles, while further exploring fleet options moving forward.

Staff proposes the replacement of Vehicle 325 which is the Police K9 unit and patrol car 313. Vehicle 325 is a 2015 Chevy Tahoe with over 100,000 miles which has experienced significant down time and repair cost over the last few years and is due to be replaced. Staff proposes replacing the Chevy Tahoe with a 2023 Dodge Durango.

Vehicle 313 is a 2019 Dodge Durango with over 80,000 miles, nearly double the number of miles vehicles are normally rotated out of service at. These miles are in large part due to other vehicle issues within the fleet causing 313 to be driven nearly around the clock since 2020. Staff is proposing replacing vehicle 313 with a 2023 Dodge Durango.

Since 2020 there have been significant challenges to obtaining patrol vehicles of any kind. This has resulted in nearly the elimination of MiDeal pricing for most vehicles along with small order windows to get your name on a list of “potential” vehicles that may be made in the upcoming year. In speaking with Police Chiefs and Directors around the State, staff heard countless stories of patrol vehicles that were ordered and never delivered because the manufacturers cancel the orders.

Based on these factors, staff recommends the purchase of two 2023 Dodge Durangos from John Jones Pursuit Vehicles in Salem, Indiana. These vehicles are on the lot and available for immediate delivery to our upfitter, eliminating concerns of delays in manufacturing and potential cancelled orders. Operating a small patrol fleet as we do, the importance of obtaining vehicles in a timely

manner and cycling them out before they start to incur significant down time for maintenance is vitally important.

John Jones Police Pursuit Vehicles provided a quote in the amount of \$46,302.00 per vehicle. This amount does not include the cost of upfitting. Quotes for upfitting will be obtained once the vehicles have been purchased as pricing fluctuations has caused difficulty in obtaining viable quotes. Staff budgeted \$57,000.00 for the patrol vehicle including upfitting and \$60,000.00 for the K9 vehicle including upfitting.

The purchase from John Jones would require a bid waiver from the Commission.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY a bid waiver for and the purchase of two 2023 Dodge Durango Pursuit Vehicles from John Jones Police Pursuit Vehicles in the total amount of ninety-two thousand, six hundred and four dollars (\$92,604.00) as presented.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the sale of Vehicle 325, a 2015 Chevy Tahoe and Vehicle 313, a 2019 Dodge Durango via public auction.

Staff Recommendation:

APPROVE and APPROVE

Information Included in Packet:

1. Quote from John Jones

10. New Business

D. Parking Lot Improvement Design Task Order

Staff: Andrew Kuk

As previously discussed, the City has been working over several years to complete improvement to downtown parking lots. Recently the City received two large sources of funding to move forward with this project. One, a federal earmark for \$1 million dollars and two, a \$942,500.00 RAP Grant through the State of Michigan.

As part of these grant funds, the City will be looking to complete work on a number of downtown parking lots including lots 1, 2, 4 (including pavement of the old Sigrist storage building lot), 6, 7, the public safety building lot, and a new parking lot designated parking lot 12 at the empty lot at the corner of N. Jefferson and US-12. A parking lot map is included in your packet.

Over the years preliminary work on several of these areas was complete, starting with a planning task order (#73) to create pre-design cost estimates for each lot in the downtown.

Task Order #2 was signed in October 2021 to design the resurfacing project for Lots 2, 4, and the Police/Fire parking lot. Design was completed in June 2022 and is ready for bidding other than a modification in Lot 4. Task Order #2a was done in July 2022 and included concept level cost opinions for Lot 4's modifications, Lot 12, and Lot 6 to apply for submitting the grant and earmark requests for the project. A backspace visioning proposal was completed for Lot 6 during this timeframe to refine a concept design for reconstructing Lot 6.

Task Order #2b is included in your packet to complete design for the remaining parking lots not designed under Task Order #2 or #2a. The Task Order is for \$171,600.00 to complete the final design documents for Lots 1, 6, 7, and Lot 12 as well as complete design for the added portion of Lot 4 (former Sigrist storage lot). The Task Order also includes work for bid phase services for the project.

The parking lot projects have been budgeted to be completed in FY 2023-2024 over several phases. The first of these projects is expected to begin in spring 2024 to coincide with ongoing downtown developments and meet grant timelines. Design needs to be finished and be ready for bid by January 2024.

The task order provides for a full-time project manager/lead design Engineer, a part time Assistant Design Engineer, a part time CAD Drafter, and additional time for electric designer, landscape architect, and additional surveying until the design plans and bidding documents are complete.

The grant received for the parking lot project allows for design services to be reimbursed. If the design doesn't require the effort to utilize the entire task order amount, the remaining design budget will not be used.

Proposed Motion:

Move to APPROVE/DENY the Task Order #2b with Fleis and Vandenbrink Engineering, Inc. in the amount of one hundred seventy-one thousand, six hundred dollars (\$171,600.00) for completion of preliminary design, final design, and bidding services for the Downtown Parking Lot Improvement Project.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. Task Order #2b
2. Parking Lot Map Update

10. New Business

E. W. Congress St. Phase 2 Contingency Request

Staff: Barry Cox

City Commission approved a contingency budget of \$48,150.00 for the W. Congress Phase 2 Utility and Street Improvements project at the July 27, 2022 City Commission meeting. The original project award was \$963,099.64. The project costs are being funded primarily by the Water Capital (39%) and Street & Sidewalk Improvement Fund (61%). The approved contingency budget was approximately 5% of the project cost.

The project has seen several significant cost issues and delays occur during construction. These issues and associated costs are detailed below; use of contingency budget is also detailed as part of an updated budget and cost spreadsheet included in your packet.

Storm Sewer. During the processing of pay application #2 for the contractor a bid item quantity error for 12-inch storm sewer was discovered which used \$21,600.00 of contingency funding. On July 17th, we were notified of basement flooding at 406 W. Congress Street. It was discovered the building's roof drains were connected to a storm sewer manhole on W. Congress Street which was eliminated as part of the project design. To connect the building roof drains and address several other minor items included in approved Change Order #2 was \$23,779.00. These changes are part of the contingency budget.

Installation Method for Water Main Under RR Tracks. Due to a myriad of reasons, the contractor needed to change the installation of the water main casing pipe under the W. Congress Street railroad tracks from a bore and jack method to an open cut method. Approved Change Order #1 covers the cost of adding the open cut process, increasing project costs by \$52,200.00, however, Change Order #3 eliminates the Bore and Jack bid item amount of \$80,570.00 resulting in a net savings to the project of \$28,370.00. These changes are reflected in the contingency budget on the budget and costs spreadsheet.

RR Installation Errors and Fixes. The installation work for the water main crossing the railroad was scheduled for the week of August 14th when the railroad's subcontractor replacing the railroad crossing was onsite. During the backfill operations over the casing pipe installation on August 16th, we were notified by the onsite railroad representatives the backfill material was unsuitable and was not being installed per railroad specifications as the backfill operation was being completed. To verify these claims, the City coordinated testing of the material and inquired which material met the railroad's specifications for backfill material. The results confirmed the material did not meet the railroad specs. During this delay, the railroad submitted costs for the delay to their sub-contractor and additional railroad costs to resolve the issue. These costs total \$27,240.26. To facilitate project completion, the City approved these costs through the remaining contingency budget. In addition, due the railroad's commitments to a customer on the railroad south of the crossing, they need to transload product by semi-truck to prevent the business from closing its doors until the product can be sent by rail. The transload fee and trucking costs are estimated at \$10,000.00. They have identified this as a cost associated with the installation error. The City intends to seek reimbursement from the contractor through the contract for these costs.

In order to remedy the backfill situation, additional contractor time and material is necessary as well. A time and material cost to remove the existing subbase and install the proper material is estimated at \$5,500.00.

Materials Testing. The materials testing was budgeted at \$10,000.00. Original cost estimate came in higher at \$13,000.00 dollars and based on remaining material testing needs, staff expects the material testing costs to be closer to \$16,000.00. The slow pace of work has required more trips for density testing of utility trenches and road subbase. Remaining density testing includes aggregate base and subbase as well as asphalt and concrete cylinder breaks. To date the additional testing needs are estimated.

Additional Resident Project Representative Services. Finally, due to the project's pace it is expected Fleis and VandenBrink's construction engineering task order will be exhausted before the project is completed as 29% of their budget remained as of July 29th. They have provided an estimate of \$18,000.00 to cover the added

resident project representative (RPR) services if the project is completed by October 6th. The project was scheduled for an August 11, 2023 substantial completion. At this time, the contractor is being charged liquidated damages of \$1,000.00 for each day until substantial completion.

Staff is requesting additional contingency for the project in the amount \$45,000.00. This additional contingency would cover the \$10,000.00 in added costs for railroad transloading fees, and the estimated costs for additional material testing (\$6,000.00), RPR services (\$18,000.00) and backfill time and materials (\$5,500.00) while allowing for variations in the estimated amounts.

As stated earlier, due to the time overruns and issues with this project, staff is anticipating significant cost recovery on the majority of these cost item either through liquidated damages or other contractual reimbursements.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY a supplemental contingency budget of forty-five thousand dollars (\$45,000.00) for the W. Congress Utility and Street Improvements Phase 2 Project.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. Budget and Costs Spreadsheet

10. New Business

F. Houses for Bid

Staff: William Prichard

The City acquired the properties located at 306 North St. and 602 Jean Ave. through tax foreclosure. Staff is proposing issuing a Request for Proposal (RFP) for private individuals to rehab these properties.

In the RFP document included in your packet, staff is advising a minimum bid provision of \$5,000.00 for 306 North St. and \$5,000.00 for 602 Jean Ave. The City currently has incurred costs to the properties of \$14,034.04 for 306 North Street and \$9,610.12 for 602 Jean Street. With the increasing costs for demolition, staff is suggesting we put out for bid requests to rehab the homes.

Provisions of the RFP include that required improvements be made to the house and property. Should these provisions not be met, the City could foreclose on the property and retain 50% of the equity.

Included in your packet is the request for proposal. The RFP would be made available on September 14, 2023 with submittals due by October 16, 2023. The submittals will be presented for review and award at the October 23, 2023 City Commission Meeting.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Request for Proposals for the purchase of the properties located at 306 North St. and 602 Jean Ave. as presented.

Staff Recommendation:

APPROVE

Included in your packet:

1. 306 North St. RFP
2. 602 Jean Ave. RFP

Noteworthy Meetings / Events

- DDA Promotion Committee Meeting | August 22nd
- Airport Board Meeting | August 24th
- City Commission Special Meeting | August 28th
- Monica Smith Reception | August 29th
- Insight Facility Tour | August 30th
- EDC/SIA/LDFA Meeting | September 5th
- DDA Meeting | September 6th

Upcoming Events

- SYCA Cinema Series – The Breakfast Club | SYCA | 7pm | September 14th
- Summer's End Car Cruise-In & Eats | Downtown | 5:30pm-9pm | September 15th
- Barbecue Fest | Downtown | 12pm-7pm | September 30th

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 5A



PROCLAMATION OF THE CITY OF STURGIS

WHEREAS, On September 21, 1973 the St. Joseph County Commission on Aging became a reality, with Florence Laser of Constantine elected chairman and Jacqueline Beverly appointed as acting director, and;

WHEREAS, the COA applied for a federal Title VII nutrition grant to provide meals for seniors in need, and by January 1974, the nutrition program began with one meal a day being served in Three Rivers at the Immaculate Conception Church and in Sturgis at the First Presbyterian Church, and;

WHEREAS, the COA has grown from serving a few hundred meals each week to serving 200,000 meals each year to senior citizens in St. Joseph County and has continued to expand through the years by offering seniors additional help in the home with cleaning services, chore services, respite care and friendly reassurance, and;

WHEREAS, the COA also provides seniors with additional services such as a medical loan closet, personal emergency response units, counseling on Medicaid and Medicare, and other programs to help them remain independent and healthy; and

WHEREAS, the COA operates two vibrant enrichment centers in Three Rivers and Sturgis that provide seniors with a place to visit during the day to exercise, socialize, eat lunch, play cards, attend educational programs, participate in arts and crafts and more., and;

NOW THEREFORE BE IT RESOLVED, as Mayor of the City of Sturgis and on behalf of the Sturgis City Commission, congratulate the Commission on Aging on celebrating 50 years of serving the needs of senior citizens in St. Joseph County,

Jeffery A. Mullins, Mayor

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, AUGUST 23, 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 Mayor Mullins.

Commissioners present: Bir, Kinsey, Smith, Hile, Mayor Mullins

Commissioners absent: Nieves, Harrington, Perez, Vice-Mayor Miller

Also present: City Attorney, City Manager, City Controller, Community Development Director, DPS Director, Doyle and Recreation Director, City Engineer, City Clerk

Moved by Comm. Hile and seconded by Comm. Smith to approve the agenda as presented with addition of a Closed Session for discussion of the purchase of property.

Voting yea: Five

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None
MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Smith to approve the Consent Agenda of August 23, 2023 as presented.

8A. Action of Minutes of Previous Meetings

- APPROVE the minutes from the August 9, 2023 regular meeting as presented.

B. Pay Bills

- AUTHORIZE the payment of the City bills in the amount of \$ 2,349,031.37 as presented.

C. Electric Department Antenna Lease Termination

- APPROVE the termination of the 15-year lease with Sturgis Hospital for placement of an antenna as presented.

Voting yea: Five

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None
MOTION CARRIED

Community Development Director Will Prichard provided details on the proposed ordinance related to an Extreme Weather Center. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve this the first reading of an amendment to add Extreme Weather Center as a special land use with amendments to the City Code of Ordinance, Appendix A, Zoning Ordinance sections 1.0202, 1.0401, 1.0402, 1.0403, 1.0404, 1.0406, 1.0407, 1.0408, 1.0409, 1.0409.1, 1.0410, and 1.0603 as presented.

Voting yea: Five

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None

MOTION CARRIED

Community Development Director Will Prichard provided details on a proposed zoning change to a parcel on Timothy Street and a property transfer between Grace Christian Fellowship and Jamie Crite's parcel at 1189 N Nottawa. This would allow for construction of a building for Mr. Crites Culligan. The Planning Commission recommended approval. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve this the first reading of an amendment to the Zoning Code, Article III pertaining to the Zoning map for the portion of property at 300 Timothy Street as presented.

Voting yea: Five

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None

MOTION CARRIED

Doyle Center Director Mike Liston provided details on the proposed membership rates. These were recommended by the Doyle Board after reviewing similar centers. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve the Doyle membership rate changes as presented.

Voting yea: Five

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None

MOTION CARRIED

City Engineer Barry Cox provided information on the traffic study done on East Lafayette and the State regulations related to speed limits. It was explained that the data dictates that the speed limit be set at 45 mph, but 25 mph during school hours. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve Traffic Control Order 001-23 as presented.

Voting yea: Five

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None

MOTION CARRIED

Deputy DPS Director Tom Sikorski provided details on the bids and the work to be done on related to sealcoating City parking lots and other sites. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve the bid from Tustin's Asphalt Sealing with revised scope in the total amount of forty thousand, five hundred dollars (\$40,500.00) for sealcoating and re-striping of parking lots as presented.

Voting yea: Five

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None
MOTION CARRIED

DPS Director Rick Miller provided information on the bids and the work to be done to allow for standby power to be extended to an additional water well at Thurston Woods Park. The City Commission had questions about the cost of an additional generator and other issues and determined it would be best to delay a decision until all questions were answered.

Moved by Comm. Hile and seconded by Comm. Kinsey to postpone consideration of the bids for standby power to Well #6 to a future meeting.

Voting yea: Four

Absent: Nieves, Harrington, Perez, Miller

Voting nay: Bir
MOTION CARRIED

Assistant DPS Director Tom Sikorski provided information on an alternative plow for the new dump trucks. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve the changes to the upfitting of DPS plow trucks from Lindco Equipment Sales in the amount of forty thousand, nine hundred sixty-two dollars and seventy-eight cents (\$40,962.78) as presented.

Voting yea: Five

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None
MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Kinsey to approve the sale of two Monroe 10 foot front plows as presented.

Voting yea: Five

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None
MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Smith to go into Closed Session to discuss the potential purchase of property.

Voting yea: Bir, Kinsey, Smith, Hile, Mullins

Absent: Nieves, Harrington, Perez, Miller

Voting nay: None
MOTION CARRIED

Meeting recessed at 7:22 p.m.

Meeting reconvened at 7:45 p.m.

The meeting was adjourned at 7:55 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

SPECIAL MEETING - STURGIS CITY COMMISSION
MONDAY, AUGUST 28, 2023
WIESLOCH RAUM – CITY HALL

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

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

Commissioners absent: None

Also present: City Manager, City Controller, City Clerk

City Manager Andrew Kuk provided details on a proposed term sheet with Insight related to the Sturgis Hospital Inc bonds. Discussion continued.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve the Insight Summary Term Sheet for Member Substitution as presented and authorize City Manager Andrew Kuk to sign all necessary documents.

Voting Yea: Nine

Voting Nay: None

MOTION CARRIED

The City Commission had consensus to allow Southern Michigan Bank to utilize parking spots in front of their ATM on North Street for a blood drive on August 29, 2023.

The meeting was adjourned at 6:28 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				
08-22-2023	246975M	03833	COCM	285.00
08-29-2023	246976M	04337	GREENMARK EQUIPMENT INC	4,600.00
08-18-2023	PR0616M	00061	CITY OF STURGIS PAYROLL	346,485.84
09-01-2023	PR0617M	00061	CITY OF STURGIS PAYROLL	356,174.76
08-28-2023	T15969M	04197	MI PUBLIC POWER AGENCY	210,836.25
08-17-2023	T16039M	05892	PAYCOR	384.53
08-18-2023	T16040M	00062	CITY OF STURGIS-EMPLOYEE INS	72,259.74
08-18-2023	T16041M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,948.80
08-18-2023	T16042M	06190	HEALTH EQUITY/HSA PR TRANSFER	500.00
08-18-2023	T16043M	00065	DOYLE MEMBERSHIP TRANSFER	3,003.59
08-18-2023	T16044M	05123	COMERICA BANK-INST TRUST SERV	34,132.57
08-18-2023	T16045M	00063	CITY OF STURGIS TAX TRANSFER	19,012.96
08-18-2023	T16046M	03229	CITY OF STURGIS-WORKERS COMP	2,773.71
08-18-2023	T16047M	00064	INTL CITY MGMT ASSOC RETR CORP	8,366.00
08-21-2023	T16048M	03173	FIFTH THIRD BANK	16,483.14
08-21-2023	T16049M	04197	MI PUBLIC POWER AGENCY	212,421.16
08-24-2023	T16050M	00108	STATE OF MICHIGAN	62,515.29
08-18-2023	T16051M	04088	BLUE CROSS BLUE SHIELD OF MI	14,674.72
08-25-2023	T16052M	04088	BLUE CROSS BLUE SHIELD OF MI	91,008.46
09-01-2023	T16053M	04088	BLUE CROSS BLUE SHIELD OF MI	24,124.75
09-09-2023	T16054M	06121	GB SOLAR TE 2020 HOLDINGS LLC	165,752.35
09-04-2023	T16055M	00197	CITY OF STURGIS UTILITIES	22,120.42
09-05-2023	T16056M	03770	MICHIGAN GAS UTILITIES	41.65
09-05-2023	T16057M	03770	MICHIGAN GAS UTILITIES	40.81
09-12-2023	T16058M	00197	CITY OF STURGIS UTILITIES	13,462.34
09-08-2023	T16059M	03770	MICHIGAN GAS UTILITIES	56.96
09-08-2023	T16060M	03770	MICHIGAN GAS UTILITIES	12.45
09-01-2023	T16061M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
09-20-2023	T16062M	00197	CITY OF STURGIS UTILITIES	15,174.12
09-11-2023	T16063M	03770	MICHIGAN GAS UTILITIES	64.90
09-12-2023	T16064M	04389	FRONTIER COMMUNICATIONS A	202.64
09-12-2023	T16065M	04389	FRONTIER COMMUNICATIONS A	54.18
09-12-2023	T16066M	04389	FRONTIER COMMUNICATIONS A	26.08
09-12-2023	T16067M	04389	FRONTIER COMMUNICATIONS A	101.44
09-12-2023	T16068M	04389	FRONTIER COMMUNICATIONS A	242.70
09-15-2023	T16069M	04389	FRONTIER COMMUNICATIONS A	604.00
09-13-2023	T16070M	04389	FRONTIER COMMUNICATIONS A	53.64
09-20-2023	T16071M	00197	CITY OF STURGIS UTILITIES	6,668.91
09-12-2023	T16072M	02909	CHARTER COMMUNICATIONS	715.84
09-18-2023	T16073M	04389	FRONTIER COMMUNICATIONS A	218.52
09-01-2023	T16074M	00062	CITY OF STURGIS-EMPLOYEE INS	70,647.96
09-01-2023	T16075M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,079.80
09-01-2023	T16076M	00065	DOYLE MEMBERSHIP TRANSFER	2,855.68
09-01-2023	T16077M	00063	CITY OF STURGIS TAX TRANSFER	19,955.26
09-01-2023	T16078M	05123	COMERICA BANK-INST TRUST SERV	35,668.13
09-01-2023	T16079M	03229	CITY OF STURGIS-WORKERS COMP	2,919.56
09-01-2023	T16080M	00064	INTL CITY MGMT ASSOC RETR CORP	8,596.67
08-31-2023	T16081M	05892	PAYCOR	365.33
09-05-2023	T16082M	05875	ALERUS FINANCIAL/MERS-STIPEND	2,400.00
09-04-2023	T16083M	04197	MI PUBLIC POWER AGENCY	215,061.97
09-01-2023	T16084M	06290	MEDPRO WASTE DISPOSAL LLC	26.25
09-20-2023	T16085M	03770	MICHIGAN GAS UTILITIES	45.86

Date	Check#	Vendor	Vendor Name	Amount
09-22-2023	T16086M	03770	MICHIGAN GAS UTILITIES	14.98
09-20-2023	T16087M	03770	MICHIGAN GAS UTILITIES	41.41
09-19-2023	T16088M	03770	MICHIGAN GAS UTILITIES	43.08
09-19-2023	T16089M	03770	MICHIGAN GAS UTILITIES	53.86
Automatic Checks				
09-13-2023	246978	00110	A & K PRINTING & POOLS	415.00
09-13-2023	246979	00275	A B'S GLOVE & ABRASIVES INC	756.16
09-13-2023	246980	00296	ABIGAIL L AND OLIVIA PARSHALL	32.71
09-13-2023	246981	03921	AFFORDABLE EQUIPMENT AND	260.00
09-13-2023	246982	06156	AGILE TICKETING SOLUTIONS LLC	108.57
09-13-2023	246983	00332	ALEXANDER CHEMICAL CORP	3,371.97
09-13-2023	246984	00002	ALL-PHASE ELECTRIC SUPPLY	1,409.97
09-13-2023	246985	06119	AMAZON.COM SALES INC	4,547.30
09-13-2023	246986	06318	AMBULANCE BILLING NETWORK LLC	1,832.71
09-13-2023	246987	00340	AMERICAN SAFETY & FIRST AID	974.86
09-13-2023	246988	05224	ANIXTER INC	111.00
09-13-2023	246989	03576	ARROW SERVICES INC	83.00
09-13-2023	246990	02292	ASPLUNDH TREE EXPERT CO	13,421.83
09-13-2023	246991	05462	AUTOZONE STORES LLC	23.99
09-13-2023	246992	06117	BENITA ANN LEWIS	30.00
09-13-2023	246993	00072	BIRD, SCHESKE, REED & BEEMER,	11,230.63
09-13-2023	246994	02749	HARLAN BLOOD	15.00
09-13-2023	246995	06433	BLUE ROSE CAPITAL ADVISORS LLC	2,850.00
09-13-2023	246996	00132	BOFA INC	125.49
09-13-2023	246997	00006	BOLAND TIRE INC	1,556.67
09-13-2023	246998	05964	BREWHOUSE BBQ	275.00
09-13-2023	246999	03343	BYLER ELECTRIC INC	275.94
09-13-2023	247000	00716	CAMBURN'S	499.00
09-13-2023	247001	05125	CANNON TECHNOLOGIES	5,048.16
09-13-2023	247002	06439	CATHY S KNAPP	66.00
09-13-2023	247003	06000	INDIANA EMERGENCY SERVICE PROD	583.00
09-13-2023	247004	04658	CORTEX IT LABS PTY LTD	3,848.00
09-13-2023	247005	06325	COTTIN'S HARDWARE	657.47
09-13-2023	247006	06158	CULLIGAN WATER OF STURGIS	354.00
09-13-2023	247007	06264	CUTTER'S EDGE LAWN CARE LLC	2,172.00
09-13-2023	247008	00296	DANIEL S GRABER	82.86
09-13-2023	247009	00296	DENNIS & JUTTA BRANDEBURG	260.34
09-13-2023	247010	00296	DENNIS W DEMOTT	21.47
09-13-2023	247011	04638	DRIESEN & ASSOCIATES INC	1,025.00
09-13-2023	247012	00160	DURY OIL CO	46.00
09-13-2023	247013	00364	CAROL DUSTIN	360.00
09-13-2023	247014	03894	EASTCOAST ENTERTAINMENT INC	6,250.00
09-13-2023	247015	06361	ECOLAYERS INC	1,550.00
09-13-2023	247016	01064	EJ USA INC	2,402.90
09-13-2023	247017	00166	ELHORN ENGINEERING CO	1,345.00
09-13-2023	247018	00578	EMCOR SERVICES SHAMBAUGH	855.00
09-13-2023	247019	00769	EMERGENCY VEHICLE PRODUCTS INC	9,608.07
09-13-2023	247020	04955	ENVIRO-CLEAN	7,768.00
09-13-2023	247021	05743	EXCELL PAVING PLUS	6,450.00
09-13-2023	247022	05929	FACTUAL DATA	54.00
09-13-2023	247023	00169	FASTENAL COMPANY	829.02
09-13-2023	247024	05151	FAWN RIVER MECHANICAL LLC	136.00

Date	Check#	Vendor	Vendor Name	Amount
09-13-2023	247025	01204	FERGUSON DBA POLLARDWATER	311.92
09-13-2023	247026	05490	FERGUSON WATERWORKS #3386	5,306.52
09-13-2023	247027	00460	FITNESS THINGS INC	474.70
09-13-2023	247028	00776	FLEIS & VANDENBRINK	63,895.38
09-13-2023	247029	04389	FRONTIER COMMUNICATIONS A	5,873.82
09-13-2023	247030	00179	GLEN OAKS COMMUNITY COLLEGE	295.00
09-13-2023	247031	06367	GMES LLC DBA FARWEST	224.68
09-13-2023	247032	00183	W W GRAINGER INC	362.60
09-13-2023	247033	06408	GRAND IMPRESSIONS PROP MAINT	140.00
09-13-2023	247034	04348	HAGADORN MECHANICAL SERVICES	183.00
09-13-2023	247035	06219	HAVILAND PRODUCTS COMPANY	1,650.00
09-13-2023	247036	02440	HOFFMAN BROTHERS INC.	118,394.24
09-13-2023	247037	06432	HOOSIER EQUIPMENT LLC	12,031.11
09-13-2023	247038	04922	HUTSON ASSESSING INC	4,900.49
09-13-2023	247039	03515	HYDROCOP	9,251.00
09-13-2023	247040	00296	INTEGRITY ROOFING, LLC	193.00
09-13-2023	247041	05171	STUART C IRBY CO	57,935.86
09-13-2023	247042	04543	J & B MEDICAL SUPPLY INC	45.51
09-13-2023	247043	06421	J COREY EXCAVATION LLC	10,400.00
09-13-2023	247044	06307	J F BRENNAN COMPANY INC	12,199.00
09-13-2023	247045	06314	JODIE M JOHNSON	60.00
09-13-2023	247046	05842	JOHN DEERE FINANCIAL	8,910.48
09-13-2023	247047	06217	JOHN J FLOWERS	20.00
09-13-2023	247048	00296	JONATHAN SCHAEFER	87.25
09-13-2023	247049	00658	KALAMAZOO VALLEY COMM COLLEGE	905.00
09-13-2023	247050	01101	JANENE KOSMAN	80.00
09-13-2023	247051	04039	LAKELAND ASPHALT CORP	718.52
09-13-2023	247052	05977	LAKELAND INTERNET LLC	106.94
09-13-2023	247053	03256	LIMA ELEVATOR COMPANY INC	172.50
09-13-2023	247054	04533	THE MACOMB GROUP	5,782.77
09-13-2023	247055	05634	MEEKHOFF ELECTRIC	8,746.72
09-13-2023	247056	00296	MEHUL MAISURIA	66.43
09-13-2023	247057	04817	MICHIANA RECYCLING & DISPOSAL	1,530.28
09-13-2023	247058	03774	STATE OF MICHIGAN	198.00
09-13-2023	247059	03774	STATE OF MICHIGAN	250.00
09-13-2023	247060	03774	STATE OF MICHIGAN	173.00
09-13-2023	247061	00833	MICHIGAN ELECTRIC COOPERATIVE	21,550.00
09-13-2023	247062	03945	MICHIGAN PAVEMENT MARKINGS LLC	7,568.96
09-13-2023	247063	06397	MICHIGAN SOUTHERN RAILROAD	27,240.26
09-13-2023	247064	02825	STATE OF MICHIGAN	18.00
09-13-2023	247065	05121	MICKEY'S LINEN	95.14
09-13-2023	247066	00238	MIDWEST COMMUNICATION SERVICES	6,169.86
09-13-2023	247067	04702	MILLER JOHNSON ATTORNEYS	2,233.20
09-13-2023	247068	00241	JEFF MILLER	9,710.00
09-13-2023	247069	05051	MILSOFT UTILITY SOLUTIONS	522.34
09-13-2023	247070	00847	MWEA	170.00
09-13-2023	247071	01080	NYE UNIFORM CO	622.93
09-13-2023	247072	03080	OTIS ELEVATOR COMPANY	1,637.92
09-13-2023	247073	03934	OUDBIER INSTRUMENT CO	6,520.00
09-13-2023	247074	03935	PARAGON LABORATORIES INC	1,211.00
09-13-2023	247075	06412	PAUL'S LAWN AND DOCKS	335.00
09-13-2023	247076	04537	NICK PERRY	1,925.00
09-13-2023	247077	05988	PIVOT POINT PARTNERS LLC	1,330.00

Date	Check#	Vendor	Vendor Name	Amount
09-13-2023	247078	05026	PLUMMER'S ENVIRONMENTAL	4,433.00
09-13-2023	247079	00033	POSTNET POSTAL & BUSINESS	274.42
09-13-2023	247080	00485	POWER LINE SUPPLY	8,364.51
09-13-2023	247081	04481	PROF SPORTS SPECIFIC TRAINING	180.00
09-13-2023	247082	04251	RAI JETS LLC	1,260.00
09-13-2023	247083	05206	RAM CONSTRUCTION SERVICES	19,960.00
09-13-2023	247084	05634	REGENCY PROPERTIES	6,296.05
09-13-2023	247085	00537	REGULATORY COMPLIANCE SERVICES	7,872.88
09-13-2023	247086	00035	RESCO	8,341.46
09-13-2023	247087	06038	REVOLUTION HEALTH, P.C.	85.00
09-13-2023	247088	03542	RICKETT'S LAWN CARE	8,963.00
09-13-2023	247089	04269	RIETH-RILEY CONSTRUCTION CO	1,138.00
09-13-2023	247090	06260	ROBERT PHIBBS	70.00
09-13-2023	247091	05379	S & S INDUSTRIAL SUPPLY	307.51
09-13-2023	247092	05472	S D MYERS INC	6,880.00
09-13-2023	247093	06257	SCOTT KLABUNDE	3,150.00
09-13-2023	247094	05948	SILVERSMITH INC	2,600.00
09-13-2023	247095	06440	SOLBERG KNOWLES & ASSOCIATES	1,275.00
09-13-2023	247096	00707	SPORTSARAMA INC	3,375.00
09-13-2023	247097	00488	STATE SYSTEMS RADIO INC	195.00
09-13-2023	247098	04903	STONECO OF MICHIGAN	2,560.45
09-13-2023	247099	05582	STRAIGHT LINE MOWING	200.00
09-13-2023	247100	01458	STURGIS AREA CHAMBER	8,000.00
09-13-2023	247101	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
09-13-2023	247102	00841	STURGIS TOWING & RECOVERY	1,610.00
09-13-2023	247103	04116	SUNBELT SOLOMON SERVICES LLC	1,955.00
09-13-2023	247104	04140	SWICK BROADCASTING COMPANY	250.00
09-13-2023	247105	00047	CITY OF THREE RIVERS	660.00
09-13-2023	247106	00296	TOMMIE SYKES JR	45.00
09-13-2023	247107	06441	TOTAL PROPERTY MANAGEMENT	3,072.50
09-13-2023	247108	06426	TRACY LIVELY LLC	40.00
09-13-2023	247109	00296	TRAVIS A AND SONIA M BURKHEAD	100.00
09-13-2023	247110	01238	UNITED PARCEL SERVICE	107.53
09-13-2023	247111	03331	UTILITIES INSTRUMENTATION SERV	2,699.23
09-13-2023	247112	05745	ERICA VARGAS SARCO	180.00
09-13-2023	247113	05659	WARNER OIL COMPANY	803.00
09-13-2023	247114	03511	WASTE MANAGEMENT	10,028.09
09-13-2023	247115	00284	WASTECORP PUMPS LLC	881.00
09-13-2023	247116	01308	WEDEL'S INC	1,044.45
09-13-2023	247117	06339	WILLIAMS TREE CO LLC	18,185.40
09-13-2023	247118	02948	WITMER PUBLIC SAFETY GROUP INC	168.20
09-13-2023	247119	06107	YEOMAN, TALIA	450.00
09-13-2023	D02060	04732	ALTA EQUIPMENT COMPANY	4,107.71
09-13-2023	D02061	04066	BORDEN WASTE-AWAY SERVICE INC	6,389.08
09-13-2023	D02062	00077	CARQUEST AUTO PARTS	162.12
09-13-2023	D02063	02983	CINTAS LOCATION #351	1,770.82
09-13-2023	D02064	03929	EMERGENCY MEDICAL PRODUCTS INC	854.52
09-13-2023	D02065	00020	KENDRICK STATIONERS INC	147.19
09-13-2023	D02066	03944	LINDE GAS & EQUIPMENT INC	335.86
09-13-2023	D02067	06250	MARANA GROUP	6,714.60
09-13-2023	D02068	06026	MID-CITY SUPPLY CO INC	441.72
09-13-2023	D02069	06069	NAPA AUTO PARTS	1,628.40
09-13-2023	D02070	01411	NCL OF WISCONSIN INC	553.85
09-13-2023	D02071	05042	PLANT GROWTH MANAGEMENT SYSTEM	9,764.80
09-13-2023	D02072	05395	SITEONE LANDSCAPE SUPPLY LLC	311.28
09-13-2023	D02073	06125	THE COPY IMAGE INC	120.00
09-13-2023	D02074	05777	TRACE ANALYTICAL LABORATORIES	15,107.50
Manual Total				\$2,072,039.44
Automatic Total				\$708,217.88
Grand Total				\$2,780,257.32

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 08/13/2023
PR0616M PAYROLL DATE 08/18/2023

GENERAL	\$165,493.01
MAJOR STREET	6,270.72
LOCAL STREET	6,400.50
CEMETERY	10,814.16
DDA	945.37
AIRPORT	666.50
BUILDING	3,800.89
HOUSING DEPARTMENT	163.25
STURGES-YOUNG CENTER FOR THE ARTS	3,557.98
RECREATION	6,664.71
DOYLE RECREATION CENTER	8,354.98
AMBULANCE	13,538.24
ELECTRIC	88,979.23
SEWER	16,847.34
WATER	11,526.57
MOTOR VEHICLE	2,462.39
Payroll Sub-Total	\$346,485.84

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 08/27/2023
PR0617M PAYROLL DATE 09/01/2023

GENERAL	\$157,605.46
MAJOR STREET	9,014.99
LOCAL STREET	8,311.83
CEMETERY	10,527.09
DDA	818.50
AIRPORT	912.25
BUILDING	3,544.15
HOUSING DEPARTMENT	72.50
STURGES-YOUNG CENTER FOR THE ARTS	4,410.68
RECREATION	3,860.82
DOYLE RECREATION CENTER	7,961.86
AMBULANCE	12,494.28
ELECTRIC	104,281.46
SEWER	17,871.09
WATER	12,248.54
MOTOR VEHICLE	2,239.26
Payroll Sub-Total	\$356,174.76

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8C

CERTIFIED SURVEY

RE: CRITES RENTALS
1189 N. NOTTAWA STREET
CITY OF STURGIS
ST. JOSEPH COUNTY, MI

DESCRIPTIONS:

GRACE CHRISTIAN FELLOWSHIP TO CRITES

LOCATED IN THE CITY OF STURGIS, ST. JOSEPH COUNTY, MICHIGAN

BEGINNING AT A 1/2" REBAR FOUND AT A POINT DEEDED AS NORTH 1228.49 FEET, EAST 334 FEET, NORTH 30 FEET, EAST 66 FEET, NORTH 557.74 FEET, NORTHEASTERLY, ALONG A 116.00-FOOT RADIUS CURVE TO THE RIGHT AN ARC DISTANCE OF 51.85 FEET AND EAST 85.45 FEET FROM THE SOUTH 1/4 CORNER OF SECTION 36 OF T7S, R10W AND RUNNING THENCE N00°14'24"E 143.39 FEET (RECORDED AS NORTH 143.45 FEET) TO A 1/2" REBAR FOUND; THENCE S89°36'07"E (RECORDED AS EAST) 45.00 FEET TO A CAPPED REBAR SET; THENCE S00°14'24"W 143.41 FEET TO A CAPPED REBAR SET; THENCE N89°34'43"W 45.00 FEET TO THE POINT OF BEGINNING.

THIS PARCEL CONTAINS 6,453 SQUARE FEET, MORE OR LESS.
SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

GRACE CHRISTIAN FELLOWSHIP RETAINS

CITY OF STURGIS, ST. JOSEPH COUNTY, MICHIGAN:

LOTS 37, 38 AND 39, KAY-BEE MANOR NUMBER 3, ACCORDING TO THE PLAT OF RECORD IN THE OFFICE OF THE REGISTER OF DEEDS FOR ST. JOSEPH COUNTY, MICHIGAN, IN LIBER 5 OF PLATS, PAGE 82 AND 83.

ALSO: COMMENCING AT A POINT 1228.49 FEET NORTH AND 334 FEET EAST OF THE SOUTH 1/4 CORNER; THENCE NORTH 30 FEET; THENCE EAST 66 FEET; THENCE NORTH 135 FEET TO THE POINT OF BEGINNING AT THE NORTHWEST CORNER OF LOT 37 KAY-BEE MANOR NUMBER 3; THENCE NORTH 422.74 FEET; THENCE NORTHEASTERLY, ALONG A 116-FOOT RADIUS CURVE TO THE RIGHT, AN ARC DISTANCE OF 51.85 FEET; THENCE EAST 85.45 FEET; THENCE NORTH 143.45 FEET; THENCE EAST 340 FEET; THENCE SOUTH 143.53 FEET; THENCE EAST 200 FEET; THENCE SOUTH 66 FEET; THENCE WEST 108 FEET TO NORTHWEST CORNER OF LOT 19; THENCE SOUTH 450 FEET TO THE SOUTHWEST CORNER OF LOT 22; THENCE WEST 204.47 FEET; THENCE NORTH 81.91 FEET; THENCE WEST, ALONG THE PLAT BOUNDARY, 363.25 FEET TO THE POINT OF BEGINNING, SECTION 36, TOWNSHIP 7 SOUTH, RANGE 10 WEST.

EXCEPTING: BEGINNING AT A 1/2" REBAR FOUND AT A POINT DEEDED AS NORTH 1228.49 FEET, EAST 334 FEET, NORTH 30 FEET, EAST 66 FEET, NORTH 557.74 FEET, NORTHEASTERLY, ALONG A 116.00-FOOT RADIUS CURVE TO THE RIGHT AN ARC DISTANCE OF 51.85 FEET AND EAST 85.45 FEET FROM THE SOUTH 1/4 CORNER OF SECTION 36 OF T7S, R10W AND RUNNING THENCE N00°14'24"E 143.39 FEET (RECORDED AS NORTH 143.45 FEET) TO A 1/2" REBAR FOUND; THENCE S89°36'07"E (RECORDED AS EAST) 45.00 FEET TO A CAPPED REBAR SET; THENCE S00°14'24"W 143.41 FEET TO A CAPPED REBAR SET; THENCE N89°34'43"W 45.00 FEET TO THE POINT OF BEGINNING.

SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

SURVEYOR'S CERTIFICATE:

I hereby certify exclusively to CRITES RENTALS that I have surveyed and mapped the parcel(s) hereon described and that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying and that all the requirements of P.A. 132 of 1970, as amended, have been complied with.




DAVID W. MOSTROM, Professional Surveyor No. 4001032339
610 W. Burr Oak St., Centreville, MI 49032 (269) 467-6348
28 W. Chicago St., Coldwater, MI 49036 (517) 279-9707



NOTE: COPYRIGHT©MOSTROM & ASSOC., INC.
All rights reserved. No part of this map may be reproduced by photocopying, recording or by any other means, or stored, processed or transmitted in or by any computer or other systems without the prior written permission of the surveyor. Copies of this plan without an original signature and seal are not valid.

Current Zoning Map

1189 N. Nottawa St.

-  R-2—Residential
-  BH-2—Business Highway 2
-  R-4—Apartment



AMENDMENT TO ZONING ORDINANCE
PERTAINING TO ZONING MAP

An Ordinance to amend Article III of the Zoning Ordinance of the City of Sturgis pertaining to the zoning map and to provide for 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 with respect to the zoning map to change the zoning designation of certain property from the Residential 2 (R-2) zoning district to the Business Highway 2 (B-H 2) zoning district.

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

Article III of the Zoning Ordinance is hereby modified as follows, effective as of October 9, 2023.

Section 1.0302(A), and the zoning map incorporated by reference therein, is hereby modified to provide that the following described property shall be in the Business Highway 2 (B-H 2) zoning district:

Land situate in the City of Sturgis, St. Joseph County, Michigan:

Legal Description:

BEGINNING AT A 1/2" REBAR FOUND AT A POINT DEEDED AS NORTH 1228.49 FEET, EAST 334 FEET, NORTH 30 FEET, EAST 66 FEET, NORTH 557.74 FEET, NORTHEASTERLY, ALONG A 116.00-FOOT RADIUS CURVE TO THE RIGHT AN ARC DISTANCE OF 51.85 FEET AND EAST 85.45 FEET FROM THE SOUTH 1/4 CORNER OF SECTION 36 OF T7S, R10W AND RUNNING THENCE N00°14'24"E 143.39 FEET (RECORDED AS NORTH 143.45 FEET) TO A 1/2" REBAR FOUND; THENCE S89°36'07"E (RECORDED AS EAST) 45.00 FEET TO A CAPPED REBAR SET; THENCE S00°14'24"W 143.41 FEET TO A CAPPED REBAR SET; THENCE N89°34'43"W 45.00 FEET TO THE POINT OF BEGINNING.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 9A

1.0202. – Specific Terms

...

Extreme Weather Center means a building that provides a location on a temporary basis for individuals during extreme temperatures which does not include any form of housing. The building must be approved for a special land use.

1.0603. – Special land use designated.

...

(VV) Extreme Weather Center. An extreme weather center may be permitted as a special land use under the following provisions and conditions:

- (1) Will comply with applicable building codes, fire codes, and all other state, county or local laws and ordinances.
 - (2) Provide a floor plan of the building and space to be utilized for the center.
 - (3) Provide operations/management plan. This should include the following:
 - a. Conditions and processes for when the center opens and closes.
 - b. Roles and responsibilities of key staff.
 - c. Site/facility management, including security and emergency plan.
 - d. Site/facility maintenance.
 - e. Provide experience or qualifications to operate an emergency weather center.
 - f. Additional information as requested by the city to ensure compliance.
 - (4) Provide a site plan showing parking for volunteers and people utilizing the center.
 - (5) Will not pose any unreasonable risk to public health and safety.
 - (6) Permit for use; annual renewal. A permit will be issued upon approval of a special land use and renewed on an annual basis by the applicant. To ensure compliance with the permit, the zoning administrator shall conduct periodic inspections. The Planning Commission shall review and approve the renewal of this permit annually.
-

1.0401. – R-1 rural residential.

...

(C) Special land uses.

...

(8) Extreme Weather Center

1.0402. – R-2 subdivision residential.

...

(C) Special land uses.

...

(6) Extreme weather center.

1.0403. – R-3 residential.

...

(C) Special land uses

...

(7) Extreme weather center.

1.0404. – R-4 apartment.

...

(C) Special land uses.

...

(13) Extreme weather center.

1.0406. – B-OS business office service.

...

(C) Special Land Uses.

...

(9) Extreme weather center.

1.0407. – B-C central business district.

...

(C) Special Land Uses.

...

(14) Extreme weather center.

1.0408. – B-H 1 business highway 1.

...

(C) Special land uses.

...

(15) Extreme weather center.

1.0409. – B-H 2 business highway 2.

...

(C) Special land uses.

...

(24) Extreme weather center.

1.0409.1. – B-N business neighborhood.

...

(C) Special land uses.

...

(22) Extreme weather center.

1.0410. – M manufacturing.

...

(C) Special land uses.

...

(20) Extreme weather center.

AMENDMENTS TO ZONING ORDINANCES
PERTAINING TO THE REGULATION OF
EXTREME WEATHER CENTERS IN R-1, R-2, R-3, R-4, B-OS, B-C, B-H1,
B-H2, B-N AND M ZONING DISTRICTS AS A SPECIAL LAND USE

An ordinance to amend Appendix A of the Zoning Ordinance of the City of Sturgis to provide for the modification of regulation of Extreme Weather Centers in the R-1, R-2, R-3, R-4, B-OS, B-C, B-H1, B-H2, B-N and M zoning district as a special land use 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 Extreme Weather Centers in the R-1, R-2, R-3, R-4, B-OS, B-C, B-H1, B-H2, B-N and M zoning district as a special land use;

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

Appendix A of the Zoning Ordinance of the City of Sturgis, Article II.- Definitions, section 1.0202, Article IV. – Description of Districts, sections 1.0401, 1.0402, 1.0403, 1.0404, 1.0406, 1.0407, 1.0408, 1.0409, 1.0409.1, 1.0410, and Article VI. – Special Land Uses and Structures, Section 1.0603, of the Zoning Ordinance is hereby modified to provide as follows effective as of October 9, 2023.

ARTICLE II.-Definitions

...

1.0202. – Specific Terms

...

Extreme Weather Center. Extreme weather center means a building that provides a location on a temporary basis for individuals during extreme temperatures which does not include any form of housing. The building must be approved for a special land use.

ARTICLE IV. – Description of Districts

...

1.0401. – R-1 rural residential.

...

(C) Special land uses.

...

(8) Extreme weather center

1.0402. – R-2 subdivision residential.

...

(C) Special land uses.

...

(6) Extreme weather center.

1.0403. – R-3 residential.

...

(C) Special land uses

...

(7) Extreme weather center.

1.0404. – R-4 apartment.

...

(C) Special land uses.

...

(13) Extreme weather center.

1.0406. – B-OS business office service.

...

(C) Special Land Uses.

...

(9) Extreme weather center.

1.0407. – B-C central business district.

...

(C) Special Land Uses.

...

(14) Extreme weather center.

1.0408. – B-H 1 business highway 1.

...

(C) Special land uses.

...

(15) Extreme weather center.

1.0409. – B-H 2 business highway 2.

...

(C) Special land uses.

...

(24) Extreme weather center.

1.0409.1. – B-N business neighborhood.

...

(C) Special land uses.

...

(22) Extreme weather center.

1.0410. – M manufacturing.

...

(C) Special land uses.

...

(20) Extreme weather center.

Article VI. – Special land uses and structures

...

Section 1.0603. – Special land use designated.

...

...

(VV) Extreme Weather Center. An extreme weather center may be permitted as a special land use under the following provisions and conditions:

- (1) Will comply with applicable building codes, fire codes, and all other state, county or local laws and ordinances.
- (2) Provide a floor plan of the building and space to be utilized for the center.
- (3) Provide operations/management plan. This should include the following:
 - a. Conditions and processes for when the center opens and closes.
 - b. Roles and responsibilities of key staff.
 - c. Site/facility management, including security and emergency plan.
 - d. Site/facility maintenance.
 - e. Provide experience or qualifications to operate an emergency weather center.
 - f. Additional information as requested by the city to ensure compliance.
- (4) Provide a site plan showing parking for volunteers and people utilizing the center.
- (5) Will not pose any unreasonable risk to public health and safety.

- (6) Permit for use; annual renewal. A permit will be issued upon approval of a special land use and renewed on an annual basis by the applicant. To ensure compliance with the permit, the zoning administrator shall conduct periodic inspections. The Planning Commission shall review and approve the renewal of this permit annually.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 9B

City of Sturgis
 Bid Tabulation Sheet
 Stand-by Power from Well #7 to Well #6
 Monday August 14th, 2023

	Base Bid	Attended Mandatory Pre-bid Mtg
Byler Electric 550 Florence Rd. Constantine, MI 49042 269-435-7156 Adam Hartong	\$ <u>99,975.00</u>	Yes
DVT Electric 5151 Division Ave S, Wyoming, MI 49548 616-538-0039 AJ Vander Laan	\$ <u>170,000.00</u>	Yes

Questions from last meeting concerning this project.

There were questions concerning this request that were asked by Commissioners at the last meeting. The questions and responses are listed below.

1) Can this work be done by Electric Department Staff?

Electric Department Lineman are unable to complete the work for this project. Their licensing does not allow them to do this type of work. Chris McArthur can address this further.

2) Can our crews obtain licensing?

They can, but the licensing process is involved. Electrical Journeyman Licensing requires:

- Must be at least 20 years of age.
- Have not less than 8,000 hours of practical experience obtained over a period of not less than 4 years related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed under 2016 PA 407 <<http://legislature.mi.gov/doc.aspx?mcl-act-407-of-2016>> . (Maximum credit of 2,000 hours per year.)
- Credit may be provided for graduation from or attendance at a recognized training or educational program.
- Must take and pass the examination.

In addition, difficulties in obtaining experience hours would exist because we do not employ a licensed electrician.

3) What would it cost for a separate stand-alone generator for Well #6?

Each of the City's four wells are now equipped with a Variable Frequency Drive. The drives require less power to start the electric pump motors and allow us through programming, to vary the speed of the pump motor during startup and shutdown. In doing this, we are able to create a soft start, soft stop condition which limits the hydraulic shock to the distribution system piping when the check valve at each pump opens and closes. We've found that adding the drives has significantly reduced the number of watermain breaks on the system.

The cost for a separate Generator and Transfer Switch which will start the pump using the Variable Frequency Drive is estimated to be **\$105,000.00** and will require at least 50 weeks for delivery. It would be rated at 200Kw 480V 3ph

A larger generator would be required if the Variable Frequency Drive was out of service, and we needed to use the standard across the line start. A Generator and Transfer Switch rated to accomplish this would be 350Kw 480V 3ph and is estimated to cost **\$180,000.00** and would also require at least 50 weeks for delivery.

The estimated cost for a 20' x 25' concrete pad including footers is **\$8,650.00**

A rough estimate for an 8' high enclosure similar to Well #7 is **\$6,850.00**

An estimated cost for installation of conduit, wiring, SCADA connection, start-up and testing is **\$29,876.00**

Annual maintenance and load testing fees are estimated at **\$3,000.00**

In addition, there would be a cost to run a separate gas service for the unit; at this time we do not have an estimate for that cost.

Total estimated cost for the lowest-capacity generator is **\$153,376.00 plus gas service costs.**

If the City were going to add an additional stand-by generator for the water system, my recommendation would be to add it at Well #5. This would provide a well option from a separate aquifer which could prove to be beneficial if there were ever a contamination issue.

Additional Questions from Commissioner Smith

Commissioner Smith had some additional questions sent via email; responses to those questions are included below.

1) Can the wires be run overhead?

It is possible for the wires to be run overhead, but in this case it is not preferred or recommended primarily because the site is in close proximity to trees, increasing the possibility of limbs knocking out the line during a storm. There are also concerns for direct lightning hits on the overhead lines as well as some safety concerns and aesthetic considerations given the site of the wells.

2) Can the city provide the wire?

We provided the specifications for materials required for this project to the Stock Clerk for the Electric Department. We do not carry the 600MCM wire specified for the project. He also mentioned that cable lead times are extended and we would require connectors for that special cable size which would be special order. We do have stock of the conduit that would be required for the project.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B

BID TABULATION

OWNER:
CITY OF STURGIS
130 N. NOTTAWA STREET
STURGIS, MI 49091

**FRANKS & SOUTHEAST SUBSTATION
15KV BREAKER REPLACEMENT**

ENGINEER:
GRP ENGINEERING, INC.
459 BAY STREET
PETOSKEY, MI 49770

BIDDERS	BID BOND	ADDENDUM #1	CONTRACTOR BASE BID PRICE	BID ALTERNATE #1	REMARKS
The Hydaker-Wheatlake Company 420 N. Roth Street Reed City, MI 49677	10%	Acknowledged No Signed Copy	\$181,768.00	\$32,688.00	
Kent Power 90 Spring St Kent City, MI 49330	10%	Yes	\$88,967.35	\$19,864.74	
Newkirk Electric, Inc. 1875 Roberts Street Muskegon, MI 49442	10%	Yes	\$98,081.58	\$29,552.19	

GRP Engineering, Inc.

By: _____
Michael P. McGeehan

Franks and Southeast Substation Breaker Replacement

		582 Electric Fund	TOTAL PROJECT	
FY 2022-2023				Notes
BUDGETED FUNDS	FY 2022-2023	\$350,000.00	\$350,000.00	Under Utility Electric Substation Capital, \$250K "R-MAG VCBs Franks Substation" + \$100K "Rural Substation"
PROJECT COSTS				
Purchase of 15kV Breakers	Approved 1/11/23	\$207,820.00	\$207,820.00	Verhill (ABB Breakers); 8 total, 6 for Franks/Southeast, 2 for future project.
Engineering	Approved 5/2/23	\$25,000.00	\$25,000.00	GRP Engineering for installation
Installation	Recommended	\$108,832.09	\$108,832.09	Kent Power Bid
Contingency	Recommended	\$8,347.91	\$8,347.91	Contingency to cover any unforeseen issues during installation
TOTAL FY 2022-2023		\$ 350,000.00	\$ 350,000.00	
OVER (UNDER) BUDGET FY 2022-2023		\$0.00	\$0.00	

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C



John Jones
POLICE PURSUIT VEHICLES



2023 Durango V8 PPV AWD PATROL PACKAGE

JOHN JONES CHRYSLER DODGE JEEP RAM FIA
1735A GARDNER LANE
CORYDON, IN 471122034

2023 DURANGO PURSUIT VEHICLE AWD (WDEE75)

	Sales Code	Description
Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD
Package:	22Z	Customer Preferred Package 22Z
	EZH	5.7L V8 HEMI MDS VVT Engine
	DFD	8-Spd Auto 8HP70 Trans (Buy)
Paint/Seat/Trim:		White Clear Coat
		Monotone Paint
	*A7	Cloth Bucket Seats W/Rear Vinyl
	-X9	Black
Options:	4DH	Prepaid Holdback
	4ES	Delivery Allowance Credit Fleet
	MAF	Purchase Incentive
	XCS	4 Additional Key Fobs
	LNF	Black Left LED Spot Lamp
		Vinyl Flooring
		Black Steel Wheels w/Chrome Centers
		No center console - Flat for police console install



Currently IN STOCK!!!!



John Jones
POLICE PURSUIT VEHICLES



2023 Dodge Durango V8 Pursuit Rated AWD V8 Patrol Package

John Jones Police Pursuit Price - \$46,047.00*

**Applicable fees not included. (\$225.00 DOC and \$30.00 title fee. Note-all dealers charge these fees). Price is good for 10 days or while quantities are available*

Price with all fees Price \$46,302.00

Quote prepared by Tim R. Troyer for the Sturgis MI PD 08/15/23
Law Enforcement Sales-John Jones Auto Group
Police Pursuit Division Direct—260-316-5833/Business-812-883-3081
www.policepursuitvehicles.com / www.johnjonesautogroup.com

John Jones is a full-service police vehicle and emergency services up-fit dealer that provides a turn-key law enforcement vehicle to the customer's specifications. A large inventory of police vehicles and a wide range of emergency response products on hand, equates to a fast build time. This puts you and your staff in service fast and from one place. We do not subcontract, and all our services are done by our certified employees. From start to finish you are working with one company, one salesperson.

We are distributors, certified installers, and stock products from these fine companies: Whelen, Federal Signal, Sound Off, Havis, Stalker, Pro-gard, TruckVault, Strong Box and more!

**YOUR ONE - STOP SHOP
FOR POLICE PURSUIT VEHICLES**



**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10D

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated February 27, 2014 and extended 5 years on 1/10/19 (“Agreement”), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: 2024 Parking Lot Improvements

B. Background/Description: Fleis and Vandenbrink completed a parking lot pavement study in 2016 to evaluate the condition and develop improvement plans for City owned parking lots and completed design documents for Parking Lots 2, 4 and the Police/Fire Parking Lot.

The City has received a federal earmark and is applying for additional grants to fund the project. F&V provided an updated scope and opinion of cost for Parking Lot 2,4,6, 7,12 and the police fire parking lot.

Parking Lot #6 needs to be constructed before the new development on Chicago Avenue is scheduled to open in May of 2024. Parking #7 cannot be constructed at the same time as Parking Lot #6.

F&V will utilize all existing topographic surveys and existing designs to complete the project.

C. Number of Construction Contracts:

The project is anticipated to be constructed under one (1) construction contract.

D. Work Scope:

PRELIMINARY DESIGN PHASE

1. Perform topographic survey necessary for design and preparation of construction plans utilizing USGS datum. Establish benchmarks for use during construction. Locate and survey all property irons.
2. Contact utility companies to obtain American Society of Civil Engineers Subsurface Utility Engineering Quality Level D (ASCE SUE QL-D) information on existing utility locations and coordinate relocations or placement of new facilities with the respective utility companies.
3. Complete a Plan and Profile set of plans containing:
 - Title Sheet
 - Existing Conditions Sheet
 - Plan sheets
 - Notes and Details Sheet
 - Maintaining Traffic Plan
4. Prepare opinions of probable construction cost for the project.
5. Review preliminary plans, specifications and estimate with the City.

FINAL DESIGN PHASE

1. Complete design and prepare final plans, specifications and estimate incorporating City comments from the preliminary design review.

2. Prepare final bid package including specifications, bid items, probable construction costs and plans.

BIDDING PHASE

1. Assist the City with writing the project bid advertisement. City will coordinate advertisement publication with the local paper. Advertising costs to be paid by the City of Sturgis.
2. Prepare and distribute bid documents including 3 full sets of plans and specs to the City
3. Answer questions during bid period and issue addenda, if necessary.
4. Review tabulated bids and prepare recommendation of award to the City.

This task order is for design and bidding phase services. It is anticipated that professional services for easements and right-of-way acquisition will not be required for the project. These services can be added if the need arises.

F&V can provide a supplemental task order for construction phase services once the final project scope and construction schedule is determined.

The below services are not anticipated to be required for this project, and therefore are excluded from this Task Order:

- Geotechnical Investigation
- Soil Erosion and Sedimentation Control (SESC) plan
- Easement work
- Prebid meeting will not be required.
- Curb and Gutter replacement
- Sidewalk Replacement
- Changing Parking Configuration

Also, it is assumed that there are no environmental issues in the work areas.

Construction phase engineering services will be provided under a supplemental task order, as requested by the city.

2. Services of Engineer

The work scope is to provide Preliminary Design, Final Design, and Bidding Phase professional services. The following paragraphs from Exhibit A of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, are incorporated by reference, along with a brief summary:

A1.02 – Preliminary Design Phase, in its entirety.

A1.03 – Final Design Phase, include paragraphs:

- A.1
- A.2
- A.3
- A.4
- A.5

A.1.04 – Bidding or Negotiating Phase:

- A.1 Advertising costs to be paid by City of Sturgis
- A.2
- A.3
- A.5
- A.6 – Will not attend the bid opening

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

4. Times for Rendering Services

The term of the Agreement, as identified in Article 3.01.A of the Agreement. The times for rendering services are as follows, assuming an September 13, 2023 authorization date.

<u>Phase</u>	<u>Proposed Completion Date</u>
<u>Preliminary Design Services</u>	<u>December 1, 2023</u>
<u>Final Design Services</u>	<u>January 15, 2024 (Advertise for Bid)</u>
<u>Bidding Phase Services</u>	<u>February 21, 2024 (Award Contract)</u>

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	<i>Estimate of Compensation for Services</i>
<i>Preliminary Design Services</i>	<i>Standard Hourly Rates</i>	<i>\$137,000</i>
<i>Final Design Services</i>	<i>Standard Hourly Rates</i>	<i>\$30,100</i>
<i>Bidding Phase Services</i>	<i>Standard Hourly Rates</i>	<i>\$4,500</i>
<i>TOTAL FEES =</i>		<i>\$171,600</i>

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Consultants:

None.

7. Other Modifications to Master Agreement:

None.

8. Attachments:

None

9. Documents Incorporated by Reference:

None.

10. Terms and Conditions:

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this

reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is September 14, 2023

OWNER
City of Sturgis

Signature Date

Andrew Kuk
Name

City Manager
Title

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Barry Cox, PE
Name

City Engineer
Title

130 N. Nottawa, Sturgis MI 49091
Address

bcox@sturgismi.gov
E-Mail Address

(269) 659-7249
Phone

(269) 659-7295
Fax

Sturgis Purchase Order No.: _____

ENGINEER
Fleis & VandenBrink Engineering, Inc.

 9/6/2023
Signature Date

Matt Johnson, PE.
Name

Regional Manager
Title

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Nathan Torrey, P. E.
Name

Civil Engineer.
Title

2960 Lucerne Drive SE, Grand Rapids, MI 49546
Address

ntorrey@fveng.com
E-Mail Address

(616) 369-8169
Phone

(269) 382-6972
Fax

F&V Vendor No.: 00776



**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10E

West Congress Phase I & II (S. Clay to S. Centerville)

		204 Street & Sidewalk Improvement	591 Water	TOTAL	Notes
		W. Congress from Clay to S. Centerville			
BUDGETED FUNDS	FY 2020-2021	\$ 1,215,840.00	\$ 450,000.00	\$ 1,665,840.00	Budgeted amount Phase I and II
	FY 2021-2022	\$ 387,382.00	\$ 249,818.00	\$ 637,200.00	Budgeted carryover for Phase II; not spent
	FY 21-22 Amend.	\$ 195,800.00	\$ -	\$ 195,800.00	Budget amendment for Phase I carryover
	FY 2022-2023	\$ 695,000.00	\$ 440,000.00	\$ 1,135,000.00	Budgeted carryover for Phase II

PROJECT COSTS		61% of Total	39% of Total		Notes
Design and Bid Phase Engineering Phase I	Approved 11/11/20	\$ 26,352.00	\$ 16,848.00	\$ 43,200.00	Task Order #94
Design and Bid Phase Engineering Phase II	Approved 12/09/20	\$ 28,975.00	\$ 18,525.00	\$ 47,500.00	Task Order #95; Included in FY 20-21
Construction Award Phase I	Approved 06/23/21	\$ 449,639.24	\$ 287,474.27	\$ 737,113.50	
Contingency Budget Phase I	Approved 06/23/21	\$ 35,971.09	\$ 22,997.91	\$ 58,969.00	8% of construction project Phase I
Construction Phase Engineering Phase I	Approved 07/28/21	\$ 50,569.00	\$ 32,331.00	\$ 82,900.00	Task Order #94a
Off-Site Materials Testing Budget Phase I	Approved 07/28/21	\$ 3,050.00	\$ 1,950.00	\$ 5,000.00	
TOTAL FY 2020-2021		\$ 594,556.33	\$ 380,126.18	\$ 974,682.50	Includes small amt. of carryover to 22-23
Construction Award Phase II	Approved 7/27/22	\$ 587,490.78	\$ 375,608.86	\$ 963,099.64	Hoffman Brothers
Contingency Budget Phase II	Approved 7/27/22	\$ 29,371.50	\$ 18,778.50	\$ 48,150.00	~ 5% of Phase II construction award
Construction Phase Engineering Phase II	Approved 7/27/22	\$ 67,405.00	\$ 43,095.00	\$ 110,500.00	Task Order #95a
Off-Site Materials Testing Budget Phase II	Approved 7/27/22	\$ 6,100.00	\$ 3,900.00	\$ 10,000.00	Third-party testing budget
Michigan Southern Transload Fee	Recommended		\$ 10,000.00	\$ 10,000.00	Crossing Closure Costs to RR
Added Off-Site Material Testing	Estimated	\$ 3,660.00	\$ 2,340.00	\$ 6,000.00	Est. Third-party testing budget increase
Addl. Const. Phase Eng. Phase II	Estimated	\$ 10,980.00	\$ 7,020.00	\$ 18,000.00	Est. Added RPR services (F&V)
Contractor T&M Cost	Estimated		\$ 5,500.00	\$ 5,500.00	Est. T&M Cost to Replace Backfill Material
TOTAL FY 2022-2023		\$ 705,007.28	\$ 466,242.36	\$ 1,171,249.64	
TOTAL PROJECT COST		\$ 1,299,563.61	\$ 846,368.53	\$ 2,145,932.14	

Phase I: Prairie to S. Centerville

Phase II: Prairie to S. Clay

USE OF CONTINGENCY BUDGET PHASE II				Notes
Contingency Budget Phase II	Approved 7/27/22		\$ 48,150.00	~ 5% of Phase II construction award
USES OF CONTINGENCY BUDGET				
Change Order #1	Staff Approved		\$ 52,200.00	Open Cut WM Casing Pipe
Change Order #2	Staff Approved		\$ 23,779.00	Connect 406 W. Cong storm & minor adds
Change Order #3	Staff Approved		\$ (80,570.00)	Eliminate Bore & Jack bid item
Storm Sewer Overage	Staff Approved		\$ 21,600.00	Additional bid item quantity
Michigan Southern Change Order #1	Staff Approved		\$ 27,240.26	RR Costs for Material Delay
TOTAL USE OF CHANGE ORDER			\$ 44,249.26	
REMAINING CHANGE ORDER			\$ 3,900.74	

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10F



REQUEST FOR PROPOSALS

Purchase & Renovation
of 306 North St.

GENERAL INFORMATION

The City of Sturgis, Michigan is seeking proposals from individuals for the purchase and renovation of 306 North St.

The City of Sturgis received ownership of 306 North St. by quit claim deed. The City of Sturgis acquired the home from St. Joseph County through tax foreclosure.

Proposals will be accepted until 4:00 p.m. on October 16, 2023 at Sturgis City Hall, 130 N. Nottawa St., Sturgis, MI 49091. Faxed or electronic submissions will not be accepted. Proposals shall include, at a minimum, the following:

- Sealed envelope clearly marked: "City Manager's Office
306 North St."
- Complete response to specifications included herein
- Project Information Form (Attachment A)
- Any other information that would assist in the selection of the best "Purchaser" for this project

Once received, submissions will not be returned. Formal communication, such as requests for tours of the house/property as well as clarification and/or information concerning this solicitation shall be submitted to Will Prichard, Community Development Director, City of Sturgis, via e-mail addressed to wprichard@sturgismi.gov, or via phone to (269) 659-7235.

The anticipated schedule for this Request for Proposals, selection of a Purchaser and contract approval is as follows:

Activities

RFP Available
Site Walk Through. Meet at 306 North Street.
Submittals Due by 4:00 p.m.
Review and award of proposals by Sturgis City Commission

Date

September 14, 2023
September 20, 2023 9:00am
October 16, 2023
October 23, 2023

The City reserves the right to modify this timetable at its sole discretion.

SELECTION PROCESS

City Staff will conduct a review process to establish responsiveness of each submittal. The proposals will be evaluated through consideration of several factors. Following a review of the submittals, staff will forward the submittals to the City Commission for review and selection. If the proposed terms of a project development agreement are acceptable to both parties, the City may enter into a

contract with the Purchaser.

The review of all documents submitted will be in accordance with the following criteria:

- Completeness of proposal and required information and support documents
- Amount of investment in the property, types of proposed improvements, and purchase bid amount
- Demonstration of financing or wherewithal to complete the project
- Experience with residential rehabilitation projects
- Other factors deemed relevant by those involved in the selection process
- The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the Purchaser and proposal deemed to be in the best interest of the City, and to negotiate with the selected Purchaser.

PROPOSAL SUBMISSION

In a separate sealed envelope, the submitter shall complete the Project Information Form. The Scope of Required Improvements are items that the City of Sturgis will require as part of any proposal. Review the following attachments:

- Project Information Form (Attachment A)
- Scope of Required Improvements (Attachment B)
- City parcel map w/ address location

MINIMUM BID REQUIREMENTS

The minimum bid shall be no less than \$5,000.00. The City will reject any bid that does not meet the minimum bid requirement.

CONTRACT PROVISION REQUIREMENTS

The City and Purchaser shall enter into a Real Estate Development and Purchase Agreement ("Agreement") for the real estate that incorporates the terms of the RFP and Proposal and the following provisions:

Performance of Required Improvements:

All work as outlined in the scope of required improvements shall be completed within 1 year of executing the Agreement.

Insurance:

The Purchaser shall obtain and maintain during the execution of the Agreement an insurance policy for the dwelling and attached structures based on the value of the home and what it would cost to replace the home. The City must provide written approval and acceptance of an insurance policy submitted by the Purchaser.

Indemnification:

The Purchaser shall defend, indemnify and hold harmless the City of Sturgis, its officials, officers, employees, agents and representatives from all liability, claims, demands, judgments, costs and expenses resulting from personal injury or property damage, or both, arising, directly or indirectly, in whole or in part, from any negligent act, error or omission of the Purchaser, its agents, employees, subcontractors or suppliers. The obligation of the Purchaser to defend, indemnify and hold the City harmless shall continue after final payment, acceptance of the work and termination or expiration of the Agreement.

Permits:

The Purchaser shall be responsible for completing the Agreement in compliance with all local, State and Federal permit requirements and standards.

Contemporaneous with the closing of the Agreement, Purchaser shall execute and deliver to the City a Real Estate Mortgage pledging the real estate as collateral for the performance of the Purchaser's obligations and covenants contained in the Agreement. The City shall subordinate its rights under the Mortgage to an institutional lender providing construction financing for improvements to the real estate. In the event of a breach of the Agreement by Purchaser, the City's damages and right of recovery against the Purchaser shall be limited to 50% of the equity in the real estate plus costs of collection including actual attorney's fees. For purposes of the Agreement, "equity in the real estate" shall be defined as the fair market value of the real estate as determined by an appraisal performed by a licensed residential appraiser selected by the City and the amount paid by Purchaser in acquiring and developing the real estate as provided in the Agreement.

Attachment A

PROJECT INFORMATION FORM

Name of Bidder: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____
Email: _____

Estimated Cash Investment in Rehabilitation: _____
Estimated In-kind Work for Rehabilitation: _____
Purchase Bid Amount: _____

Briefly describe your interest in the project and your reasons for submitting a proposal:

Describe your experience renovating or rehabbing residential structures (feel free to attach photos, licenses or any other documentation that demonstrates your related experience):

Describe your timeline for the project and whether you plan to reside in the home.

How will you finance or fund the scope of required improvements (please attach documentation of financing or funding, i.e., bank letter of credit or pre-qualification)?

I HAVE READ UNDERSTAND THE ENTIRETY OF THE PROPOSAL INCLUDING THE SCOPE OF REQUIRED IMPROVEMENTS (ATTACHMENT B) AND UNDERSTAND THE TERMS AND CONDITIONS, AND I ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS BY SIGNING BELOW.

Name (Printed) _____

Signature _____

Date _____

Attachment B

SCOPE OF REQUIRED IMPROVEMENTS

Buyer(s) shall repair and improve the property in accordance with all requirements of the City of Sturgis Building Code, Property Maintenance Code and all other laws and regulations established by any governmental authority.

All Plumbing, Electrical and Mechanical systems must be inspected by a licensed tradesperson or if required by the City of Sturgis trades inspectors and all identified deficiencies must be repaired and updated to meet code as mentioned above.

The project shall include a driveway surfaced with a minimum four-inch asphaltic or concrete surfacing as per City of Sturgis Zoning Ordinance Article IX 1.0902(G).

The project shall include an accessory storage shed of not less than eight feet by ten feet (8' x 10') in size.

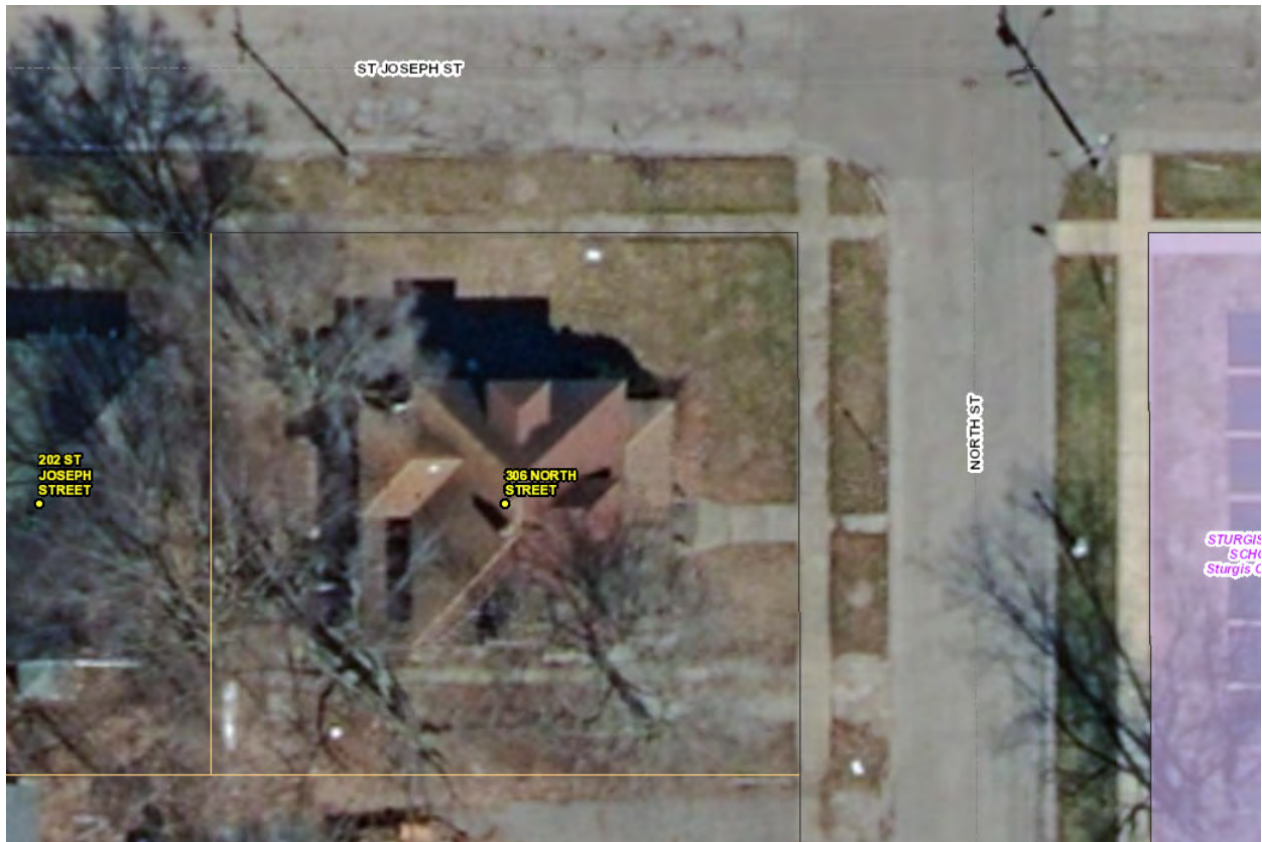
The Buyer(s) and Contractor(s) are responsible for securing all necessary permits.

Prior to a Certificate of Occupancy being issued by the City of Sturgis, all noted violations must be corrected and a property maintenance final inspection must be completed.

LIST OF REQUIRED REPAIRS/IMPROVEMENTS TO BE COMPLETED BY BUYER:

1. All damaged floors must be repaired/removed and replaced with new floor coverings or hardwood floors properly resurfaced.
2. Repair and/or remove and replace front and rear porch deck surfaces and install new steps.
3. Any basement foundation issues must be corrected. Address and repair all exterior masonry (i.e. mortar cracks, etc.).
4. Remove existing roof materials. Properly install sheathing materials, roof framing and install new roofing materials.
5. Address and repair existing vinyl siding as needed.
6. Repair or replace interior stairs. Install new handrail(s) and guardrails.
7. Interior wall coverings must be properly repaired or replaced.
8. All peeling paint (interior and exterior) must be addressed. Properly seal (paint) interior walls and ceilings after all repairs are completed.
9. Install code approved smoke detectors.
10. All electrical, plumbing and HVAC must be properly repaired or replaced.
11. Repair and/or replace all windows and install screens.
12. Properly insulate to code standards and seal interior walls and ceilings after necessary repairs are completed.
13. Install new exterior doors to house.
14. Gutters must be properly installed.

15. Remove all noxious weeds and overgrowth from house and yard.
16. Additional repairs may be necessary after inspections have been completed.





REQUEST FOR PROPOSALS

Purchase & Renovation
of 602 Jean Ave.

GENERAL INFORMATION

The City of Sturgis, Michigan is seeking proposals from individuals for the purchase and renovation of 602 Jean Ave.

The City of Sturgis received ownership of 602 Jean Ave. by quit claim deed. The City of Sturgis acquired the home from St. Joseph County through tax foreclosure.

Proposals will be accepted until 4:00 p.m. on October 16, 2023 at Sturgis City Hall, 130 N. Nottawa St., Sturgis, MI 49091. Faxed or electronic submissions will not be accepted. Proposals shall include, at a minimum, the following:

- Sealed envelope clearly marked: "City Manager's Office
602 Jean Ave."
- Complete response to specifications included herein
- Project Information Form (Attachment A)
- Any other information that would assist in the selection of the best "Purchaser" for this project

Once received, submissions will not be returned. Formal communication, such as requests for tours of the house/property as well as clarification and/or information concerning this solicitation shall be submitted to Will Prichard, Community Development Director, City of Sturgis, via e-mail addressed to wprichard@sturgismi.gov, or via phone to (269) 659-7235.

The anticipated schedule for this Request for Proposals, selection of a Purchaser and contract approval is as follows:

Activities

RFP Available
Site Walk Through. Meet at 602 Jean Street.
Submittals Due by 4:00 p.m.
Review and award of proposals by Sturgis City Commission

Date

September 14, 2023
September 20, 2023 10:00am
October 16, 2023
October 23, 2023

The City reserves the right to modify this timetable at its sole discretion.

SELECTION PROCESS

City Staff will conduct a review process to establish responsiveness of each submittal. The proposals will be evaluated through consideration of several factors. Following a review of the submittals, staff will forward the submittals to the City Commission for review and selection. If the proposed

terms of a project development agreement are acceptable to both parties, the City may enter into a contract with the Purchaser.

The review of all documents submitted will be in accordance with the following criteria:

- Completeness of proposal and required information and support documents
- Amount of investment in the property, types of proposed improvements, and purchase bid amount
- Demonstration of financing or wherewithal to complete the project
- Experience with residential rehabilitation projects
- Other factors deemed relevant by those involved in the selection process
- The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the Purchaser and proposal deemed to be in the best interest of the City, and to negotiate with the selected Purchaser.

PROPOSAL SUBMISSION

In a separate sealed envelope, the submitter shall complete the Project Information Form. The Scope of Required Improvements are items that the City of Sturgis will require as part of any proposal. Review the following attachments:

- Project Information Form (Attachment A)
- Scope of Required Improvements (Attachment B)
- City parcel map w/ address location

MINIMUM BID REQUIREMENTS

The minimum bid shall be no less than \$5,000.00. The City will reject any bid that does not meet the minimum bid requirement.

CONTRACT PROVISION REQUIREMENTS

The City and Purchaser shall enter into a Real Estate Development and Purchase Agreement ("Agreement") for the real estate that incorporates the terms of the RFP and Proposal and the following provisions:

Performance of Required Improvements:

All work as outlined in the scope of required improvements shall be completed within 1 year of executing the Agreement.

Insurance:

The Purchaser shall obtain and maintain during the execution of the Agreement an insurance policy for the dwelling and attached structures based on the value of the home and what it would cost to replace the home. The City must provide written approval and acceptance of an insurance policy submitted by the Purchaser.

Indemnification:

The Purchaser shall defend, indemnify and hold harmless the City of Sturgis, its officials, officers, employees, agents and representatives from all liability, claims, demands, judgments, costs and expenses resulting from personal injury or property damage, or both, arising, directly or indirectly, in whole or in part, from any negligent act, error or omission of the Purchaser, its agents, employees, subcontractors or suppliers. The obligation of the Purchaser to defend, indemnify and hold the City harmless shall continue after final payment, acceptance of the work and termination or expiration of the Agreement.

Permits:

The Purchaser shall be responsible for completing the Agreement in compliance with all local, State and Federal permit requirements and standards.

Contemporaneous with the closing of the Agreement, Purchaser shall execute and deliver to the City a Real Estate Mortgage pledging the real estate as collateral for the performance of the Purchaser's obligations and covenants contained in the Agreement. The City shall subordinate its rights under the Mortgage to an institutional lender providing construction financing for improvements to the real estate. In the event of a breach of the Agreement by Purchaser, the City's damages and right of recovery against the Purchaser shall be limited to 50% of the equity in the real estate plus costs of collection including actual attorney's fees. For purposes of the Agreement, "equity in the real estate" shall be defined as the fair market value of the real estate as determined by an appraisal performed by a licensed residential appraiser selected by the City and the amount paid by Purchaser in acquiring and developing the real estate as provided in the Agreement.

Attachment A

PROJECT INFORMATION FORM

Name of Bidder: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____
Email: _____

Estimated Cash Investment in Rehabilitation: _____
Estimated In-kind Work for Rehabilitation: _____
Purchase Bid Amount: _____

Briefly describe your interest in the project and your reasons for submitting a proposal:

Describe your experience renovating or rehabbing residential structures (feel free to attach photos, licenses or any other documentation that demonstrates your related experience):

Describe your timeline for the project and whether you plan to reside in the home.

How will you finance or fund the scope of required improvements (please attach documentation of financing or funding, i.e., bank letter of credit or pre-qualification)?

I HAVE READ UNDERSTAND THE ENTIRETY OF THE PROPOSAL INCLUDING THE SCOPE OF REQUIRED IMPROVEMENTS (ATTACHMENT B) AND UNDERSTAND THE TERMS AND CONDITIONS, AND I ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS BY SIGNING BELOW.

Name (Printed) _____

Signature _____

Date _____

Attachment B

SCOPE OF REQUIRED IMPROVEMENTS

Buyer(s) shall repair and improve the property in accordance with all requirements of the City of Sturgis Building Code, Property Maintenance Code and all other laws and regulations established by any governmental authority.

All Plumbing, Electrical and Mechanical systems must be inspected by a licensed tradesperson or if required by the City of Sturgis trades inspectors and all identified deficiencies must be repaired and updated to meet code as mentioned above.

The project shall include a driveway surfaced with a minimum four-inch asphaltic or concrete surfacing as per City of Sturgis Zoning Ordinance Article IX 1.0902(G).

The project shall include an accessory storage shed of not less than eight feet by ten feet (8' x 10') in size.

The Buyer(s) and Contractor(s) are responsible for securing all necessary permits.

Prior to a Certificate of Occupancy being issued by the City of Sturgis, all noted violations must be corrected and a property maintenance final inspection must be completed.

LIST OF REQUIRED REPAIRS/IMPROVEMENTS TO BE COMPLETED BY BUYER:

1. All damaged floors must be repaired/removed and replaced with new floor coverings or hardwood floors properly resurfaced.
2. Repair and/or remove and replace front and rear porch deck surfaces and install new steps.
3. Any basement foundation issues must be corrected. Address and repair all exterior masonry (i.e. mortar cracks, etc.).
4. Remove existing roof materials. Properly install sheathing materials, roof framing and install new roofing materials.
5. Address and repair existing vinyl siding as needed.
6. Repair or replace interior stairs. Install new handrail(s) and guardrails.
7. Interior wall coverings must be properly repaired or replaced.
8. All peeling paint (interior and exterior) must be addressed. Properly seal (paint) interior walls and ceilings after all repairs are completed.
9. Install code approved smoke detectors.
10. All electrical, plumbing and HVAC must be properly repaired or replaced.
11. Repair and/or replace all windows and install screens.
12. Properly insulate to code standards and seal interior walls and ceilings after necessary repairs are completed.
13. Install new exterior doors to house.
14. Gutters must be properly installed.
15. Remove all noxious weeds and overgrowth from house and yard.
- 16.

