

AGENDA CITY COMMISSION MEETING WEDNESDAY, SEPTEMBER 27, 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. Redevelopment Ready Community Award Presentation Jeffrey Coney
- 6. VISITORS (Public comments for items not listed as agenda items)
- 7. APPROVAL OF AGENDA
- APPROVAL OF CONSENT AGENDA
 - A. Action of Minutes of Previous Meetings
 - APPROVE the minutes from the August 28, 2023 special meeting as presented.
 - APPROVE the minutes from the September 13, 2023 regular meeting as presented
 - B. Pay Bills
 - AUTHORIZE the payment of the City bills in the amount of \$2,339,917.96 as presented.
 - C. MML Liability and Property Pool Board of Directors Election
 - APPROVE submittal of ballot for the Michigan Municipal League Liability Property Pool Board of Directors as presented and AUTHORIZE the City Manager to sign all necessary documents.
 - D. LDFA Board Member
 - APPOINT Rod Chupp to the Local Development Finance Authority Board of Directors through May 2026.
- 9. UNFINISHED BUSINESS
- 10. NEW BUSINESS
 - A. Utility Line Clearance and Tree Maintenance Bids Chris McArthur
 - B. WWTP Laboratory Upgrade Bids Brandon Schrader
 - C. Spillway and Walkway Painting at Hydro Plant Daniel Root
 - D. PA152 Election Holly Keyser
 - E. County Early Voting Contract Kenneth Rhodes
 - F. Budget Amendments Holly Keyser
- 11. COMMISSIONER / STAFF COMMENTS
- 12. ADJOURN

Manager's Report

SEPTEMBER 27, 2023



Submitted by:

Andrew Kuk City Manager

5. Proclamation/Presentation

A. Redevelopment Ready Community Award Presentation

Staff: Jeffrey Coney

A Representative from the Michigan Economic Development Corporation will award the City of Sturgis with the Redevelopment Ready Community Certified Status.

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for September 27, 2023 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

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

Consent Agenda Motion:

APPROVE the minutes from the September 13, 2023 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$2,339,917.96 as presented.

8C. MML Liability and Property Pool Board of Directors Election

Included in your packet is information and a proposed ballot for the Michigan Municipal League Liability and Property Pool Board of Directors. As a member of the pool, the City has voting rights for board representatives. Staff is recommending voting for the incumbents George Bosanic, City of Greenville, Sue Osborn, City of Fenton and Dave Post, Village of Hillman.

Consent Agenda Motion:

APPROVE submittal of ballot for the Michigan Municipal League Liability Property Pool Board of Directors as presented and AUTHORIZE the City Manager to sign all necessary documents.

Included in your packet:

1. Information Letter and Ballot

8D. LDFA Board Member

At a recent meeting, the City Commission appointed Rod Chupp to the EDC and BRA Board of Directors. There was also a vacancy on the Local Development Finance Authority Board of Directors. Dan Arney, who Rod Chupp replaced on the EDC and BRA also served on the LDFA, and this additional appointment should have been included in the previous motion.

Consent Agenda Motion:

APPOINT Rod Chupp to the Local Development Finance Authority Board of Directors through May 2026.

10. New Business

A. Utility Line Clearance and Tree Maintenance Bids

Staff: Chris McArthur

Tree maintenance costs for the City of Sturgis are grouped into three main areas: tree management services, line clearance for the Electric Department, and public tree maintenance for the City parks and terrace areas. Contracts for all these areas run through the end of September.

Tree Management Services:

Plant Growth Management Systems (PGMS) began providing tree management services for the City in October 2014. They prioritize line clearance and street tree maintenance activities to determine the most cost-effective way to trim, treat and remove trees, contact property owners, schedule the contractors, verify contractor work practices and review contractor invoices. They have done a great job clearing and maintaining our lines and taking care of City trees. Last year the City signed a new "evergreen" contract with them allowing the contract to stay in place unless prices change or the contract would be changed for some other reason. They have informed us that their price would be the same for this year and staff is recommending continuing with the contract. As such, no action is necessary on the part of the Commission.

Line Clearance:

Line clearance is the key to keeping power disruptions to a minimum. As seen in the major storm of 2021 and minor storms this year, trees cause the majority of our outages. Staff requested bids on the line clearance portion of the tree maintenance program. The current contract is held by Williams Tree Company.

The City received three bids which were evaluated by PGMS; a copy of their letter of recommendation and bids is included in your packet. Following the recommendation of PGMS, staff recommends awarding the contract to Treecore, LLC, for the 2023-2024 season; this contract may be renewed for two one-year periods. A sample contract for the renewal is included in your packet. Treecore

has held the City line clearance contract in the recent past. This recommendation was based on the following factors:

- They have all the necessary human and equipment resources to meet the contract needs.
- They have shown ability to respond to extensive storm damage with sense of urgency & productivity, providing necessary equipment for such emergencies including cranes, mowers, and additional crews.
- They have extensive experience with Sturgis' Right-of-way Line Clearance Program.

The reason staff does not recommend the lowest bidder, Williams Tree Company, is due to their recent performance as tree contractor. They were unable to meet contract needs including not having the necessary equipment and resources available, not responding to emergencies in the time frame allotted in the contract, and requiring additional management time to ensure work was performed and completed correctly.

The total budget for line clearance in FY 2023-24 is \$397,240.00. The line clearance budget is part of the distribution line item of the Electric Department budget. Work between the awarded bidder and PGMS for line clearance activities will be planned within this budget amount.

Public Tree Maintenance:

Bids were received for the City Tree Maintenance Program for 2023-2024; this contract may be renewed for two one-year periods. PGMS recommends the award to Asplundh Tree Experts LLC, the City's current contractor. This recommendation is based upon the following factors:

- They have provided the lowest bid.
- They have all the necessary human and equipment resources to meet the contract needs.
- They have extensive experience with the City's tree maintenance program.
- They have also proven to be very reliable and dependable.

The letter of recommendation from PGMS along with bid documents is included in your packet.

The FY 2023-24 budget for public tree maintenance is \$225,000.00. The public tree maintenance budget is part of the forestry line item in the general administration section of the Electric Department budget. Work with the awarded bidder and PGMS for line clearance activities will be planned within this budget amount.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid of Treecore, LLC for line clearance services for 2023-2024 with two one-year renewal options as presented and AUTHORIZE City staff to sign all necessary documents.

Staff Recommendation:

APPROVE and AUTHORIZE

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid of Asplundh Tree Experts LLC for Public Tree Maintenance services for 2023-2024 with two one-year renewal options as presented and AUTHORIZE City staff to sign all necessary documents.

Staff Recommendation:

APPROVE and AUTHORIZE

<u>Information Included in Packet</u>:

- 1. PGMS Line Clearance Recommendation and Bids
- 2. PGMS Public Tree Recommendation and Bids
- 3. Sample Contract

10. New Business

B. WWTP Laboratory Upgrade Bids

Staff: Brandon Schrader

The Wastewater Treatment Plant laboratory equipment was installed in 1964 during a plant expansion project which added the laboratory area. The laboratory is key to operations of the plant as decisions are made based on results gathered from the tests being performed. Being constructed of steel, the laboratory cabinets, fume hood, and fixtures show their age and have lost functionality over the past years. Some of the cabinet drawer faces have worn through from rust, making for additional hazards and safety concerns for plant personnel. Staff has made attempts to preserve and repair the steel cabinets in the past, however they have exhausted their useful service life and are in need of replacement.

Staff worked to develop a design for the lab and associated bid specification. This included upgrades for the laboratory cabinets, countertops, fixtures, and fume hood as well as installation. With taking on a design role, staff was able to reduce overall project cost. Included in your packet is a STX, Inc. quotation for pre-project design to show these cost savings.

Four bids were received via Bidnet/MITN for upgrades and installation costs. A bid tab is included in your packet. As reviewed, Teclab, out of Kalamazoo, MI, was the only bid meeting all specification requirements. The bid tab identifies areas where other bids were deficient from the specifications.

Teclab submitted a bid in the amount of \$62,545.20. Staff is requesting a \$5,000.00 contingency added to this project. The laboratory equipment upgrade is included in the Capital Improvement Plan for the waste water treatment plant with a budget amount of \$100,000.00 in FY 2023-2024.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid from Teclab, Inc. for the purchase and installation of laboratory cabinets, countertops, fixtures and fume hood in the amount of sixty-two thousand, five hundred forty-five dollars and twenty cents (\$62,545.20) with a five thousand dollar (\$5,000.00) contingency budget, as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

- 1. Treatment Plant Lab Photos
- 2. Pre-Project Design Quote
- 3. Bid Tab
- 4. Teclab Bid

10. New Business

C. Spillway and Walkway Painting at Hydro Plant

Staff: Daniel Root

Included as part of the capital improvement plan for FY 2023-2024 is the painting of the spillway railings and catwalks at the Hydo Electric Dam. This work is also required as a result of the recent Federal Energy Regulatory Commission (FERC) inspection of the facilities at the hydro dam site. FERC is the Federal agency under the department of Energy that oversees, inspects, and regulates all hydropower operations to ensure safe operation of these facilities.

Staff consulted with representatives from Sherwin Williams to develop surface preparation and painting material specifications for the bidding process. Bids were advertised using BidNet Direct and a Bid Opening was held on Monday August 28, 2023. Six bids were received at that time ranging from \$46,788.78 to \$415,469.00. The bid tab is included in your packet.

After the bid opening staff was notified from one of the bidders that the existing paint was tested and found positive for the presence of lead. Staff contacted Red Cedar Consulting, an independent professional Environmental Consulting Firm from Lansing, MI, and requested assistance with additional testing as well as consultation on procedures in the event that lead based paint was present. Samples were collected and sent in for analysis and found to be negative or below reporting levels for lead content.

Staff recommends award of this project to the low bidder, Do It All Painting out of Grand Rapids, MI. City staff requested references for similar projects that Do It All Painting has completed in the last 24 months, those references were supplied and checked. Staff has been in contact with Do It All Painting discussing the possible schedule to complete the work. It would be ideal for all involved if the project could be completed while the current drawdown is still in place.

This repair is budgeted for the FY 2023- 2024 and will be paid for out of the maintenance budget for that year. A total of \$70,000.00 was budgeted to complete this work.

Proposed Motion:

Move to APPROVE/DENY the bid from Do It All Painting for the painting of the spillway and walkway at the hydro dam in the amount of forty-six thousand seven hundred eighty-eight dollars and seventy-eight cents (\$46,788.78) as presented.

Staff Recommendation:

APPROVE

<u>Information Included in Packet</u>:

1. Bid Tab

10. New Business

D. PA 152 Election

Staff: Holly Keyser

Public Act 152 limits the amount public employers may pay for government employee medical benefits. This legislation provides a maximum per year amount (hard cap) that a public employer would pay for health insurance benefits, including premiums and contributions to flexible benefits or health savings accounts. For 2024, these maximum levels are \$7.702.85 for single, \$16,109.06 for two-person, or \$21,007.83 for a family; the City's current premiums for the PPO plan are above these levels.

The legislation also provides two alternatives for local municipalities. First, by a majority vote of the City Commission, the City could "opt-in" to an 80/20% cost-sharing arrangement where the City would pay no more than 80 percent of the total annual costs of all the medical benefit plans. The second alternative is that with two-thirds vote of the City Commission, the City can "opt-out" and exempt the City from the requirements of this Act for the next year. The law requires action on either alternative be taken by December 31, 2023 for 2024.

Last year the Commission approved a resolution which included exercising the optout provision, setting employee contributions at 20% for 2023, and establishing modified contribution levels for a high deductible plan option. City staff is recommending that the Commission opt-out again this year in order to continue this hybrid approach. With no action by the Commission, the hard caps would go into effect January 1, 2024 for non-union employees.

Currently, the City offers a high-deductible plan with a health savings account to all eligible employees. Because of the savings associated with this plan, combined with the significant increases in deductibles, City staff is recommending that the employee contribution be set at \$200.00 for a single contract or \$300.00 for all others. Under this recommendation, if an employee participates in the available health incentives, the employee contribution would be zero.

For employees opting out of coverage, the rebate they receive for opting out of medical insurance is recommended to remain at \$3,500.00 for 2024 with an additional \$200 for also declining dental coverage. City staff is recommending the City contribute \$1,200 to the Health Savings Accounts in 2024, a continuation of the amount approved for 2023.

The resolution included in the packet addresses all of the above recommendations.

Proposed Motion:

Move that the Sturgis City Commission ADOPT/NOT ADOPT the Resolution to Control Municipal Health Care Costs as presented.

Staff Recommendation:

ADOPT

Included in your packet:

- 1. 2024 Resolution
- 2. Public Employer Contributions to Medical Benefit Plans Annual Cost Limitations.

10. New Business

E. County Early Voting Contract

Staff: Kenneth Rhodes

In November 2022, the citizens of Michigan approved Proposal 22-2 related to election laws and regulations. One of the provisions added nine days of early voting for every election. In other words, residents will be able to go to a polling place, vote a ballot, and insert it into a tabulator nine days before every election. This is somewhat different from the previous absentee ballot provision because those ballots were not inserted into the tabulator until election day. In either case, the ballots will not be tallied until after the polls close on election day.

Although the State may provide some funding for additional equipment, most of the cost of the early voting provision is the responsibility of the local jurisdictions. Lindsay Oswald, St. Joseph County Clerk, has been heavily involved with State officials and other County Clerks in how best to implement this provision. At a meeting of local Clerks earlier this year, she laid out a plan in which the County would provide a central location for the early voting polling place. In order to properly accomplish this, she will need to dedicate a staff member to this responsibility, purchase equipment, employ election workers, and fulfill other requirements. Many of the exact regulations related to this implementation are still being finalized by the Bureau of Elections.

Because the County is willing to provide this service, it relieves the local jurisdictions from implementing the necessary provisions individually, resulting in significant savings of time and money. The County has developed an agreement that divides the cost of this implementation equally amongst the sixteen townships and two cities that conduct the elections.

Included in your packet is the agreement with the County. It does not include an exact cost of the services because they are only estimated. In section 10.1.2, it states that the local jurisdictions will equally split the costs in even years and split half the cost in odd years. In the even years, there will be at least two, and most times three election cycles. In the odd years, there is at least one election held in

the County, but often not Countywide. The County Clerk has provided a spreadsheet of estimated costs of the first four years of this agreement, which is included in your packet. For Sturgis, it's estimated that costs for the first four years would be:

2023: \$1,100.00 (assuming State purchasing of equipment)

2024: \$7,250.00 2025: \$2,200.00 2026: \$7,250.00

An additional \$10,000.00 was added to the Elections line item in the recently approved budget in anticipation of the increased costs for this and other provisions of Proposal 22-2.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Agreement for Election Services Between St. Joseph County and the City of Sturgis et al as presented.

Staff Recommendation:

APPROVE

Included in your packet:

- 1. Agreement
- 2. Cost Estimate Spreadsheet

10. New Business

F. Budget Amendments

Staff: Holly Keyser

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

Proposed Motion:

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

Staff Recommendation:

APPROVE

Information Included in Packet:

1. Budget Amendment Memo

Noteworthy Meetings / Events

- Township Supervisor Meeting | September 13th
- COA 50th Anniversary Open House | September 21st

Upcoming Events

- Sturgis Historical Society Cemetery Tour | Oak Lawn Cemetery | 3pm |
 September 23rd
- Business After Hours Prime Quality Electric | 68708 Big Hill Rd. | 5:30pm-7:30pm | September 28th
- Barbecue Fest | Downtown | 12pm-7pm | September 30th
- The Magic Hour Finale | Sturges-Young | 7pm | October 6th
- Cinema Circle Young Frankenstein | Sturges-Young | 7pm | October 12th
- Comedian Rhapsody The Best of The Second City | Sturges-Young | 7:30pm |
 October 13th
- Mom2Mom Sale | Doyle | 9:30am-12pm | October 14th
- Monster Mash | Sturges-Young | 8pm | October 28th

City of Sturgis City Commission Regular Meeting

Agenda Item 8A

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

REGULAR MEETING - STURGIS CITY COMMISSION WEDNESDAY, SEPTEMBER 13, 2023 WIESLOCH RAUM - CITY HALL

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

The Pledge of Allegiance was said by all present.

The Invocation was given by Vice-Mayor Miller.

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

Mayor Mullins

Commissioners absent: None

Also present: City Attorney, City Manager, City Controller, Community Development Director, DPS Director, Assistant DPS Director, Parks Supervisor, City Engineer, Electric Department Superintendent, Public Safety Director, City Clerk

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

Voting yea: Nine Voting nay: None MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Smith to approve the Consent Agenda of September 13, 2023 as presented with a correction of the minutes to remove the Nay vote on the motion to postpone consideration.

8A. 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.

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.

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.

Voting yea: Nine 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. Perez to consider this the second reading of and approve 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.

Voting yea: Nine Voting nay: None MOTION CARRIED

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.

1.0202. – Specific Terms	
Extreme Weather Center. Extreme weather center temporary basis for individuals during extreme ter housing. The building must be approved for a spe	nperatures which does not include any form of
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.	

ARTICLE II.-Definitions

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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.
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(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.

DPS Director Rick Miller provided additional details on standby power for a water well. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve 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.

Voting vea: Nine Voting nay: None MOTION CARRIED

Cemetery and Parks Superintendent Anthony VanNest and children's librarian Michelle Frost provided information on the permanent installation of a poetry/story walk pedestals in Thurston Woods Park. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve the placement of permanent posts for the Sturgis District Library Story Walk / Poetry Walk as presented.

Voting yea: Nine Voting nay: None MOTION CARRIED

Electric Department Superintendent Chris McArthur provided details on the bids related to installation of breakers at a substation. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve 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).

Voting yea: Nine Voting nay: None MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Perez to approve 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).

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Perez to approve 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).

Voting yea: Nine Voting nay: None MOTION CARRIED

Public Safety Director Ryan Banaszak provided details on two new patrol vehicles. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve 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.

Voting yea: Nine Voting nay: None MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Perez to approve the sale of Vehicle 325, a 2015 Chevy Tahoe and Vehicle 313, a 2019 Dodge Durango via public auction.

Voting yea: Nine Voting nay: None MOTION CARRIED

City Manager Andrew Kuk provided details on the task order related to the rehabilitation of downtown parking lots. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve 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.

Voting yea: Nine Voting nay: None MOTION CARRIED

City Engineer Barry Cox provided information on the need for additional contingency funds for West Congress Street reconstruction project. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve a supplemental contingency budget of forty-five thousand dollars (\$45,000.00) for the W. Congress Utility and Street Improvements Phase 2 Project.

Voting yea: Nine Voting nay: None MOTION CARRIED

Community Development Director Will Prichard provided details on the RFPs for rehabilitation of two County foreclosed properties acquired by the City. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Perez to approve the Request for Proposals for the purchase of the properties located at 306 North St. and 602 Jean Ave. as presented.

Voting yea: Nine Voting nay: None MOTION CARRIED

Comm. Kinsey announced that he was stepping down from his position in October.

The City Commission had consensus to advertise the impending vacancy, conduct interviews at the first meeting in October, select a replacement at the second meeting in October, and have the selected individual take their seat at the Organizational Meeting in November.

Moved by Comm. Hile and seconded by Comm. Perez to go into Closed Session to discuss union negotiations, pending litigation, a to conduct a periodic personnel evaluation at the request of the employee.

Voting yea: Bir, Kinsey, Nieves, Smith, Harrington, Hile, Perez, Miller, Mullins

Voting nay: None MOTION CARRIED

Meeting recessed at 7:40 p.m. Meeting reconvened at 8:45 p.m.

Moved by Comm. Hile and seconded by Comm. Perez to approve the changes to the CBA with POLC and LOA as presented.

Voting yea: Nine Voting nay: None MOTION CARRIED

The meeting was adjourned at 8:50 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

City of Sturgis City Commission Regular Meeting

Agenda Item 8B

Page: 1 ACCOUNTS PAYABLE BILL PROOF - CITY OF STURGIS, MI Date: 09/27/2023 Month: 12

Date	Check#	Vendor	Vendor Name	Amount
Manual Chec	ks.			
09-15-2023	PR0618M	00061	CITY OF STURGIS PAYROLL	363,584.30
09-08-2023	T16090M	04088	BLUE CROSS BLUE SHIELD OF MI	40,884.72
09-25-2023	T16091M	04389	FRONTIER COMMUNICATIONS A	286.25
09-06-2023	T16092M	06138	MUTUAL OF OMAHA INSURANCE CO	5,446.74
09-12-2023	T16093M	04524	ALERUS FINANCIAL	1,491.00
09-14-2023	T16094M	05892	PAYCOR	1,299.30
09-25-2023	T16095M	04197	MI PUBLIC POWER AGENCY	38,465.53
09-25-2023	T16096M	03770	MICHIGAN GAS UTILITIES	92.01
09-27-2023	T16097M	03770	MICHIGAN GAS UTILITIES	36.98
09-25-2023	T16098M	03770	MICHIGAN GAS UTILITIES	37.37
09-25-2023	T16099M	03770	MICHIGAN GAS UTILITIES	36.98
09-21-2023	T16100M	04389	FRONTIER COMMUNICATIONS A	53.01
09-25-2023	T16101M	03026	U.S. BANK TRUST N.A.	366,004.66
09-01-2023	T16102M	04088	BLUE CROSS BLUE SHIELD OF MI	14,961.45
09-11-2023	T16103M	04197	MI PUBLIC POWER AGENCY	202,934.58
09-10-2023	T16104M	00181	GORDON FOOD SERVICE	690.66
09-12-2023	T16105M	00449	CENTURY BANK & TRUST	3,402.13
09-18-2023	T16106M	04197	MI PUBLIC POWER AGENCY	222,466.37
09-22-2023	T16107M	03858	FARMERS STATE BANK	7,781.90
09-15-2023	T16108M	06397	MICHIGAN SOUTHERN RAILROAD	6,784.00
09-12-2023	T16109M	00512	CAMOCO FUEL SYSTEM	18,266.23
09-18-2023	T16110M	05875	ALERUS FINANCIAL/MERS-STIPEND	2,400.00
09-15-2023	T16111M	00062	CITY OF STURGIS-EMPLOYEE INS	70,647.96
09-15-2023	T16112M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,102.55
09-15-2023	T16113M	00065	DOYLE MEMBERSHIP TRANSFER	2,914.68
09-15-2023	T16114M	00063	CITY OF STURGIS TAX TRANSFER	20,516.52
09-15-2023	T16115M	05123	COMERICA BANK-INST TRUST SERV	36,815.19
09-15-2023	T16116M	03229	CITY OF STURGIS-WORKERS COMP	3,128.30
09-15-2023	T16117M	00064	INTL CITY MGMT ASSOC RETR CORP	8,810.93
09-10-2023	T16118M	04421	AT&T MOBILITY	896.15
Automatic C	hecks			
09-27-2023	247120	00110	A & K PRINTING & POOLS	390.00
09-27-2023	247121	04662	ABB INC	77,932.50
09-27-2023	247122	06262	ACEK9	168.00
09-27-2023	247123	00066	ACTION QUICK PRINT PLUS	90.00
09-27-2023	247124	00296	ADRIAN SANDOVAL MONDRAGON	50.00
09-27-2023	247125	03921	AFFORDABLE EQUIPMENT AND	210.00
09-27-2023	247126	00002	ALL-PHASE ELECTRIC SUPPLY	5,336.82
09-27-2023	247127	05986	ALPHA BUILDING CENTER-NOTTAWA	99.00
09-27-2023	247128	06119	AMAZON.COM SALES INC	2,455.25
09-27-2023	247129	04674	AMERICAN LEGION POST 073	1,882.51
09-27-2023	247130	05952	AMK SERVICES LLC	760.25
09-27-2023	247131	00624	AQUA BLAST CARWASH SYSTEMS INC	312.00
09-27-2023	247132	02292	ASPLUNDH TREE EXPERT CO	16,224.90
09-27-2023	247133	00379	AUTO PARK FORD	726.28
09-27-2023	247134	05462	AUTOZONE STORES LLC	39.98
09-27-2023	247135	00130	BANDHOLTZ PAINT MFG CO	213.20
09-27-2023	247136	06117	BENITA ANN LEWIS	15.00
09-27-2023	247137	00072	BIRD, SCHESKE, REED & BEEMER,	2,194.50
09-27-2023	247138	02749	HARLAN BLOOD	15.00
09-27-2023	247139	06433	BLUE ROSE CAPITAL ADVISORS LLC	700.00

Page: 2 ACCOUNTS PAYABLE BILL PROOF - CITY OF STURGIS, MI Date: 09/27/2023 Month: 12

Date	Check#	Vendor	Vendor Name	Amount
09-27-2023	247140	00132	BOFA INC	1,261.29
09-27-2023	247141	00005	BOGEN CONCRETE INC	9,695.00
09-27-2023	247142	00006	BOLAND TIRE INC	2,733.00
09-27-2023	247143	05991	BORGESS MEDICAL GROUP	931.00
09-27-2023	247144	03792	BOWERSOX FLOOR CENTER	144.00
09-27-2023	247145	00296	BRANDON R AND TANISHA MARTIN	63.03
09-27-2023	247146	06447	BWMS TRAINING	330.00
09-27-2023	247147	00315	CENTURYLINK	1.33
09-27-2023	247148	06325	COTTIN'S HARDWARE	485.45
09-27-2023	247149	06158	CULLIGAN WATER OF STURGIS	36.00
09-27-2023	247150	05909	TONY D'HAESE	224.00 57.20
09-27-2023 09-27-2023	247151 247152	01119 03109	DAVID W LUDDERS DOWNTOWN DEVELOPMENT AUTHORITY	150.00
09-27-2023	247153	00364	CAROL DUSTIN	420.00
09-27-2023	247153	06014	EGANIX INC	840.00
09-27-2023	247155	02815	ENVIRONMENTAL RESOURCE ASSOC	375.26
09-27-2023	247156	01204	FERGUSON DBA POLLARDWATER	1,673.73
09-27-2023	247157	05544	FIRST ADVANTAGE OCCUPATIONAL	51.18
09-27-2023	247158	00013	FISHBECK	1,985.25
09-27-2023	247159	05583	FITNESS THINGS INC	18,598.13
09-27-2023	247160	06287	FOCAL POINT STUDIOS	5,000.00
09-27-2023	247161	06443	FOXIT SOFTWARE INC	4,891.70
09-27-2023	247162	04389	FRONTIER COMMUNICATIONS A	118.57
09-27-2023	247163	00291	GATEHOUSE MEDIA MICHIGAN	574.84
09-27-2023	247164	00183	W W GRAINGER INC	476.90
09-27-2023	247165	06408	GRAND IMPRESSIONS PROP MAINT	140.00
09-27-2023 09-27-2023	247166 247167	04243 06219	GRP ENGINEERING INC HAVILAND PRODUCTS COMPANY	15,547.64 746.40
09-27-2023	247167	00219	HOEKSTRA ROOFING COMPANY	1,098.21
09-27-2023	247169	02347	HOFFMAN BROTHERS INC.	263,714.03
09-27-2023	247170	06233	HOLIDAY INN EXPRESS HOWE	398.96
09-27-2023	247171	04075	HOME CITY ICE COMPANY	432.00
09-27-2023	247172	03515	HYDROCORP	4,625.50
09-27-2023	247173	05522	INTERSTATE BATTERIES-GREAT LKS	533.61
09-27-2023	247174	05171	STUART C IRBY CO	2,011.00
09-27-2023	247175	04543	J & B MEDICAL SUPPLY INC	27.50
09-27-2023	247176	00296	JESSE L AND ANNA L DIBBLE	12.22
09-27-2023	247177	06314	JODIE M JOHNSON	20.00
09-27-2023	247178	06217	JOHN J FLOWERS	40.00
09-27-2023	247179	05426	JONES & HENRY ENGINEERS LTD	4,577.50
09-27-2023	247180	06364	KALLEWARD GROUP INC	36,502.20
09-27-2023 09-27-2023	247181 247182	00296 05721	KAREN SILVA BARRAZA KISM, LLC	15.79 819.00
09-27-2023	247182	01656	KOORSEN FIRE & SECURITY INC	2,809.16
09-27-2023	247183	01030	KRONTZ GENERAL MACHINE & TOOL	49.22
09-27-2023	247185	00212	KSS ENTERPRISES	537.11
09-27-2023	247186	05054	LA POLICE GEAR INC	2,140.98
09-27-2023	247187	04039	LAKELAND ASPHALT CORP	2,186.80
09-27-2023	247188	05977	LAKELAND INTERNET LLC	106.94
09-27-2023	247189	00394	LAWSON-FISHER ASSOCIATES PC	14,887.55
09-27-2023	247190	03684	LEXISNEXIS RISK SOLUTIONS	100.00
09-27-2023	247191	03256	LIMA ELEVATOR COMPANY INC	119.71
09-27-2023	247192	01346	TOM LONG	56.00

Page: 3 ACCOUNTS PAYABLE BILL PROOF - CITY OF STURGIS, MI Date: 09/27/2023 Month: 12

Date	Check#	Vendor	Vendor Name	Amount
09-27-2023	247193	06238	LUBRICATION ENGINEERS, INC	315.45
09-27-2023	247194	05906	BJ MALLEN	300.00
09-27-2023	247195	06444	MASON COUNTY FIRE FIGHTER	450.00
09-27-2023	247196	06155	MERCER SEPTIC AND EXCAVATING	2,510.00
09-27-2023	247197	03774	STATE OF MICHIGAN	2,750.00
09-27-2023	247198	00403	MICHIGAN CAT	1,381.39
09-27-2023	247199	01641	MICHIGAN RURAL WATER ASSOC	600.00
09-27-2023 09-27-2023	247200 247201	00024 05121	STATE OF MICHIGAN - MDOT MICKEY'S LINEN	7,779.65 190.28
09-27-2023	247201	00241	JEFF MILLER	3,685.00
09-27-2023	247203	00211	MYISESHA LAMPKIN	42.22
09-27-2023	247204	00256	NISSLEY DISPOSAL INC	590.00
09-27-2023	247205	01080	NYE UNIFORM CO	31.74
09-27-2023	247206	03080	OTIS ELEVATOR COMPANY	200.00
09-27-2023	247207	04770	PARRISH EXCAVATING INC	274,455.43
09-27-2023	247208	05181	PEOPLEFACTS LLC	25.00
09-27-2023	247209	00033	POSTNET POSTAL & BUSINESS	12.46
09-27-2023	247210	00485	POWER LINE SUPPLY	10,243.42
09-27-2023	247211	00031	POWER SYSTEM ENGINEERING INC. PRIME OUALITY ELECTRIC	1,297.50
09-27-2023 09-27-2023	247212 247213	05634 04481	PROF SPORTS SPECIFIC TRAINING	2,627.66 450.00
09-27-2023	247213	00041	RANDY WADSWORTH	47.46
09-27-2023	247215	05739	RENEWABLE WORLD ENERGIES LLC	3,033.64
09-27-2023	247216	00035	RESCO	3,708.20
09-27-2023	247217	06038	REVOLUTION HEALTH, P.C.	80.00
09-27-2023	247218	03160	SPARLING CORPORATION	1,263.00
09-27-2023	247219	02179	SPRINT	545.89
09-27-2023	247220	04310	SSOE GROUP INC	1,000.00
09-27-2023	247221	05979	STATE OF MICHIGAN	3,264.50
09-27-2023	247222	01458	STURGIS AREA CHAMBER	490.00
09-27-2023 09-27-2023	247223 247224	00042 00290	STURGIS ELECTRIC MOTOR SERVICE STURGIS HOSPITAL	
09-27-2023	247225	00290	STURGIS HOSPITAL STURGIS OVERHEAD DOOR & LADDER	816.00 751.25
09-27-2023	247226	04429	THE PAPERS INC	349.00
09-27-2023	247227	01238	UNITED PARCEL SERVICE	42.48
09-27-2023	247228	06150	UNITED WHOLESALE GROCERY	175.00
09-27-2023	247229	03331	UTILITIES INSTRUMENTATION SERV	2,364.19
09-27-2023	247230	05745	ERICA VARGAS SARCO	100.00
09-27-2023	247231	04453	VERIZON WIRELESS	2,362.19
09-27-2023	247232	01479	WARNER NORCROSS & JUDD LLP	7,100.00
09-27-2023	247233	05659	WARNER OIL COMPANY	3,112.57
09-27-2023 09-27-2023	247234	03511 03872	WASTE MANAGEMENT	12,240.68
09-27-2023	247235 247236	03672	JORY WEBB W MICHIGAN INTERNATIONAL LLC	60.00 2,435.59
09-27-2023		06339	WILLIAMS TREE CO LLC	5,515.00
09-27-2023	247238	02948	WITMER PUBLIC SAFETY GROUP INC	
09-27-2023	247239	06446	WMED HEALTH	20.00
09-27-2023	247240	06107	YEOMAN, TALIA	240.00
09-27-2023	D02075	00335	ALTEC INDUSTRIES, INC.	373.80
09-27-2023	D02076	02983	CINTAS LOCATION #351	819.71
09-27-2023	D02077	02082	GECKO SECURITY LLC	170.00
09-27-2023	D02078	00019	KENDALL ELECTRIC INC	47.18
09-27-2023	D02079	00020	KENDRICK STATIONERS INC	2,876.80
09-27-2023 09-27-2023	D02080 D02081	06250 06069	MARANA GROUP NAPA AUTO PARTS	3,777.15 1,273.13
09-27-2023	D02081	05042	PLANT GROWTH MANAGEMENT SYSTEM	4,308.00
09-27-2023	D02083	03091	PRIME QUALITY ELECTRIC LLC	1,636.45
09-27-2023	D02084	06436	TANKNOLOGY INC	1,061.00
09-27-2023	D02085	06125	THE COPY IMAGE INC	1,035.00
09-27-2023	D02086	05777	TRACE ANALYTICAL LABORATORIES	813.50
Manual mar	1			č1 444 020 45
Manual Total Automatic To				\$1,444,238.45 \$895,679.51
114COMACIC I	0041			Q000,010.01
Grand Total				\$2,339,917.96

Grand Total \$2,339,917.96

PAYROLL DISBURSEMENT

FOR PAYROLL ENDING 09/10/2023 PR0618M PAYROLL DATE 09/15/2023

GENERAL	\$157,286.69
MAJOR STREET	10,323.59
LOCAL STREET	11,363.32
CEMETERY	9,401.53
DDA	888.07
AIRPORT	848.63
BUILDING	3,529.55
HOUSING DEPARTMENT	51.25
STURGES-YOUNG CENTER FOR THE ARTS	3,953.82
RECREATION	3,843.82
DOYLE RECREATION CENTER	7,585.74
AMBULANCE	13,144.40
ELECTRIC	112,770.61
SEWER	16,966.60
WATER	9,021.01
MOTOR VEHICLE	2,605.67
Payroll Sub-Total	\$363,584.30

City of Sturgis City Commission Regular Meeting

Agenda Item 8C



1675 Green Road Ann Arbor, MI 48105-2530

T 734.662.3246 800.653.2483 F 734.662.8083 mml.org

To:

Members of the MML Liability & Property Pool

From:

Michael J. Forster, Fund Administrator

Date:

September 11, 2023

Subject:

Pool Director Election

RECEIVED MAIL

SEP 14 2023

CITY OF STURGIS

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Three (3) incumbent Directors have agreed to seek re-election. You may also write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 10th. Alternately, you may complete your ballot online:

Go to <u>www.mml.org</u>. At the top of the page, hover over *Programs & Services* and select Risk Management from the drop-down list. Next, look for the Jump To panel and select Liability & Property Pool. The ballot link is on the next page, in the Jump To panel, under Online Forms.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster Pool Administrator mforster@mml.org

We love where you live.



THE CANDIDATES Three-year terms beginning January 1, 2024



George Bosanic, City Manager, City of Greenville

George has nearly 35 years of experience as a municipal official with over 30 years serving as the city manager of the City of Greenville. George has served in leadership roles on numerous local boards and commissions over the years and is a past board member of the MML Workers' Compensation Fund Board. He is a member of the Michigan Local Government Management Association and International City Management Association. George is seeking re-election to his second term.



Sue Osborn, Mayor, City of Fenton

Sue has over thirty-eight years of experience as a municipal official, serving as mayor of the City of Fenton for the last twenty-five. She was appointed to Fenton's city council in 1985 and has been a continuous member since that time. Previously, she was a member of the Planning Commission from 1978-1985. Sue is a member of the Michigan Association of Mayors, a member of the National League of Cities and serves as Vice-Chair of the FAIR (Finance, Administration and Intergovernmental Affairs) for the National League of Cities. She is also active in several local and regional civic organizations. Sue is seeking re-election to her fourth term.



David Post, Village Manager, Village of Hillman

Dave has more than twenty-eight years' experience as a municipal official, serving as the manager in the Village of Hillman. Dave is a past member of the Michigan Municipal League Board of Trustees and several MML committees. He is currently a member of the Northeast Michigan Council of Governments board and is active in several local and regional civic organizations, including the Communities First Fund (chair), the Hillman Community Radio board and the Wheels Car Club. Dave is seeking re-election to his fourth term.

Michigan Municipal League Liability & Property Pool

OFFICIAL BALLOT - 2023

Vote for three Directors by marking the line to the left of the name for three-year terms beginning January 1, 2024.

- George Bosanic, Incumbent
 Manager, City of Greenville
- Sue Osborn, Incumbent Mayor, City of Fenton
- Dave Post, Incumbent
 Manger, Village of Hillman

Write-in Candidate

I hereby certify that:

(Municipality/Agency)

by action of its governing body, has authorized its vote to be cast for the above persons to serve as Director of the Michigan Municipal League Liability and Property Pool.

Official Signature Date:

Ballot deadline: November 10, 2023

City of Sturgis City Commission Regular Meeting

Agenda Item 10A



P.O. Box 214, Niles, MI 49120 Phone:/Fax (269) 663-7467 Toll Free: 1-877-902-7467 Email: <u>info@pgmstgr.com</u>

September 12, 2023

City of Sturgis Right-of-way Line Clearance Program 2023/2024 Tree Contractor Recommendation:

Bids were received for the Right-of-way Line Clearance Program 2023/2024.

Plant Growth Management Systems respectfully recommends that the City of Sturgis awards the Right-of-way Line Clearance Program 2023/2024 contract to Treecore LLC. This recommendation is based upon the following factors:

- They have all the necessary human and equipment resources to meet the contract needs.
- They have shown ability to respond to extensive storm damage with sense of urgency & productivity, providing necessary equipment for such emergencies including cranes, mowers, and additional crews.
- They have extensive experience with Sturgis' Right-of-way Line Clearance Program.

The reason we did not recommend the lowest bidder, Williams Tree Company, is due to their recent performance as tree contractor. They were unable to meet the contract needs including not having the necessary equipment resources available, not responding to emergencies in the time frame allotted in the contract, and additional management time was required to ensure work was performed and completed correctly.

Sincerely, Nate Kusmiz Forestry Manager Plant Growth Management Systems 574-334-1363

Line clearance unit and time and material rate schedule 2023/24

Contractor TREECORE L.L.C. Date 9-6-2023

Line Clearance Fee Schedule

Unit Prices	
Trim a tree	\$ 121.00
Remove a tree	\$ 119.00
Remove one unit of brush 500 sq. ft.	\$ 119.00
Time and Material Hourly Rates	Hourly Rates
Emergency Call-out Two-person crew with bucket truck excluding chipper	\$ 200.00
Three-person crew with bucket truck excluding chipper	\$ 260.00
Regular time Two-person crew with bucket truck and chipper	\$ 135.00
Three-person crew with bucket truck and chipper	\$ 197.00
Four-person crew with bucket truck and chipper	s 262.00
Two-person manual crew with chipper	s 135.00
Three-person manual crew with chipper	\$ 197,00
Four-person manual crew with chipper	s 262.00
Foreman	\$ 70.00
Trimmer	\$ 70.00
Ground man / Flagger	\$ 65,00
Bucket truck	\$30.°°

Chipper Truck	\$ 25.00
Chipper	\$ 30.00
Pickup	\$ 15.00
Mowing Machine (Fully equipped) Specify type: FECON/FAE / 110 HP. CAT STEER	s 180,00
: FTX 150 HP TRACK FECON	\$ 225.00
	\$

Anti-Collusion Statement

The Contractor certifies that this proposal is fair, genuine and not collusive or a sham, and has not in any manner, directly or indirectly, agreed or colluded with any person, firm or association to submit a sham proposal, to refrain from submitting a Bid or in any way fix the amount of this proposal or to secure any advantage against The City of Sturgis.

This Bid is st	bmitted in	the name of: TRE	ECORE L.L.C.		
"MAILING"- P.O.	BOX 3	53 HARBER	27) mi. 49/15		
7195 YOUNGI		A 4 1 1 1 1 1 2 1 2 2 2 2 2 2 2 2 2 2 2 2	mi.	49115	
Street	C	ity	State	Zip code	

For the stated conditions and price(s), the undersigned submits this proposal:

Signed 6 day of SEPT., 2023
BY (name) July W. Carr
Its (Title) CLIMBER / MEMBER
Phone Number 269-469-6226

Line clearance unit and time and material rate schedule 2023/24

Contractor Williams Tree Co LLC Date 7 Sep 2023

Line Clearance Fee Schedule

Unit Prices \$ 75,00 Trim a tree \$ 75.00 Remove a tree \$ 75,00 Remove one unit of brush 500 sq. ft. Time and Material Hourly Rates **Hourly Rates** Emergency Call-out Two-person crew with bucket truck excluding chipper \$ 200,00 Three-person crew with bucket truck excluding chipper \$ 260,00 Regular time Two-person crew with bucket truck and chipper \$ 139,00 Three-person crew with bucket truck and chipper \$ 184,00 \$ 229,00 Four-person crew with bucket truck and chipper Two-person manual crew with chipper \$ 139,00 Three-person manual crew with chipper \$ 184,00 \$ 229,00 Four-person manual crew with chipper Foreman \$ 50,00 \$ 50,00 Trimmer \$ 45,00 Ground man / Flagger \$ 34,00 Bucket truck

Chipper Truck	\$ 34.00
Chipper	\$ 10,00
Pickup	\$ 29.00
Mowing Machine (Fully equipped)	\$
Specify type:	\$

Line clearance unit and time and material rate schedule 2023/24

Contractor Always There Tree Care LLC. Date 9/5/23

Line Clearance Fee Schedule

Unit Prices

Trim a tree	\$ 135.00
Remove a tree	\$ 400.00
Remove one unit of brush 500 sq. ft.	\$ 265.00
Time and Material Hourly Rates	Hourly Rates
Emergency Call-out Two-person crew with bucket truck excluding chipper	\$ 240.00
Three-person crew with bucket truck excluding chipper	\$ 280.00
Regular time Two-person crew with bucket truck and chipper	§ 169.00
Three-person crew with bucket truck and chipper	\$ 207.00
Four-person crew with bucket truck and chipper	\$ 262.00
Two-person manual crew with chipper	\$ 169.00
Three-person manual crew with chipper	\$ 207.00
Four-person manual crew with chipper	\$ 262.00
Foreman	\$ 50.00
Trimmer	\$ 50.00
Ground man / Flagger	\$ _38.00
Bucket truck	\$ 50.00



P.O. Box 214, Niles, MI 49120 Phone:/Fax (269) 663-7467 Toll Free: 1-877-902-7467 Email: <u>info@pgmstgr.com</u>

September 12, 2023

City of Sturgis City Tree Maintenance Program 2023/2024 Tree Contractor Recommendation:

Bids were received for the City Tree Maintenance Program 2023/2024.

Plant Growth Management Systems respectfully recommends that the City of Sturgis award the City Tree Maintenance Program 2023/2024 contract to Asplundh Tree Experts LLC. This recommendation is based upon the following factors:

- They have provided the lowest bid.
- They have all the necessary human and equipment resources to meet the contract needs.
- They have extensive experience with Sturgis' city tree maintenance program.
- They have also proven to be very reliable and dependable.

Sincerely, Nate Kusmiz Forestry Manager Plant Growth Management Systems 574-334-1363

City Tree Maintenance time and material rate schedule 2023/24

Contractor Always There Tree Care LLC. Date 9/5/23

City Tree Maintenance Fee Schedule

Time and Material Hourly Rates	Hourly Rates
Emergency Call-out	12 (365 (35
Two-person crew with bucket truck excluding chipper	\$ 240.00
Three-person crew with bucket truck excluding chipper	\$ 280.00
Regular time	400.00
Two-person crew with bucket truck and chipper	\$ 169.00
Three-person crew with bucket truck and chipper	\$ 207.00
Four-person crew with bucket truck and chipper	\$ 262.00
Two-person manual crew with chipper	\$ <u>169.00</u>
Three-person manual crew with chipper	\$ 211.00
Four-person manual crew with chipper	\$ 262.00
Loader/Tractor and Dump Truck (fully staffed and equipped)	\$_146.00
Foreman	\$ 50.00
Trimmer	\$ 50.00
Ground man / Flagger	\$ 38.00
Bucket truck	\$ _50.00
Chipper Truck	\$ 35.00
Dump Truck	\$_36.00
Chipper	\$ 35.00
Pickup	\$ 28.00

Stump Grinding:

- Specify if by: per stump or per stump diameter inch.
- Stump grinding rate will include time and material, removal of stump grindings, top soil, and grass seed.

	stump	grinding	by	diameter	inch
--	-------	----------	----	----------	------

\$ 14.75

Anti-Collusion Statement

The Contractor certifies that this proposal is fair, genuine and not collusive or a sham, and has not in any manner, directly or indirectly, agreed or colluded with any person, firm or association to submit a sham proposal, to refrain from submitting a Bid or in any way fix the amount of this proposal or to secure any advantage against The City of Sturgis.

This Bid is submitted in the name of:

Always There Tree Care LLC
Company

2295 S. Alger Rd.

Ithaca

Mi.

48847

Street

City

State

Zip code

For the stated conditions and price(s), the undersigned submits this proposal:

Signed 5 day of September, 2023

BY (name) Brandon Cooper

Its (Title) Owner/ Commercial Sales

Phone Number 989-436-2224

City Tree Maintenance time and material rate schedule 2023/24

Contractor TREECORE LLC Date 9-6-2023

City Tree Maintenance Fee Schedule

Time and Material Hourly Rates	Hourly Rates
Emergency Call-out	10 5 00
Two-person crew with bucket truck excluding chipper	\$ 195.00
Three-person crew with bucket truck excluding chipper	\$ 255,00
Regular time	. 22 00
Two-person crew with bucket truck and chipper	\$ 133,00
Three-person crew with bucket truck and chipper	\$ 194.00
Four-person crew with bucket truck and chipper	\$ 261.00
Two-person manual crew with chipper	\$ 133.60
Three-person manual crew with chipper	s 194.00
Four-person manual crew with chipper	\$ 261,00
Loader/Tractor and Dump Truck (fully staffed and equipped)	\$ 240,00
Foreman	\$ 70.00
Trimmer	\$_70.00
Ground man / Flagger	\$ 65,00
Bucket truck	\$_30,00
Chipper Truck	\$ 25.00
Dump Truck	\$ 30,00
Chipper	\$25,00
Pickup	\$ 13,00
[T](N/C 1/C T)	

Loader/Tractor

\$ 90.00

Stump Grinding:

- · Specify if by: per stump or per stump diameter inch.
- Stump grinding rate will include time and material, removal of stump grindings, top soil, and grass seed.

: PER STUMP DIAMETER, INCH

\$ 19.15

Anti-Collusion Statement

The Contractor certifies that this proposal is fair, genuine and not collusive or a sham, and has not in any manner, directly or indirectly, agreed or colluded with any person, firm or association to submit a sham proposal, to refrain from submitting a Bid or in any way fix the amount of this proposal or to secure any advantage against The City of Sturgis.

This Bid is submitted in the name of: TREECORE L.L.C.

MAILING P.O., BOX 353 HARBERT, MI. 49115

T195 YOUNGREN RD. WABERT MI. 49115

Street City State Zip code

For the stated conditions and price(s), the undersigned submits this proposal:

Signed G day of SEPT, 2023

BY (name) Joseph W. Carr

Its (Title) CLIMBER J MEMBER

Phone Number 269 - 469 - 6226

City Tree Maintenance time and material rate schedule 2023/24

Contractor Asplundh Tree Expert, LLC Date 9/6/2023

City Tree Maintenance Fee Schedule

Time and Material Hourly Rates	Hourly Rates
Emergency Call-out	174.01
Two-person crew with bucket truck excluding chipper	\$ 174.31
Three-person crew with bucket truck excluding chipper	\$_235.90
Regular time	s 133.15
Two-person crew with bucket truck and chipper	\$ 133.15
Three-person crew with bucket truck and chipper	\$ 180.63
Four-person crew with bucket truck and chipper	\$ 225.83
Two-person manual crew with chipper	\$ 128.06
Three-person manual crew with chipper	\$ 173.86
Four-person manual crew with chipper	\$ 221.20
Loader/Tractor and Dump Truck (fully staffed and equipped)	\$ 141.38
Foreman	\$ 59.58
Trimmer	\$ 48.11
Ground man / Flagger	\$ 45.89
Bucket truck	\$ 23.40
Chipper Truck	\$ <u>15.53</u>
Dump Truck	\$ 15.53
Chipper	\$ 6.17
Pickup	\$14.00

Stump Grinding:

- · Specify if by: per stump or per stump diameter inch.
- Stump grinding rate will include time and material, removal of stump grindings, top soil, and grass seed.

: Per	stump	diameter	inch

\$__15.50_

Anti-Collusion Statement

The Contractor certifies that this proposal is fair, genuine and not collusive or a sham, and has not in any manner, directly or indirectly, agreed or colluded with any person, firm or association to submit a sham proposal, to refrain from submitting a Bid or in any way fix the amount of this proposal or to secure any advantage against The City of Sturgis.

This Bid is submitted in the name of: Asplundh Tree Expert, LLC

Company

2255 Northway Dr. Mt. Pleasant Michigan 48858
Street City State Zip code

For the stated conditions and price(s), the undersigned submits this proposal:

Signed 6 day of Sept, 2023

BY (name) Jeremiah Sparacio

Its (Title) Manager

Phone Number (530) 514-3315

City Tree Maintenance time and material rate schedule 2023/24

Contractor Williams Tree Co LLC Date 7 5-ep 23

City Tree Maintenance Fee Schedule

Time and Material Hourly Rates	Hourly Rates
Emergency Call-out Two-person crew with bucket truck excluding chipper	\$ 200,00
Three-person crew with bucket truck excluding chipper	\$ 260,00
Regular time Two-person crew with bucket truck and chipper	\$ 139.00
Three-person crew with bucket truck and chipper	\$ 184.00
Four-person crew with bucket truck and chipper	\$ 229.00
Two-person manual crew with chipper	\$ 139.00
Three-person manual crew with chipper	\$ 184,00
Four-person manual crew with chipper	\$ 224,00
Loader/Tractor and Dump Truck (fully staffed and equipped)	\$ 173.00
Foreman	\$ 50,00
Trimmer	\$ 50,00
Ground man / Flagger	\$ 45,00
Bucket truck	\$ 34.00
Chipper Truck	s 34.00
Dump Truck	\$ 34.00
Chipper	\$ 10,00
Pickup	\$ 29,00

Stump Grinding:

- · Specify if by: per stump or per stump diameter inch.
- Stump grinding rate will include time and material, removal of stump grindings, top soil, and grass seed.

\$ 6 perineh

\$ 141,00

Anti-Collusion Statement

The Contractor certifies that this proposal is fair, genuine and not collusive or a sham, and has not in any manner, directly or indirectly, agreed or colluded with any person, firm or association to submit a sham proposal, to refrain from submitting a Bid or in any way fix the amount of this proposal or to secure any advantage against The City of Sturgis.

This Bid is submitted in the name of: Williams Tree to LLC

310 S Border ST, Paragon In 46164
Street State Zip code

For the stated conditions and price(s), the undersigned submits this proposal:

Signed 7th day of Sep , 2023

BY (name) Danny Williams

Its (Title) OWNER

Phone Number 765-349-7673

The City of Sturgis RIGHT-OF-WAY CLEARANCE CONTRACT

This Contract made and effective this	day of	, 2023, by and between The Cit	ty
of Sturgis, with its principal place of bus	siness at 130 N. N	Nottawa St., Sturgis, MI 49091 hereinafter	-
called the COMPANY and	, with	its principal place of business at	
, hereinafter called the "Contractor."			
		and may be renewed thereafter in writing for terminate this Contract by the terms outlined	
in ARTICLE V Section B.			

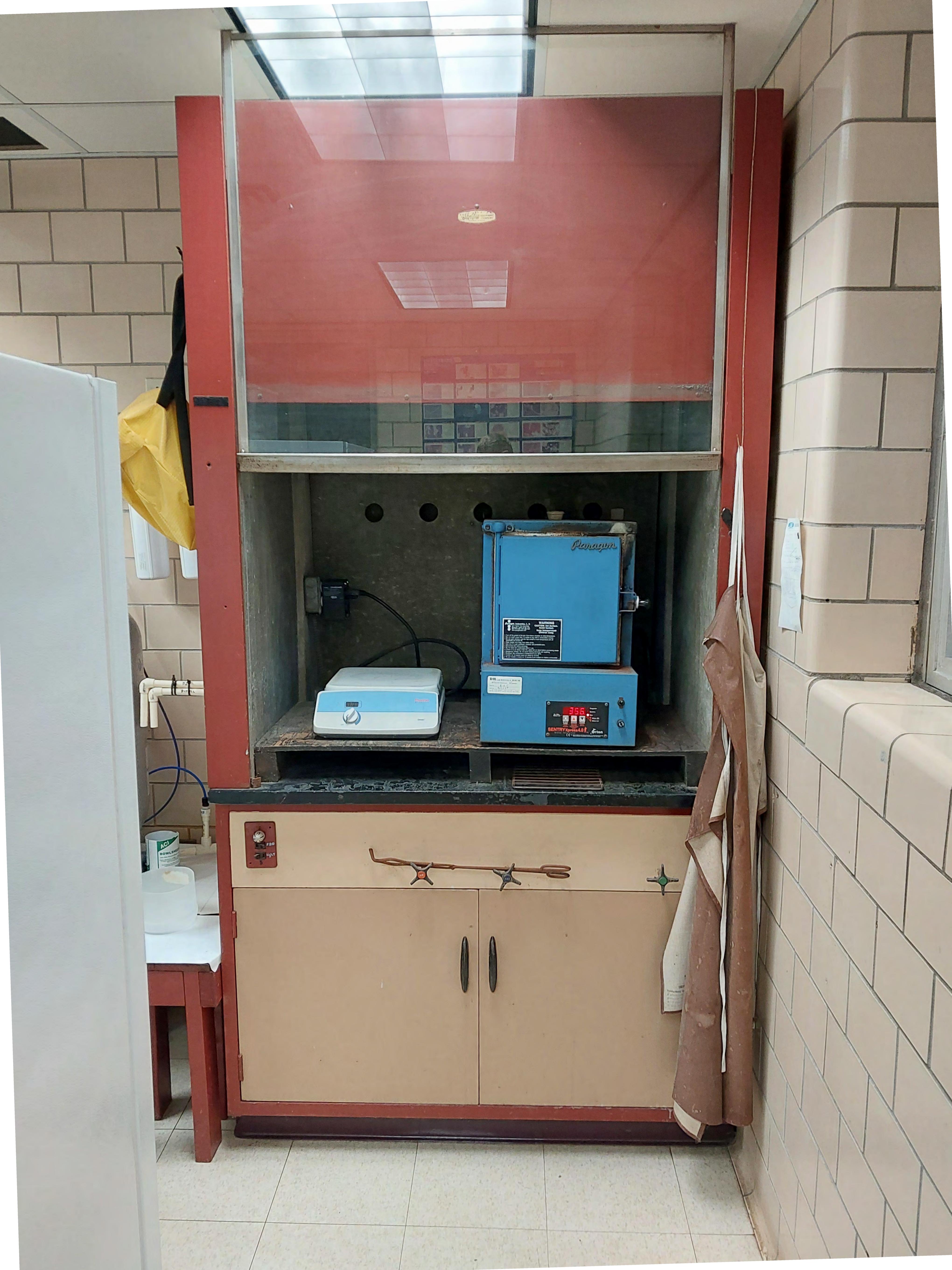
ARTICLE I

PURPOSE AND GENERAL

- A. The Company is a municipal electric utility who will employ the Contractor to perform line clearance, tree trimming, brush and tree removal and vegetation control along the Company's designated electric lines, green spaces and street right-of-way in accordance with specifications set forth in Addendum A. and for the compensation set forth on the attached Addendum B. In performing its responsibilities under this Contract, the Contractor shall be and shall function as an independent, outside contractor and neither it, its employees, nor its subcontractors (if any) shall be deemed to be employees or agents of the Company.
- B. The Contractor shall do the work called for by this contract using to its own labor, equipment, means and methods, which shall belong to and remain in the exclusive charge and control of the Contractor, and which shall not be subject to any control or supervision by the Company, except as to the results of said work; and it is expressly understood that the Company does not hereby hire or rent the use of the same, or assume any liability for the use or method of use thereof.
- C. The Contractor and its employees and subcontractors, if any, will at all times be responsible for conducting itself in a courteous and non-confrontational manner with property owners, customercitizens of the Company, and public authorities in order not to jeopardize relationships between the Company and its customer-citizens or the general public.
- D. The Contractor shall be responsible for developing and implementing proper and effective safety techniques and training in regards to its employees for the purpose of minimizing the possibility of accidents, injuries, or damage to persons or property in connection with the work intended hereby.
- E. The Contractor shall comply with all ordinances, laws, orders, rules and regulations pertaining to such work made by any governmental authority or public regulatory body and, except as otherwise provided in Article IV hereof, shall secure all licenses or permits required by law. The Contractor shall also furnish to the Company, when requested, a certificate or other proof of said compliance. The Contractor shall comply with all applicable OSHA and state appropriate safety standards. The Contractor shall, when requested by the Company, forward documentation of crew training prior to the start of the project.

City of Sturgis City Commission Regular Meeting

Agenda Item 10B







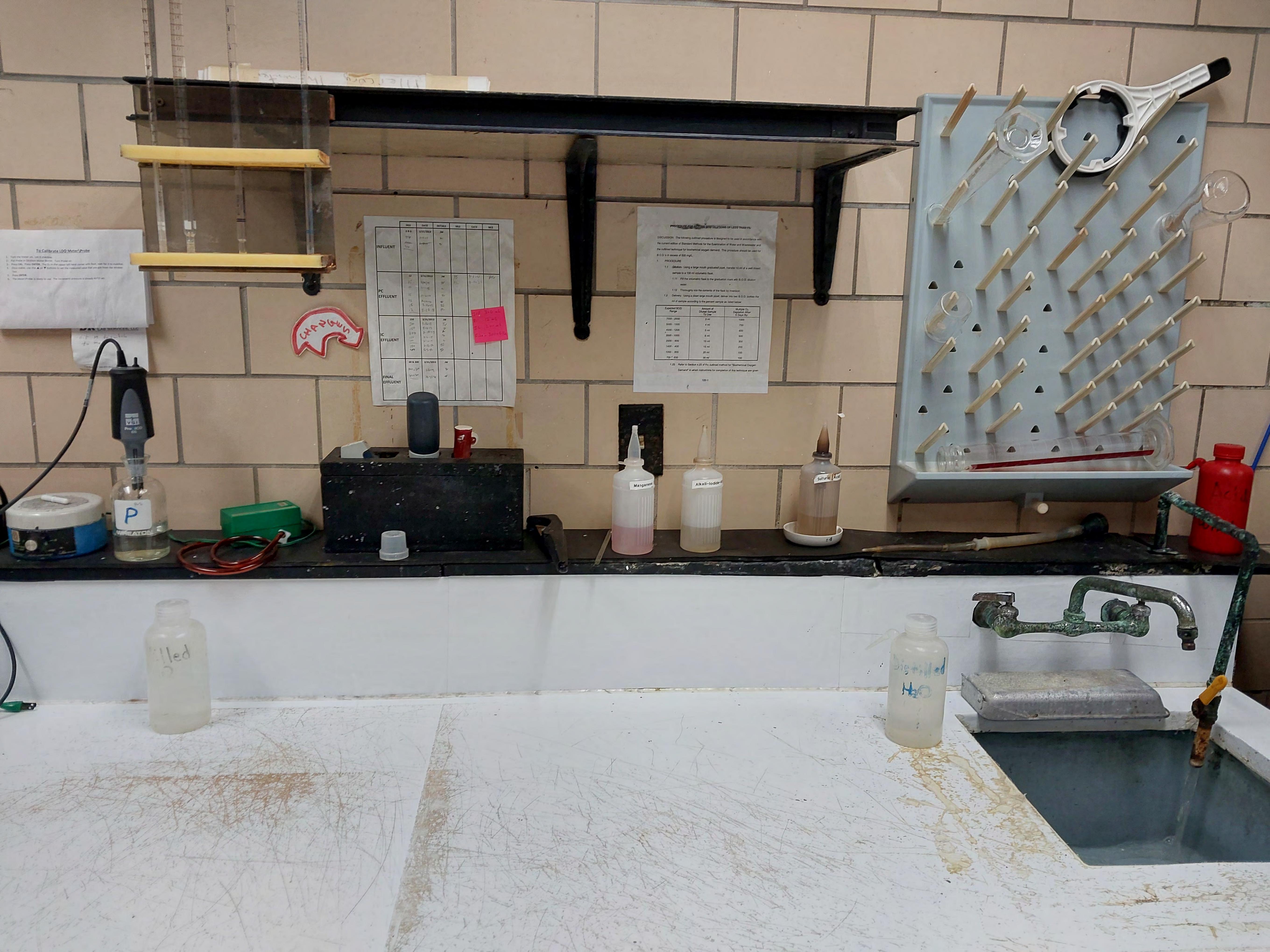






















Quotation Number: **DD20923TL**Quotation Date: February 9, 2023
Quotation valid until: February 28, 2023

To: Thomas Sikorski

Deputy Director of Public Services

City of Sturgis c) 269.506.5058

From: Terry Looney

STX, Inc.

TJL@STXsite.com Cell: 804 512 2151

STX proposes to provide pre-Project Design of new Laboratory layout and materials review for new Laboratory Building re Sturgis treatment plant

The Deliverables related to the Scope of work of this proposal includes providing input and drawings of the layout of interior laboratory components, as described herein.

Consultation includes one site visit by STX project consultant(s), follow up TEAMS and phone meetings, up to six (6) revisions of progressive sketches and AutoCAD drawings to reach final design agreement, and summary report to include the following:

- Preliminary layout and design elevations of laboratory casework, fume hoods, phenolic resin tops with 4" backsplash, fixtures, and related materials
- Initial location and workflow considerations of equipment and personnel
- Drawings will not be stamped engineering drawings.
- Drawings include building contents only.
- Proposal is inclusive of travel costs

Total Cost of Pre-engineering and Design \$15,800

Delivery of above constitutes completion of responsibility under this agreement, but STX agrees to remain available for consultation with General Contractor when project initiates. Extended involvement may require an additional contract.

Payment Terms:

Payment terms are 50% within 10 days of order placement, 50% on delivery of final drawings and summary report. Please email company purchase order to STX, Inc.: orders@STXsite.com Initial payment should be mailed to STX, Inc., P.O. Box 2095, Ashland, VA 23005 or by ACH deposit.

Confidentiality: The information contained in this proposal is exclusively for the parties listed above for use in evaluating STX, Inc. project pricing. Unless otherwise stated in writing, the content may not be shared, distributed, discussed, transmitted, or otherwise disseminated.

We at STX appreciate the opportunity to earn your business and we look forward to receipt of your order.

Bid Tabulation

Date:BIDs opened on 9/11/2023 @ 4:00pm

Wastewater Treatment Plant Laboratory Upgrade

Vendor	Bid Amount	Notes
Teclab Inc.	\$62,545.20	Meets all specification requirements
PSA Laboratory Furniture	\$56,898.89	Risers are not powered, just cut-outs for recepticals.
		Print does not distinguish countertop lengths, and where
		breaks will be located. Installation does not include
		setting sinks, also requires more "in-house" prep work
		before they begin install.
VWR International LLC	\$55,324.41	Fume Hood does not include Blower(Exhaust Fan),
		material list does not include required items
Detroit Technical Equipment Company	\$56,500.00	Does not inculde powered backsplash on North wall, no
		drawing or itemized supply list included

Capital Improvement Plan Project	Budget FYE 2024	8% Contigency
	\$100,000	\$5,000.00
	Total Project Cost	Over/(Under Budget)
	\$67,545.20	(\$32,454.80)

INVITATION TO BID and BID

for

Wastewater Treatment Plant Laboratory Upgrade

Bid of	Tractaly,	ac.		(Bidder), organized and existing
under t	he laws of or a r	esident of the State of	Michigan	, doing business
as T	Todals	, physically located	at 6450	Valley Industrial Dr.
to the	City of Sturgis (City)	8-1-22-	300

City will receive sealed Bids for Wastewater Treatment Plant Laboratory Upgrade at the City of Sturgis, City Manager's Office, 130 N. Nottawa Street, Sturgis, Michigan 49091 until Monday September 11, 2023, 4:00 p.m., local time. No Bids will be received after this date and time. Bids must be submitted on this form and shall be enclosed in an opaque, sealed envelope, marked with "Bid Enclosed-Wastewater Treatment Plant Laboratory Upgrade", and the name and address of the Bidder. Do not submit an envelope so marked unless a valid Bid is enclosed. Bids may also be submitted electronically via Bident/MITN.

- Bids may not be withdrawn for a period of 30 days after the actual date of opening thereof. This
 time period may be extended by mutual agreement of the City and any Bidder or Bidders. It is
 anticipated that a recommendation for award will be submitted to the Sturgis City Commission
 for consideration at its meeting on Wednesday, September 27, 2023.
- 2. The City reserves the right to warve any irregularities and to reject any and all Bids.
- The undersigned Bidder proposes and agrees, if this Bid is accepted, to accept a Purchase Order and to furnish the Wastewater Treatment Plant Laboratory Upgrade as specified.
- 4. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over City.
- Specifications: See attached Exhibit A, Wastewater Freatment Plant Laboratory Upgrade Specifications.
- If Bidders have questions, they may contact, Brandon Schrader (WW Superintendent) at 269-659-7250 AND OR Bschrader@sturgismi.gov.

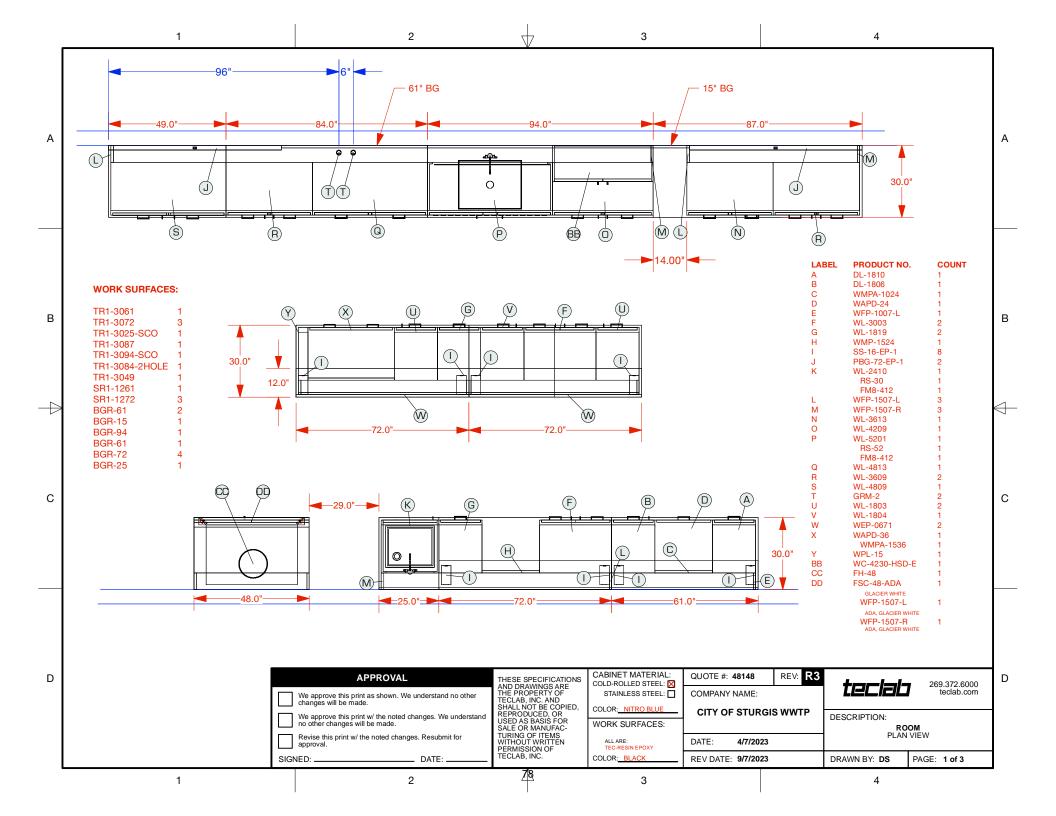
^{*}Insert as applicable: "a corporation," "a partnership" or "an individual,"

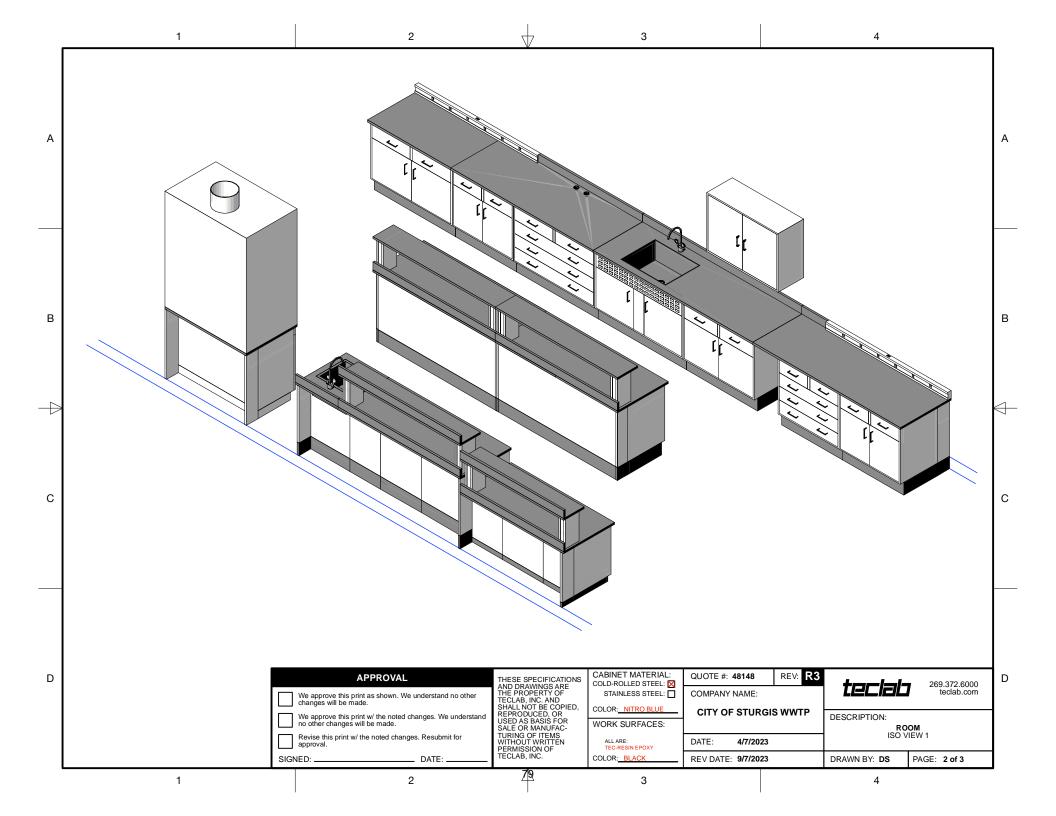
8. Bidder will supply specified material for the following unit prices:

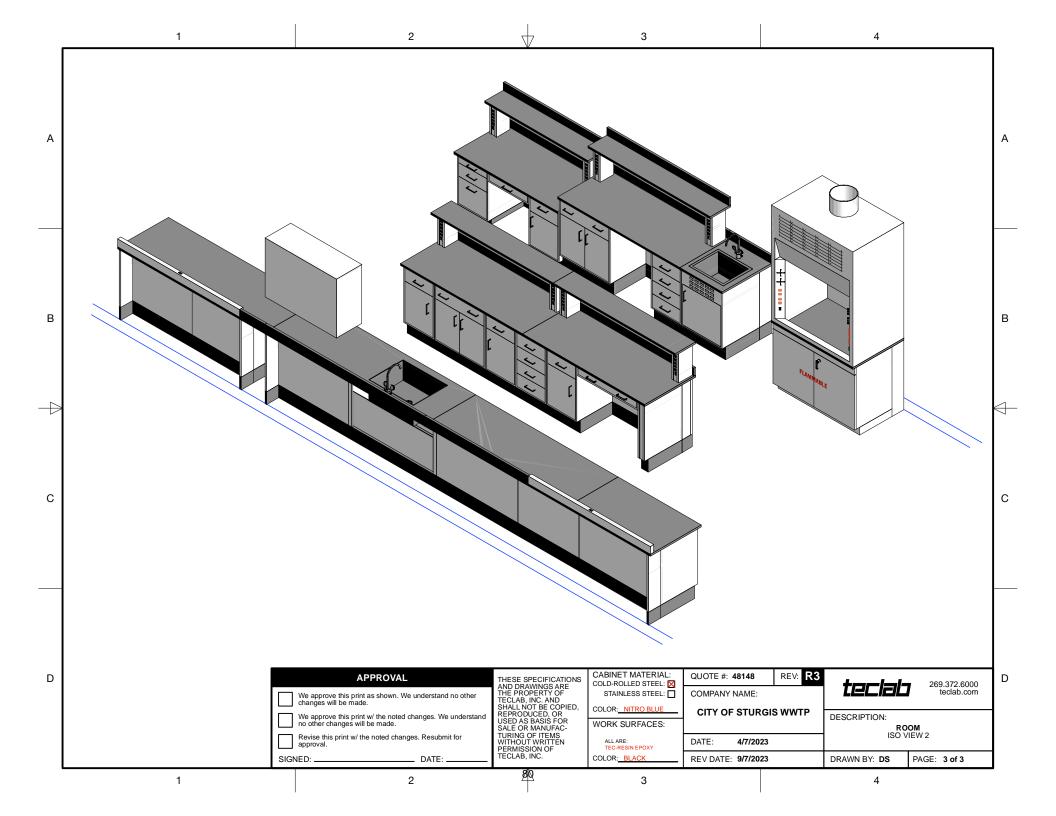
Qty.	Description	Cost Fach	Cost Extension	Lead Time
1	List of Toclab products and buyouts	s 55,116.29	555,116.29	from time order
1	Shipping cost to Stungis, Mi.	s 2,078.91	s 2,078.91	
1	Installation	\$ 5,350.00	\$ 5,350.00	
		Total Cost	\$ 62,545.20	

SUBMITTED on Sapt. 8 2023	By: Lou Yavel
6450 Valley Theostriel Dr-	(Name of Bidder*) (Signature)
Kalamazoo, Mich 49423 (City, State, and Zip*)	(Name and Title of Signatury")
269-372-6000 (Telephone Number*)	

^{*}Typed or printed in ink











6450 Valley Industrial Drive Kalamazoo, MI 49009

Order#	Date
S48148-R3	09/08/2023

Bill To:	
City of Sturgis WWTP	
2101 Treatment Plant Rd	
Sturgis, MI 49091	

Ship To:
City of Sturgis WWTP
2101 Treatment Plant Rd
Sturgis, MI 49091

Customer: City of Sturgis WWTP

Contact: Jessica Wood

Sales Rep	Payment Terms	FOB Point	Carrier	Ship Service	Date Scheduled
Lou	SEE BELOW	Origin	ODFL		09/07/2023
Furniture Color	Sec. Color	Primary Surface	Sec. Surface	Electrical Note	Lead Time
Nitro Blue		Blk Tec-Resin			12-14 Weeks

Item				Qty	
#	Number	Description	Unit Price	Ordered	Total Price
1	DL-1810	18" WETLAB DESK CABINET W/ 3 DRAWERS	\$678.67	1 ea	\$ 678.67
2	DL-1806	18" WETLAB DESK CABINET W/ 1 DRAWER & SINGLE DOOR	\$572.46	1 ea	\$ 572.46
3	WMPA-1024	24" DESK HEIGHT MODESTY PANEL	\$86.87	1 ea	\$ 86.87
4	WAPD-24	24" WETLAB APRON DRAWER	\$205.99	1 ea	\$ 205.99
5	WFP-1007-L	7" WETLAB DESK HEIGHT FILLER PANEL	\$55.46	1 ea	\$ 55.46
6	WL-3003	30" WETLAB CABINET W/ 1 DRAWER & DOUBLE DOORS	\$670.47	2 ea	\$ 1,340.94
7	WL-1819	18" WETLAB CABINET W/ 4 DRAWERS	\$843.58	2 ea	\$ 1,687.16
8	WMP-1524	24" WETLAB HEIGHT MODESTY PANEL	\$96.25	1 ea	\$ 96.25
9	SS-16-EP-1	16" POWERED SHELF SUPPORT	\$185.81	8 ea	\$ 1,486.48
10	PBG-72-EP-1	72" POWERED BACKGUARD	\$169.11	2 ea	\$ 338.22
11	WL-2410	24" WETLAB SINK CABINET W/ SINGLE DOOR	\$582.45	1 ea	\$ 582.45
12	RS-30	18" X 15" X 11" RESIN SINGLE BOWL SINK	\$453.40	1 ea	\$ 453.40
13	FM8-412	HOT & COLD MIXING FAUCET W/ 8" GOOSENECK SPOUT	\$352.17	1 ea	\$ 352.17
14	WFP-1507-L	7" WETLAB HEIGHT FILLER PANEL	\$55.46	3 ea	\$ 166.38
15	WFP-1507-R	7" WETLAB HEIGHT FILLER PANEL	\$55.46	3 ea	\$ 166.38
16	WL-3613	36" WETLAB CABINET W/ 5 DRAWERS	\$1,021.72	1 ea	\$ 1,021.72
17	WL-4209	42" WETLAB CABINET W/ 2 DRAWERS & DOUBLE DOORS	\$778.87	1 ea	\$ 778.87
18	WL-5201	52" WETLAB END SINK CABINET W/ DOUBLE DOORS **SPECIAL** **FULL WIDTH BASE**	\$890.01	1 ea	\$ 890.01
19	RS-52	24" X 18" X 10 3/4" RESIN SINGLE BOWL SINK	\$647.03	1 ea	\$ 647.03
20	FM8-412	HOT & COLD MIXING FAUCET W/ 8" GOOSENECK SPOUT	\$352.17	1 ea	\$ 352.17





6450 Valley Industrial Drive Kalamazoo, MI 49009

Order#	Date
S48148-R3	09/08/2023

Itom				Otr.	
Item #	Number	Dossrintion	Unit Price	Qty Ordered	Total Drice
# 21	Number WL-4813	Description 48" WETLAB CABINET W/ 5 DRAWERS	\$1,045.36	1 ea	Total Price \$ 1,045.36
22	WL-3609	36" WETLAB CABINET W/ 2 DRAWERS & DOUBLE DOORS	\$763.75	2 ea	\$ 1,527.50
23	WL-4809	48" WETLAB CABINET W/ 2 DRAWERS & DOUBLE DOORS	\$785.81	1 ea	\$ 785.81
24	GRM-2	2" COUNTER TOP GROMMET	\$11.43	2 ea	\$ 22.86
25	WL-1803	18" WETLAB CABINET W/ 1 DRAWER & SINGLE DOOR	\$618.68	2 ea	\$ 1,237.36
26	WL-1804	18" WETLAB CABINET W/ 1 DRAWER & SINGLE DOOR	\$618.68	1 ea	\$ 618.68
27	WEP-SP	WEP-0671 ENCLOSURE PANEL WEP-0671	\$272.80	2 ea	\$ 545.60
28	WAPD-36	36" WETLAB APRON DRAWER	\$223.28	1 ea	\$ 223.28
29	WMPA-1536	36" WETLAB HEIGHT MODESTY PANEL	\$105.72	1 ea	\$ 105.72
30	WPL-15	WETLAB HEIGHT PANEL LEG	\$111.86	1 ea	\$ 111.86
31	WC-4230-HSD-E	42" WIDE X 30" TALL X 15" DEEP HINGED STEEL DOOR WALL CABINET	\$538.33	1 ea	\$ 538.33
32	FH-SP	SPECIAL FUME HOOD: PREMIER HD, 4' WITH BUILT-IN BLOWER/ 115V @365LBS	\$17,037.19	1 ea	\$ 17,037.19
33	TR1-SP	CUSTOM PRODUCT: PREMIER 4'/ NO CUTOUTS / EPOXY RESIN WORK SURFACE @110LBS	\$2,218.72	1 ea	\$ 2,218.72
34	PR-SP	DIGITAL AIRFLOW MONITOR	\$3,066.12	1 ea	\$ 3,066.12
35	FSC-48	**ADA HT. 48" FLAMMABLE STORAGE CABINET (GLACIER WHITE EXTERIOR)	\$3,092.68	1 ea	\$ 3,092.68
36	FP-SP	**ADA HT. WFP-1507-L GLACIER WHITE	\$56.57	1 ea	\$ 56.57
37	FP-SP	**ADA HT. WFP-1507-R GLACIER WHITE	\$56.57	1 ea	\$ 56.57
38		Subtotal			\$ 44,249.29
39					
40		WORK SURFACES:			
41	TR1-SP	30" X 61" X 1" TEC-RESIN COUNTERTOP TR1-3061 @140LBS	\$768.66	1 ea	\$ 768.66
42	TR1-3072	30" X 72" X 1" TEC-RESIN COUNTERTOP	\$943.56	3 ea	\$ 2,830.68
43	TR1-3025	30" X 25" X 1" TEC-RESIN COUNTERTOP	\$327.63	1 ea	\$ 327.63
44	SCO-RESIN	SINK CUT-OUT FOR TEC-RESIN COUNTERTOP W/ SINGLE BOWL SINK	\$72.78	1 ea	\$ 72.78
45	TR1-SP	30" X 87" X 1" TEC-RESIN COUNTERTOP TR1-3087 @199LBS	\$1,162.06	1 ea	\$ 1,162.06
46	TR1-3094	30" X 94" X 1" TEC-RESIN COUNTERTOP	\$1,162.13	1 ea	\$ 1,162.13
47	SCO-RESIN	SINK CUT-OUT FOR TEC-RESIN COUNTERTOP W/ SINGLE BOWL SINK	\$72.78	1 ea	\$ 72.78





6450 Valley Industrial Drive Kalamazoo, MI 49009

Order#	Date
S48148-R3	09/08/2023

Item				Qty	
#	Number	Description	Unit Price	Ordered	Total Price
48	TR1-3084	30" X 84" X 1" TEC-RESIN COUNTERTOP W/(2) 2" GROMMET HOLES	\$1,142.61	1 ea	\$ 1,142.61
49	TR1-3049	30" X 49" X 1" RESIN COUNTERTOP	\$641.44	1 ea	\$ 641.44
50	SR1-SP	12" X 61" X 1" TEC-RESIN SHELF SR1-1261 @56LBS	\$307.46	1 ea	\$ 307.46
51	SR1-1272	12" X 72" X 1" TEC-RESIN SHELF	\$377.43	3 ea	\$ 1,132.29
52	BGR-61	4" X 61" X 1" TEC-RESIN BACKGUARD	\$106.59	2 ea	\$ 213.18
53	BGR-15	4" X 15" X 1" TEC-RESIN BACKGUARD	\$26.74	1 ea	\$ 26.74
54	BGR-94	4" X 94" X 1" TEC-RESIN BACKGUARD	\$154.94	1 ea	\$ 154.94
55	BGR-61	4" X 61" X 1" TEC-RESIN BACKGUARD	\$106.59	1 ea	\$ 106.59
56	BGR-72	4" X 72" X 1" TEC-RESIN BACKGUARD	\$126.16	4 ea	\$ 504.64
57	BGR-25	4" X 25" X 1" TEC-RESIN BACKGUARD	\$44.57	1 ea	\$ 44.57
58	RK-QT	QUART OF RESIN EPOXY	\$97.91	2 ea	\$ 195.82
59		Subtotal			\$ 10,867.00
60					
61	ESTIMATED SHIPPING COST	FINAL PRICING TO BE DETERMINED AT TIME OF SHIPMENT, DOCK TO DOCK, NO LIFTGATE UNLESS SPECIFIED	\$2,078.91	1 ea	\$ 2,078.91
62					
63		PAYMENT TERMS:			
		50% DOWN WHEN ORDER IS PLACED 25% DUE WHEN THE ORDER IS SHIPPED REMAINING 25% IS DUE 30 DAYS AFTER INVOICE DATE			
64					
65	INSTALLATION	TRAVEL, NON-MECHANICAL INSTALLATION WITH 2 PERSONNEL. UNPACKAGE IN OR NEAR LAB, INSTALL AND LEVEL WORKSTATIONS PER QUOTE. CLEAN WORK AREA AND DISPOSE OF PACKING WASTE IN CUSTOMER WASTE CONTAINER.	\$5,350.00	1 hr	\$ 5,350.00

83

\$62,545.20	Subtotal:
\$0.00	Sales Tax:
\$62,545.20	Total:

City of Sturgis City Commission Regular Meeting

Agenda Item 10C

	of Railing and Spillway Wal		
Vendor	Address	Base Bid	Notes
Blastek	12857 Canal View Dr Wayland, MI 49348	\$ 179,508.00	Assumption that work can be completed in spring 2024
CertaPro Painters of Grand Haven	427 N. 6th St Grand Haven, MI 49417	\$ 68,526.00	
Fedewa, Inc	4312 E M79 Hastings, MI 49085	\$ 168,699.00	
Mid Michigan Painting	5042 Exchange Dr Flint, MI 48507	\$ 415,469.00	
Dave Cole Decorators, Inc.	325 Martindale St Sparta, MI 49345	\$ 169,000.00	
Do It All Painting, LLC	923 Alpine Commerce Park NW Suite C Grand Rapids, MI 49544	\$ 46,788.78	

City of Sturgis City Commission Regular Meeting

Agenda Item 10D

CITY OF STURGIS

RESOLUTION TO CONTROL 2024 MUNICIPAL HEALTH CARE COSTS

WHEREAS, Public Act 152 of 2011 (PA 152), an act to limit a public employer's expenditures for employee medical benefit plans, was approved by the State of Michigan and made effective September 27, 2011 and

WHEREAS, PA 152 mandates hard cap limits on health care expenses for public employers in a total amount equal to \$7,702.85 times the number of employees with single person coverage, \$16,109.06 times the number of employees with individual and spouse coverage or individual plus one nonspouse dependent coverage, and \$21,007.83 times the number of employees with family coverage, for a medical benefit plan coverage year beginning on or after January 1, 2024; and

WHEREAS, PA 152 allows public employers the option, instead of the hard cap, of electing to pay not more than 80% of the total annual costs of all of the medical benefit plans it offers or contributes to for its employees and elected public officials with a majority vote of its governing body; and

WHEREAS, PA 152 allows local units of government, including cities, the option to opt out of all limits set forth in the act with a $2/3^{\text{rds}}$ majority vote of its governing body; and

WHEREAS, these limits would impact all non-union employees beginning January 1st, 2024 and all union employees upon the expiration of their current union contract; and

WHEREAS, the City Commission has approved cost-sharing levels for non-union employees equal to 20% of the rates for traditional health care plans; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STURGIS, that the City will comply with the requirements of Public Act 152 of 2011 for the 2024 calendar year by opting out of the requirements of the Act as stipulated in Section 8 of the Act; and

LET IT BE FURTHER RESOLVED, that the City will implement cost-sharing levels for employees equal to \$200 for a single or \$300 for dual and family coverage when enrolled in the high deductible health plan; and

LET IT BE FURTHER RESOLVED, that the City will implement health incentives equal to \$100 for employees that complete 24 visits to the Doyle Community Center in the calendar year and \$100 for each employee and an additional \$100 if the employee's spouse also participates in a health screening which will be discounted from the biweekly employee contribution levels; and

LET IT BE FURTHER RESOLVED, that the City will contribute \$0.00 in 2024 to Flexible Spending Accounts; and

LET IT BE FURTHER RESOLVED, that the City will rebate \$3,500.00 for declining medical coverage and an additional \$200 for also declining dental.

LET IT BE FURTHER RESOLVED, that the City will contribute \$1,200.00 in 2024 to each Health Savings Account established, with payments distributed during January 2024.



GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS STATE TREASURER

March 21, 2023

PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS ANNUAL COST LIMITATIONS – CALENDAR YEAR 2024

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2023, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$7,399.47 times the number of employees and elected public officials with single-person coverage
- \$15,474.60 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$20,180.43 times the number of employees and elected public officials with family coverage.

The limits for 2024 equal the 2023 limits increased by **4.1 percent**. The 4.1 percent is the percentage change in the medical care component from the period March 2021-February 2022 to the period March 2022-February 2023.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2024, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- \$7,702.85 times the number of employees and elected public officials with single-person coverage
- \$16,109.06 times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$21,007.83 times the number of employees and elected public officials with family coverage.

Rachael Eubanks

State Treasurer

March 21, 2023

City of Sturgis City Commission Regular Meeting

Agenda Item 10E

AGREEMENT FOR ELECTION SERVICES

BETWEEN ST. JOSEPH COUNTY; AND THE CITIES OF STURGIS AND THREE RIVERS; AND BURR OAK, COLON, CONSTANTINE, FABIUS, FAWN RIVER, FLOWERFIELD, FLORENCE, LEONIDAS, LOCKPORT, MENDON, MOTTVILLE, NOTTAWA, PARK, SHERMAN, STURGIS, AND WHITE PIGEON TOWNSHIPS

This County Early Voting Site Agreement (the "Agreement") is made between ST. JOSEPH COUNTY, 125 WEST MAIN STREET, CENTREVILLE; THE CITY OF STURGIS, 130 NORTH NOTTAWA, STURGIS; THE CITY OF THREE RIVERS, 333 WEST MICHIGAN AVENUE, THREE RIVERS; BURR OAK TOWNSHIP, 208 FRONT STREET, BURR OAK; COLON TOWNSHIP, 132 NORTH BLACKSTONE AVENUE, COLON; CONSTANTINE TOWNSHIP, 165 CANARIS, CONSTANTINE; FABIUS TOWNSHIP, 13108 BROADWAY, THREE RIVERS; FAWN RIVER TOWNSHIP, 70673 KIME ROAD, STURGIS; FLOWERFIELD TOWNSHIP, 12020 M-216, MARCELLUS; FLORENCE TOWNSHIP, 64010 BURGENER ROAD, CONSTANTINE; LEONIDAS TOWNSHIP, 53312 FULTON ROAD, LEONIDAS; LOCKPORT TOWNSHIP, 58982 HOLTOM ROAD, THREE RIVERS; MENDON TOWNSHIP, 136 WEST MAIN, MENDON; MOTTVILLE TOWNSHIP, 68596 THOMAS STREET, WHITE PIGEON; NOTTAWA TOWNSHIP, 112 SOUTH CLARK STREET, CENTREVILLE; PARK TOWNSHIP, 53640 PARKVILLE ROAD, THREE RIVERS; SHERMAN TOWNSHIP, 64962 BALK ROAD, STURGIS; STURGIS TOWNSHIP, 26015 WEST US 12, STURGIS; AND WHITE PIGEON TOWNSHIP, 16975 US-12, WHITE PIGEON. In this Agreement, the county and each municipality will be represented by their respective clerk in their official capacity.

<u>PURPOSE OF THE AGREEMENT.</u> The county and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of county	
St. Joseph	

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality (excluding ivf)
City of Sturgis	4	5953
City of Three Rivers	2	4824
Burr Oak Township	1	1604
Colon Township	1	2098
Constantine Township	2	2632
Fabius Township	1	2494
Fawn River Township	1	1025
Florence Township	1	775
Flowerfield Township	1	1169
Leonidas Township	1	685
Lockport Township	1	2624
Mendon Township	1	1949
Mottville Township	1	968
Nottawa Township	1	2281
Park Township	1	1747
Sherman Township	1	2234
Sturgis Township	1	1286
White Pigeon Township	1	2607

- **1. <u>DEFINITIONS.</u>** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - **1.1** Agreement means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
 - 1.2 <u>Coordinator</u> means the individual appointed by the county clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
 - **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
 - **1.4** <u>Election Services</u> encompasses the following individual Election Services provided by the county or either municipality's Elections Division, if applicable:
 - 9 Day Early Voting Site
 - Registration and Election Notices Statewide Elections Only Hiring Election Inspectors for Statewide Elections during early voting
 - **1.5** <u>Legislative Body of the Municipality</u> means the city or township council elected or appointed and serving in the municipality.
 - Municipality means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
 - **1.7 QVF** means the Qualified Voter File as described in MCL 168.509m.
 - **1.8 QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
 - 1.9 <u>Site Supervisor</u> means the participating municipal clerk or a member of the county clerk's staff who shall act as supervisor for each day of early voting. The county clerk may appoint a different participating municipal clerk or member of the county clerk's staff to act as a supervisor for different days of early voting.

2. PARTIES TO AN AGREEMENT.

- 2.1 An Agreement may be entered into between one or more municipalities wholly or partially located within the same county and the county clerk of that county.
- A municipality located in multiple counties can only enter into an Agreement with one of the counties in which the municipality is located.

3. SCOPE OF THE AGREEMENT.

3.1 The parties must decide among themselves and include in the Agreement the elections to which the Agreement applies. Early voting must be provided for all statewide and

federal elections, but parties may extend early voting to non-statewide elections at their discretion.

4. COORDINATOR.

- 4.1 The County Clerk's appointed Early Vote Coordinator will serve as coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.
 - **4.1.1** In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.
- **4.2** If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:
 - **4.2.1** The county clerk will appoint the new coordinator.
 - **4.2.2** The County Clerk's Election Specialist as backup coordinator, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the county clerk will appoint the new coordinator.

5. QVF CONTROLLER.

5.1 The County Clerk's appointed Early Vote Coordinator will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

6. APPROVAL OF EARLY VOTING SITES.

- Pursuant to MCL 168.662, the county clerk, after consulting the participating municipal clerks, must submit each early voting site location to the board of county election commissioners for approval.
- **6.2** Each early voting site may serve all electors covered by the county Agreement, the electors in specific municipalities, the electors of one municipality, or any combination of these options, as long as each elector in the county is served by one or more early voting sites.

7. APPOINTMENT OF ELECTION INSPECTORS.

- **7.1** The board of county election commissioners is responsible for the appointment of election inspectors.
- **7.2** At least 31 days before each statewide and federal election, the board will appoint for each early voting site at least 3 election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.

- 7.3 The board will further designate one appointed election inspector from each early voting site as chairperson.
- **7.4** The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

- **8.1** Prior to the submission of an Agreement or early voting plan, the county clerk and the clerks of the participating municipalities will do all of the following:
 - **8.1.1** For the nine early voting days guaranteed by the Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in this Agreement.
 - **8.1.2** For any dates or hours beyond the dates and hours guaranteed by the Constitution, the county clerk may set hours without regard to the required hours for early voting on the nine required days of early voting and include those days and hours in this Agreement.
 - **8.1.3** Indicate whether the days and hours specified in this Agreement apply to all elections or only to statewide and federal elections.

9. NOTICE OF EARLY VOTING HOURS.

9.1 Not less than 45 days before Election Day, the county clerk and the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on the county's and each municipality's website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

- Prior to the submission of an Agreement or early voting plan, the county clerk and the clerks of the participating municipalities will produce a proposal for the early voting budget and cost sharing and chargeback procedures and enter the terms here.

 Examples of budget, cost-sharing and chargeback procedures are as follows:
 - **10.1.1** The county is the party responsible for requesting and dispensing all funds related to early voting.
 - **10.1.2** Each municipality is responsible for the fraction of costs corresponding to the cost equally shared among the participating municipalities including the cost of a full-time personnel for even years and 50% of the cost of the personnel in odd years.
 - **10.1.3** The Early Vote Coordinator will email invoices to the townships on a quarterly basis to be paid within 30 days of receipt.

11. STAFFING AND SUPERVISION

- 11.1 The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).
- 11.2 The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.

11.3 The site supervisors for early voting sites must be listed in the attached Exhibit B.

12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

- Prior to the submission of the Early Voting Plan, the county clerk and the clerks of the participating municipalities will do all of the following:
 - **12.1.1** Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
 - **12.1.2** Determine whether the county or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- **12.2** The board of county election commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3 The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
 - **12.3.1** If the coordinator is not a clerk, the county clerk and the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.4 Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- **13.1** During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS

- 14.1 The board of county election commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
- At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

15. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- **15.1** A county Early Voting Site Agreement must be finalized and signed by the participating county and all municipalities:
 - **15.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
 - **15.1.2** No later than 90 days before a special statewide or federal election.

16. EARLY VOTING PLAN.

16.1 No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.

17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.

17.1 Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

18. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- **18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the county clerk and each participating municipal clerk.
- 18.2 County and municipalities must agree how long the Agreement will stay in effect and how it will be cancelled, modified, or terminated. An Agreement may provide that the Agreement has no fixed termination date.

19. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- 19.1 If the county clerk withdraws from the Agreement for any reason, the Agreement will cease to exist and the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.2 If the parties terminate Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.3 If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.
- 19.4 A Party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 19.5 If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

St. Joseph County Clerk Signature of County Clerk		Date
Burr Oak Township Clerk	Signature of Clerk	Date
Colon Township Clerk	Signature of Clerk	Date
Constantine Township Clerk	Signature of Clerk	Date
Fabius Township Clerk	Signature of Clerk	Date
Fawn River Township Clerk	Signature of Clerk	 Date
Flowerfield Township Clerk	Signature of Clerk	 Date
Florence Township Clerk	Signature of Clerk	Date
Leonidas Township Clerk	Signature of Clerk	Date
Lockport Township Clerk	Signature of Clerk	Date
Mendon Township Clerk	Signature of Clerk	Date
 Mottville Township Clerk	Signature of Clerk	Date
Nottawa Township Clerk	Signature of Clerk	 Date

Park Township Clerk	Signature of Clerk	Date
Sherman Township Clerk	Signature of Clerk	 Date
Sturgis Township Clerk	Signature of Clerk	 Date
	Signature of Clerk	 Date
City of Sturgis Clerk	Signature of Clerk	 Date
City of Three Rivers Clerk	Signature of Clerk	

EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the County Agreement, is filed with the county clerk of the county.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

Plan Coverage: County Agreement

Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
VACANT	Early Voting	VACANT	VACANT
	Coordinator		

County:

Name of county	Clerk of County
St. Joseph County	Lindsay Oswald

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Sturgis	Ken Rhodes	4	5953

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
City of Three Rivers	Leslie Wilson	2	4824

Municipality 3:

Name of municipality		Number of precincts in	Number of registered
		municipality	electors in municipality
Burr Oak Township	Tina Cronkhite	1	1604

Municipality 4:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Colon Township	Natalie Wyant	1	2098

Municipality 5:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Constantine Township	Marcia Skelton	2	2632

Municipality 6:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
Fabius Township	Carol Wilkins	1	2494

Municipality 7:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Fawn River Township	Ammara Kanjanayothee	1	1025

Municipality 8:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
Florence Township	Kayla Miller	1	775

Municipality 9:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
Flowerfield Township	Myron Fuller	1	1169

Municipality 10:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Leonidas Township	Donald Overholt	1	685

Municipality 11:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
Lockport Township	Christy Trammell	1	

Municipality 12:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
Mendon Township	Donna Grubs	1	1949

Municipality 13:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
Mottville Township	Sherry Medford	1	968

Municipality 14:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
Nottawa Township	Bret Lutz	1	2281

Municipality 15:

Name of municipality	Clerk of municipality	Number of precincts in	Number of registered
		municipality	electors in municipality
Park Township	Lari Roberts	1	1747

Municipality 16:

Name of municipality	Clerk of municipality	Number of precincts in Number of registered		
		municipality	electors in municipality	
Sherman Township	Frank lannarelli	1	2234	

Municipality 17:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Sturgis Township	Mark Bowen	1	1286

Municipality 18:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
White Pigeon Township	Lacie Pletcher	1	2607

Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site	602 East Main Street, Centreville, MI	N/A	N/A
Municipalities served at site	18	N/A	N/A
Number of Election Workers	3 per tabulator	N/A	N/A
at site			
Is this an EV site for all 9	Yes	N/A	N/A
days of Constitutionally-			
required early voting? (Y/N)			
Hours for 9 days of	Sat 9-5, Sun 10-6, Mon	N/A	N/A
Constitutionally-required	9-5, Tues 9-5, Wed 11-		
early voting	7, Thurs 9-5, Fri 9-5,		
	Sat 10-6, Sun 8-4		
How many (if any) additional	None	N/A	N/A
days of early voting will be			
provided at this site?			
Hours for any additional	None	N/A	N/A
days of early voting			
Is this site ADA compliant?	Yes	N/A	N/A
In selecting this site, did you	Yes	N/A	N/A
take into account expected			
turnout, population density,			
public transportation,			

accessibility, travel time,		
travel patterns, and any		
other relevant		
considerations?		

Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Number of tabulators at site	1-3	N/A	N/A
Municipality responsible for providing tabulators	County	N/A	N/A
Number of early voting poll book laptops	1-3	N/A	N/A
Municipality responsible for providing early voting poll book laptops	County	N/A	N/A
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	County	N/A	N/A

Describe the communication strategy for informing electors of their opportunity for early voting:

The County will share on social media and County website and provide links for local municipalities to share information. Publications will be in the Three Rivers Commercial News and Sturgis Journal.

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

	Supervisor at Early voting site #1	Supervisor at Early voting site #2	Supervisor at Early voting site #3
Early Voting Day 1		N/A	N/A
Early Voting Day 2		N/A	N/A
Early Voting Day 3		N/A	N/A
Early Voting Day 4		N/A	N/A
Early Voting Day 5		N/A	N/A
Early Voting Day 6		N/A	N/A
Early Voting Day 7		N/A	N/A
Early Voting Day 8		N/A	N/A
Early Voting Day 9		N/A	N/A

Early Voting Proposal

			-	Tota	al Cost Est.	Per Mu	ni. Est.
	One-Time Costs		2023*	\$	20,000	\$	1,100
Signage	9 (one time purchase)	\$ 1,800	2024	\$	130,500	\$	7,250
Tabulators	4 (one time purchase, state?)	\$ 22,000	Total	\$	150,500	\$	8,350
VAT	1 (qty may change)	\$ -					
Computer	2 (EPB & Registration)	\$ <u>-</u>					
	TOTAL	\$ 23,800					
	Annual Costs		2025	\$	40,000	\$	2,200
County Staff	1 FTE Annually	\$ 80,000	2026	\$	130,500	\$	7,250
Building Rental	All Required Elections & Storage	\$ -	Total	\$	170,500	\$	9,450
	TOTAL	\$ 80,000					
Annual Cos	sts (Likely Only in Even Years)						
Election Inspectors	7 each (est. for even years only)	\$ 45,000					
Supervisor	9 Days each	\$ -					
Supplies	3 each (est. for even years)	\$ 500					
Even Yr Publications**	2 each (Elec Notice and Reg Notice)	\$ 5,000	*Assumptio	n - S	State purchas	es equipn	nent
	TOTAL	\$ 50,500	**Odd Year	pub	olications bille	d separat	ely

City of Sturgis City Commission Regular Meeting

Agenda Item 10F



TO: Andrew Kuk, City Manager FROM: Holly Keyser, City Controller

SUBJECT: 2022-2023 Proposed Budget Amendment

DATE: September 22, 2023

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

	Original Budget			Amendment 1 9.27.23	Proposed Budget
General Fund - 101				7.27.20	200301
Property Taxes	\$2,762,472				\$2,762,472
Payment in Lieu of Taxes	\$1,911,640				\$1,911,640
Federal Sources	\$100,000				\$100,000
State Sources	\$3,138,208				\$3,138,208
Licenses & Permits	\$147,000				\$147,000
Charges for Services	\$223,500				\$223,500
Fines and Fees	\$33,000				\$33,000
Interest Income	\$50,000			\$270,000	\$320,000
Other Revenue	\$171,000			\$42,000	\$213,000
Administrative Reimbursement	\$1,195,920				\$1,195,920
Contribution from Capital Reserve	\$2,210,000			(\$1,572,100)	\$637,900
Total Revenue	\$11,942,740	\$ -	\$ -	(\$1,260,100)	\$10,682,640
General Government	\$1,685,300			\$42,000	\$1,727,300
Police and Fire	\$4,891,982			\$194,618	\$5,086,600
Community Development	\$249,936				\$249,936
Public Works	\$679,924				\$679,924
Health and Welfare	\$2,020			\$545,000	\$547,020
Recreation and Culture	\$653,296			\$25,000	\$678,296
Debt Service	\$19,240				\$19,240
Capital Outlay	\$2,486,000			(\$1,572,100)	\$913,900
Contributions to Other Funds	\$1,518,864			(\$520,000)	\$998,86 <i>4</i>
Total Expenditures	\$12,186,562	\$ -	\$ -	(\$1,285,482)	\$10,901,080
Change in Fund Balance	(\$243,822)	\$ -	\$ -	\$25,382	(\$218,440)
Beginning Fund Balance	\$3,010,147	\$2,766,325	\$2,766,325	\$2,766,325	\$3,010,147
Projected Ending Fund Balance	\$2,766,325	\$2,766,325	\$2,766,325	\$2,791,707	\$2,791,707

Change in Fund Balance	(\$243,822)	\$ -	\$ -	\$25,382	(\$218,440)
Beginning Fund Balance	\$3,010,147	\$2,766,325	\$2,766,325	\$2,766,325	\$3,010,147
Projected Ending Fund Balance	\$2,766,325	\$2,766,325	\$2,766,325	\$2,791,707	\$2,791,707

The General Fund budgeted revenues were modified as presented during the budget work sessions and due to the following:

Interest Revenue 270,000 42,000 Other Revenue from Sturgis Foundation and various sources Contribution from Capital Reserve for parking lot project \$ (1,572,100)

The General Fund budgeted expenditures were modified as presented during the budget worksessions and due to the following:

General Government for contracted services and information technology expenditures	\$ 42,000
Police and Fire for revised estimates in wages and benefits	\$ 194,648
Health and Welfare for the transfer to the Building Authority for the bond payment	\$ 545,000
Recreation and Culture for improvements to the Depot Museum funded by grants	\$ 25,000
Capital Outlay reduced for deferral of parking lot project	\$ (1,572,100)
Contribution to Capital Reserve eliminated	\$ (520,000)

	Original	Amendment 1	Amendment 2 7.26.23	Amendment 3	Proposed Budget
Fund -214 Downtown Development Fund	Budget	12.9.22	7.20.23	9.27.23	buager
Revenue	106,808	23,500	16,300	3,145	149,753
Expenditures	105,940	23,500	16,900	6,445	152,785
Contribution from General Fund	-	-	-	-	-
Contribution from Capital Reserve Fund	-	-	-	-	-
Change in Fund Balance	868	-	(600)	(3,300)	(3,032)
Beginning Fund Balance-updated to audit	(132,658)	(131,790)	(131,790)	(132,390)	(132,658)
Projected Ending Fund Balance	(131,790)	(131,790)	(132,390)	(135,690)	(135,690)

The Downtown Development Authority budget is amended to reflect revised estimates for scheduled events, dumpster fees and other revenue. Estimated expenditures were revised for various downtown events, office expense and repairs and maintenance. The DDA Board recommended approval. Note that the deficit fund balance is due to the accounting of an internal loan from the Electric Fund as an advance. Because this is a component unit of the City, this deficit is allowable for financial statement presentation.

	Original	Amendment 1	Proposed
Fund -251 Housing Department	Budget	9.27.23	Budget
Revenue	100	30,000	30,100
Expenditures	71,490	38,000	109,490
Contribution from General Fund	69,920	-	69,920
Contribution from Capital Reserve Fund	-	-	-
Change in Fund Balance	(1,470)	(8,000)	(9,470)
Beginning Fund Balance-updated to audit	26,805	25,335	26,805
Projected Ending Fund Balance	25,335	17,335	17,335

The Housing Department Fund revenue is increased to reflect estimates for sales of properties in the fiscal year for redevelopment. Expenditures are increased to reflect the acquisition and maintenance costs for properties acquired.