



AGENDA
CITY COMMISSION MEETING
WEDNESDAY, JANUARY 24, 2024
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM

WORK SESSION 5:15 P.M.

1. City Vision and Goal Setting

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. Enterprise Fleet Management – Holly Keyser
6. VISITORS – (Public comments for items not listed as agenda items)
7. APPROVAL OF AGENDA
8. APPROVAL OF CONSENT AGENDA
 - A. Action of Minutes of Previous Meetings
 - **APPROVE** the minutes from the January 10, 2024 regular meeting as presented
 - B. Pay Bills
 - **AUTHORIZE** the payment of the City bills in the amount of \$1,574,570.72 as presented.
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - A. E. Lafayette St. Phase 2 Utility Design Task Order – Barry Cox
 - B. Water Department Operator-in-Charge – Thomas Sikorski
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

Manager's Report

JANUARY 24, 2024



CITY OF
Sturgis
MICHIGAN

Submitted by:

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

Andrew Kuk
City Manager

Work Session

1. City Vision and Goal Setting

Staff: Andrew Kuk

With the Sturgis 2022 vision timeframe completed, it is time once again to look at the future of the organization and lay out some guiding visions and goals to help shape future actions, projects, and budgetary priorities. Staff will use this work session as a first step towards this process, outlining a proposed framework to categorize areas of action and how to come to a consensus on vision and goals for these areas. Staff will also discuss timelines for the process, looking to have visions and goals set in time to utilize them in the budgeting process for FY 2024-2025. The intent of the goal setting process will be for the visions/goals outlined to guide the City for the next five years. Included in your packet is a goal-setting document identifying existing functional areas, the existing mission statement for the City, and some information on the proposed framework for the process.

Information Included in Packet:

1. Goal Setting Information

5. Presentation

A. Enterprise Fleet Management

Staff: Holly Keyser

Tyler Joldersma from Enterprise will be presenting their Fleet Management Program. This contract is available through Sourcwell and has been successful for many government entities in streamlining budgets and providing cost savings in regard to motor vehicle fleets. The Motor Vehicle Committee has met with Tyler and completed an analysis of the City vehicles which may qualify for consideration in this program. The program is designed to achieve savings by maximizing resale, improving overall fuel efficiency, lowering maintenance costs, and reducing fleet downtime.

Included in your packet is an overview presentation from Enterprise. It includes information on the overall scope of the program, as well as preliminary fleet management numbers. This draft is being updated as Enterprise works with staff on the vehicles to potentially be included in a program.

Information Included in Packet:

1. Enterprise Fleet Management Information

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for January 24, 2024 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the January 10, 2024 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$1,574,570.72 as presented.

10. New Business

A. E. Lafayette St. Phase 2 Utility Design Task Order

Staff: Barry Cox

The City of Sturgis completed a water main and sanitary sewer extension project on Lafayette St. in the Spring of 2022 in advance of the planned N. Franks Avenue roundabout construction. This phase 1 utility construction installed water main and sanitary sewer beyond the roundabout on each leg of the intersection. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) placed a condition on the water main permit requiring a water main loop be created on East Lafayette by connecting the area between the roundabout and the west drive of Sturgis Middle School by 2025. A memo from EGLE outlining this requirement is included in your packet.

The phase 2 project to meet this requirement includes the construction of 1,300 feet of 12-inch water main and 10-inch sanitary sewer main. The project will provide water services and sanitary sewer lateral stubs to three residential properties within the construction limits. Preliminary design for this phase of the project was completed under Task Order #98 (approved by the Commission in May of 2021).

Included in your packet is Task Order #15 with Fleis and VandenBrink Engineering, Inc. It will take the preliminary design work and complete final design as well as provide bidding phase engineering services for the project. The total cost of Task Order #15 is \$31,500.00.

Project construction is slated for FY 2024-25, possibly as soon as October of this year. The costs for Task Order #15 were not included in the FY 2023-2024 budget; construction costs will be included in the FY 2024-2025 budget. The costs of the task order would be split between the Water and Wastewater funds according to the final costs incurred. Given several utility projects planned during FY 2023-24 which will not take place, including the S. M-66 Utility Improvements (delayed due to changes to MDOT's road repair schedule) and the DWSRF project (not funded

for 2024), both the Water and Wastewater funds have sufficient budget allocations to cover the cost of the task order.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY Task Order #15 with Fleis and VandenBrink Engineering, Inc. for final design and bidding phase services for the E. Lafayette phase 2 utility improvements project in the amount of thirty-one thousand five hundred dollars (\$31,500.00) and AUTHORIZE the City Manager to sign all necessary documents.

Staff Recommendation:

APPROVE and AUTHORIZE

Included in your packet:

1. EGLE Water Permit memo
2. Task Order #15

10. New Business

B. Water Department Operator-in-Charge

Staff: Thomas Sikorski

A public water system is legally required to have a certified operator to operate the system. They are also required to submit paperwork designating an operator in direct responsible charge of their public water system, the Operator-in-Charge (OIC). The Michigan Department of Environment Great Lakes and Energy (EGLE) requires a level D-1 (Water Treatment License) and S-2 (Distribution License) certification for an operator in direct responsible charge working at the City of Sturgis public water system.

As of October 1, 2023, the City of Sturgis retained former Director of Public Services Rick Miller on a part-time basis as the Water system OIC and to sign the EGLE monthly operating reports, as previously he was the only staff member with the required D-1 and S-2 certifications on staff. All daily operations remained the same while the current Public Services Director, Tom Sikorski, evaluated options for a longer-term solution for the OIC position and additional staff licensing to move the water system forward.

Currently, management and operation of the water system is a team effort between certified operators, support staff, managers, and the OIC. Certain tasks within the system may be interchangeable or shared, others may be performed by certain staff. Ultimately, delegating specific tasks does not relieve the operator of operational responsibilities, nor does it relieve the OIC position of legal responsibilities.

Long-term, staff intends to have multiple D-1 certified operators within in the next 3-5 years to ensure not only that there can be an OIC on-staff with all required certifications, but also that there are back-up staff members with the necessary certifications to take over for a short- or long-term period as the OIC.

In the near term, staff gathered proposals from two sources to serve as OIC. One from Paul Seegert, an F-1/S-2 certified operator (F-1 being higher-certified than D-

1) who retired from Michigan Rural Water and the Village of Quincy and has been providing services part-time to other communities. The second proposal was obtained from Fleis and VandenBrink to provide contracted staffing for the OIC position.

After reviewing the two proposals, staff is recommending moving forward with Paul Seegert as the OIC. Under the terms of the proposal, Mr. Seegert would be classified as a part-time employee, subject to the same tax withholding rules that apply to other similarly-situated employees. The position will initially provide oversight one to two days per week, reducing to one day per week. It is expected that the position could be in effect for as little as six months, but ultimately Mr. Seegert would be retained only until an internal candidate(s) can acquire the necessary licensing to administer the system.

As part of the duties of the position, Mr. Seegert would exercise supervisory responsibilities, with the primary responsibility of assessing, interpreting, and recording laboratory tests data to maintain and improve drinking water quality as required by EGLE. In addition, Mr. Seegert would also assist in teaching and provide training materials for staff as part of the D-1 certification process.

Mr. Seegert's rate under the proposal is \$70.00 per hour as a base wage, approximately \$78.64 once social security, Medicare, and workers compensation are included. He would not receive benefits as a part-time employee. Included in the FY 2023-2024 budget was \$118,660.00 in professional services for the OIC position as part of the transition process. Based on the proposed number of hours per week Mr. Seegert is expected to work over the six-month term of the proposal, the cost for the position would be approximately \$22,500.00.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the hiring of a Certified Drinking Water System Operator (OIC), as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. Seegert OIC Proposal
2. Fleis & VandenBrink Water OIC Proposal

Noteworthy Meetings / Events

- DDA Meeting | January 3rd
- Bourbon, Bacon, and Blues Planning Meeting | January 3rd
- SIA/EDC Meeting | January 9th
- Township Supervisor Meeting | January 10th
- Sturgis Public Schools & City Annual Project Updates Meeting | January 11th
- WBET Year in Review/Look Ahead | January 17th
- Business After Hours – Southwest Michigan Beauty School | January 19th

Upcoming Events

- Matilda the Musical | SYCA | February 2nd-4th
- Cinema Circle – Rebel Without a Cause | SYCA | 7pm | February 8th
- Ladies Night Out (DDA event) | Downtown | February 9th
- Catapult (Shadow Illusion)| SYCA | 7:30pm | February 10th
- Cinema Circle – Jaws | SYCA | 7pm | February 15th

City of Sturgis City Commission Work Session

Agenda Item 1

Goal Setting: 2025 and Forward

Departments/Service Areas

Administration (General Policy, Finance, Human Resources)

Development (Building/Planning/Zoning, Economic Development, Housing)

Parks, Recreation, and Arts (Parks, Rec., Doyle, SYCA)

Public Services (DPS, Transportation, Water, Wastewater)

Electric

Public Safety (Police, Fire, Ambulance)

Cemetery

Current Mission Statement

- To deliver high-quality public services in a professional, efficient & nondiscriminatory manner to its residents & businesses.
 - To continue to strengthen the economy and quality of life.
 - To ensure that the expression of views by citizens are recognized and responded to by the City.
-

Areas of Work

These are generally the categories that the work we do fall within. Whether it is plowing streets (Infrastructure), putting on downtown events (Community), managing the pension (Governance and Administration), or whatever, it should fit into one of these categories.

Community – Providing and maintaining services, places, and opportunities that enhance the quality of life of our citizens.

Infrastructure – Providing and maintaining the essential physical components and associated services of a city, including streets, sidewalks, and utilities.

Governance and Administration – Providing services and direction to the organization regarding policy, finance, and overall operations that support all other functions.

Public Health and Safety – Providing services, both emergency and preventative, to address issues related to the basic health and safety of citizens.

Development and Growth – Providing and maintaining services and systems to facilitate the economic and physical growth and maintenance of the community, including business development and retention, housing development, and overall community planning.

Vision for each Area of Work – What is seen as the big picture for each of these areas? What is the adjective or adjectives we want to characterize this area of our services? A vibrant Community or a quaint Community? Sufficient Infrastructure or high-quality Infrastructure? Best-practice governance and administration, or efficient governance and administration? etc.

The vision for each will impact some of the goals we set, the projects proposed to meet those goals, and should ultimately direct the funds we spend.

Goals for each Area of Work – Flowing from the vision, a limited number of goals to tackle over the next 5 years or so will be established for each Area of Work. This may be something like “Improve the strength and resilience of key utility infrastructure” or “Facilitate development of additional housing units at various price-points within the community” or “Increase community usage of the Sturges-Young Center for the Arts”.

Actions to Achieve Goals – These are specific, time limited, and focused ways to achieve the goals set out. For example, if the goal is “Improve the strength and resilience of key utility infrastructure” actions might be:

- Develop 5 Megawatts of additional behind the meter generation resources to support Electric Department operations.
- Meet or exceed EGLE-driven goals for Lead Service Line replacements each year.
- Complete repairs on 5 lane miles of streets rated at 2 or below on the PASER rating scale.

These actions will be determined with input from City staff in various departments after visions and goals have been set. Actions should be tied directly to items in the budget; in many cases the capital budget into the future. Actions will be evaluated annually as funding, opportunities, and priorities may change, but should be tied to goals.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 5A



FLEET MANAGEMENT



CITY OF
Sturgis
MICHIGAN



Approved Cooperative Purchase Contracts

City of Sturgis

Sturgis, Michigan

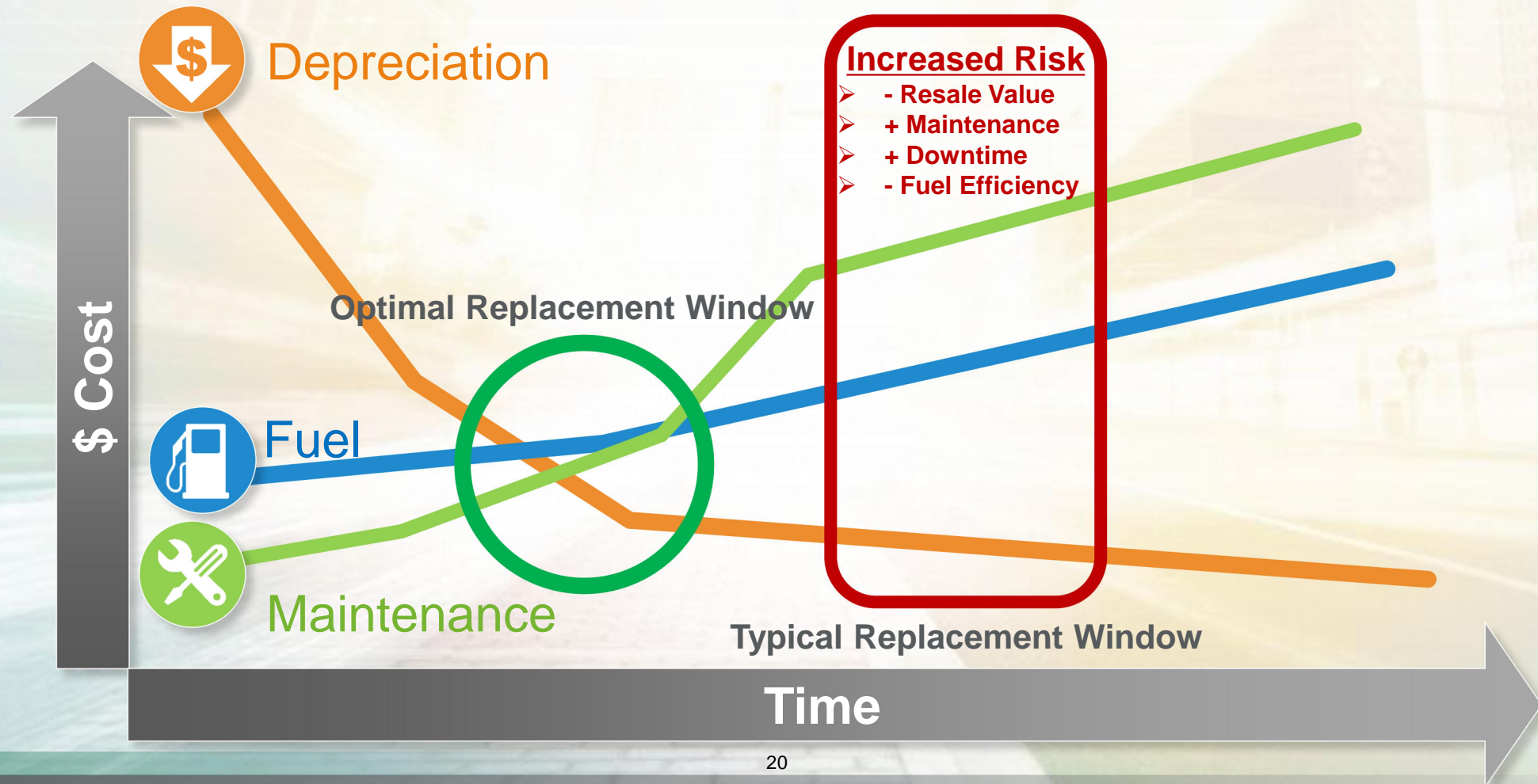
Account # 222840

Sourcwell Contact



Awarded Contract

ESTABLISHING AN EFFECTIVE VEHICLE LIFECYCLE



THE ROLE OF FLEET MANAGEMENT



ACQUISITION



Factory Ordering



Infrastructure On Stock



Incentive Strategy



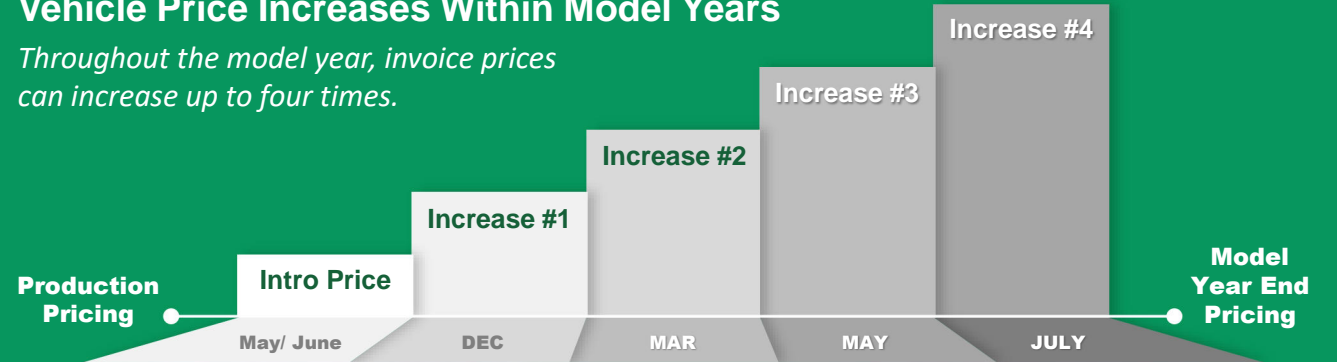
Order Timing



Aftermarket Process & Logistics

Vehicle Price Increases Within Model Years

Throughout the model year, invoice prices can increase up to four times.

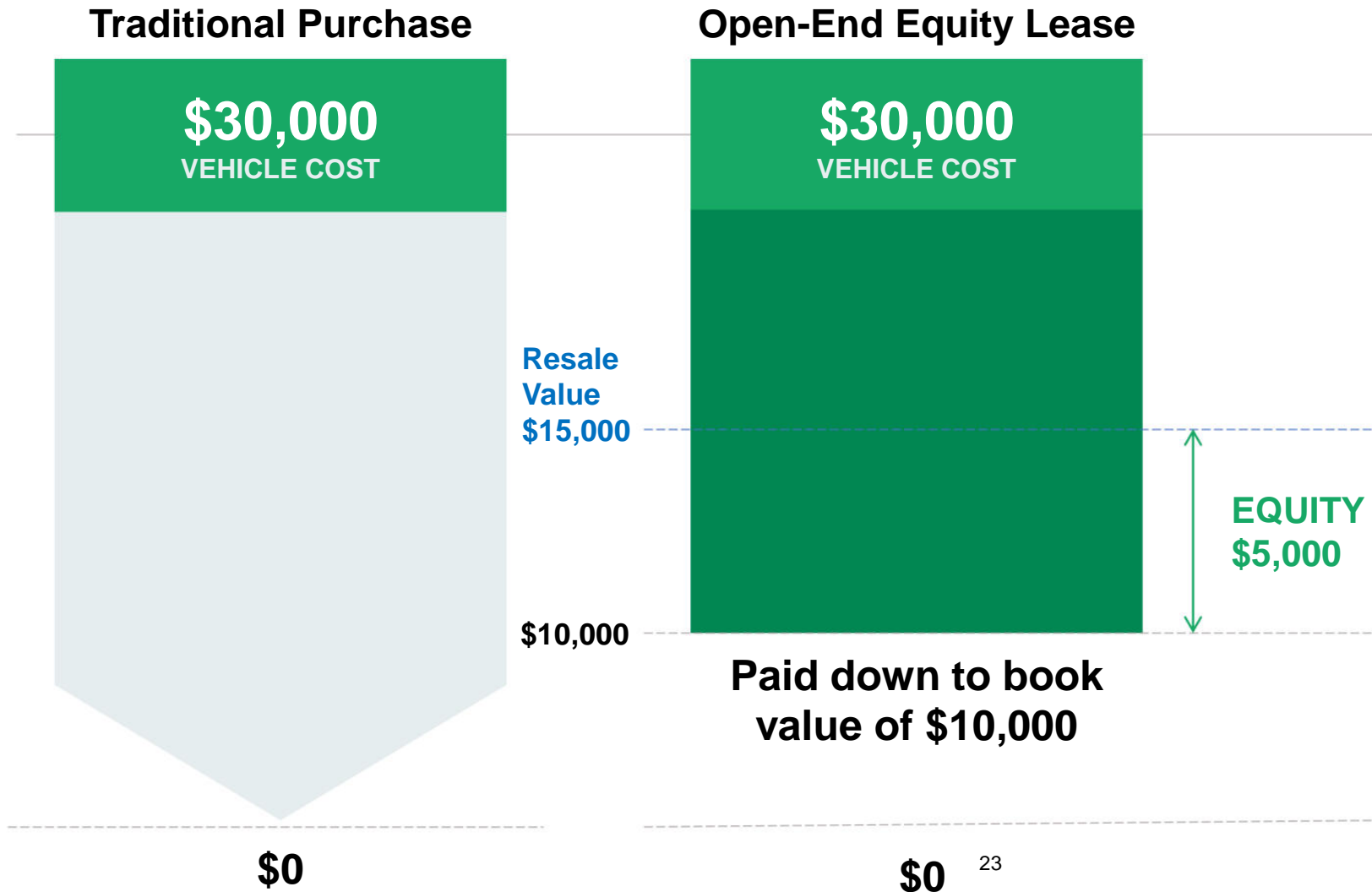


LAST YEAR ALONE,
ENTERPRISE FLEET MANAGEMENT
COLLECTED
\$55 MILLION
IN MANUFACTURER
INCENTIVES FOR CLIENTS.



OPEN-END LEASE

Flexible Funding Structure



RESULT:

**\$15,000 for a
\$30,000 vehicle**

The structure of the lease offers both a flexible finance option as well as a set term that acts as a trigger to analyze the Hold vs. Replace decision.

VEHICLE DISPOSAL

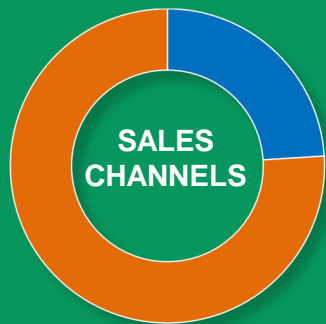
700 DEDICATED
REMARKETING EMPLOYEES



150 REMARKETING
LOTS IN NORTH AMERICA

IN 2021, ENTERPRISE **SOLD**
OVER 1,100,000
VEHICLES.

COMMERCIAL SALES
EXCEEDED AT AN AVERAGE OF
113% OF
BLACK BOOK (CVI).



■ AUCTION 24%
■ DIRECT
DEALER 76%

19,000+
UNIQUE BUYERS



Impact of Partnership | City of Sturgis

THE SITUATION

Current fleet age is negatively impacting the overall budget and fleet operations

- 25% of the current light and medium duty fleet is over 10 years old
- Resale of the aging fleet is significantly reduced
- Newer vehicles have a significantly lower maintenance expense
- Newer vehicles have increased fuel efficiency with new technology implementations
- Challenged by inconsistent yearly budgets

THE OBJECTIVES

Identify an effective vehicle life cycle that maximizes potential equity at time of resale creating a conservative savings of over \$809,281 in 10 years

- Shorten the current vehicle life cycle from 10 years to 3.05 years
- Provide a lower sustainable fleet cost that is predictable year over year
- Free up more than \$49,700 in capital from the salvage of 11 vehicles in the first year
- Significantly reduce Maintenance to an average monthly cost of \$57.50 vs. current \$147.4
- Reduce the overall fuel spend through more fuel efficient vehicles
- Leverage an open-ended lease to maximize cash flow opportunities and recognize equity.

Increase employee safety with newer vehicles

Currently:

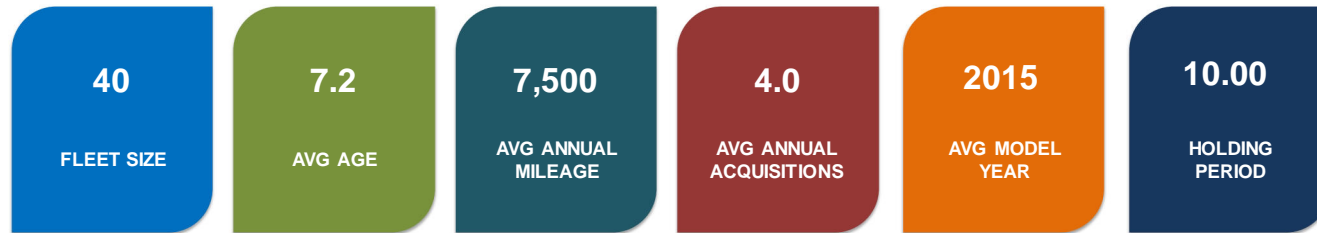
- 2 vehicles predate Anti-Lock Brake standardization (2007)
- 5 vehicles predate Electronic Stability Control standardization (2012)
- 18 vehicles predate standardization of back up camera (2018)
- ESC is the most significant safety invention since the seatbelt

Piggyback The Sourcewell awarded RFP #060618-EFM that addresses the following:

- Access to all fleet management services as applicable to the needs of the city
- Supports the city's need for fleet evaluation on a quarterly basis assessing costs and reviewing best practices

THE RESULTS

By partnering with Enterprise Fleet Management, City of Sturgis will be better able to leverage its buying power, implement a tighter controlled resale program to lower total cost of ownership and in turn minimize operational spend. City of Sturgis will reduce fuel costs by 9% and reduce maintenance costs from \$147.4 on average to \$57.50 per unit. Leveraging an open-end lease maximizes cash flow and recognizes equity from vehicles sold creating an internal replacement fund. Furthermore, City of Sturgis will leverage Enterprise Fleet Management's ability to sell vehicles at an average of 109% above Black Book value. By shifting from reactively replacing inoperable vehicles to proactively planning vehicle purchases, City of Sturgis will be able to replace all of its vehicles over the course of 5 years while creating an annual savings of \$34,622.06



0K – 20k



20K – 40k



40K – 60k



60K – 80k

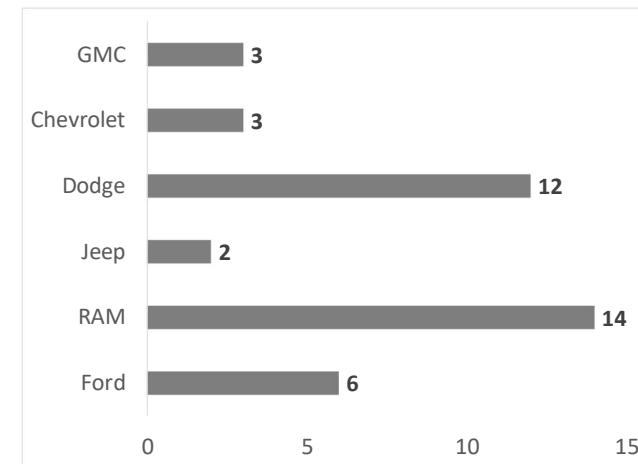
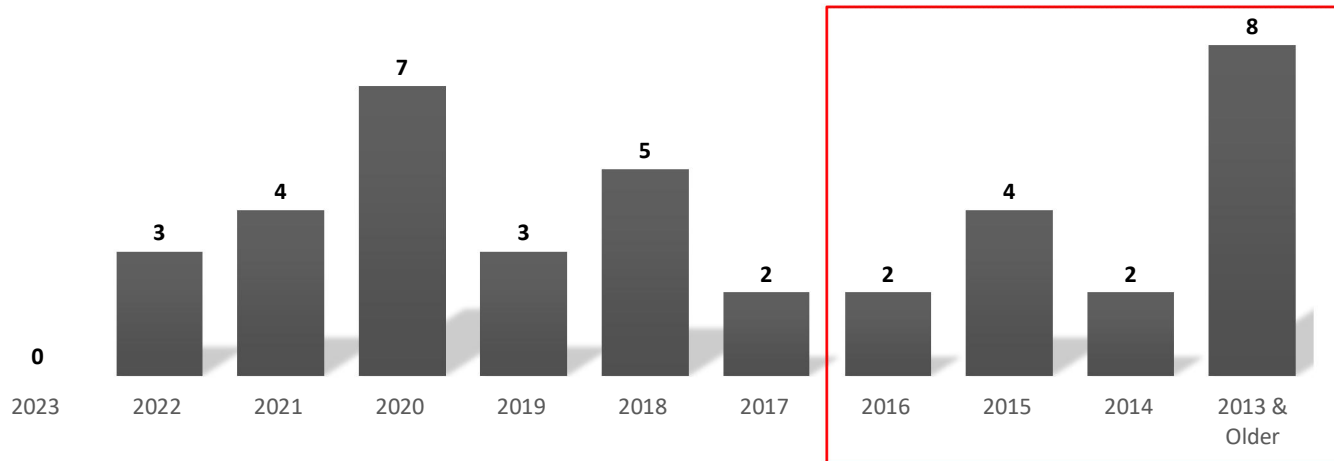
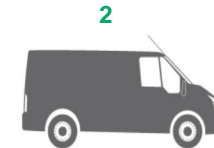


80K – 100k



100k & >

Vehicle Class



City of Sturgis | Case Study




Clay Township Increases Fleet Size While Shrinking Fleet Costs

Clay Township, MI • Government/City • 20 Vehicles

THE CHALLENGE

Clay Township was persistently challenged to provide the proper number of vehicles for its staff. The rise in maintenance and repair costs only made the problem more difficult to resolve. With an average vehicle age of 8 years and without a sound replacement plan, the township felt stuck with its current continually aging fleet.

THE SOLUTION

Enterprise Fleet Management was able to provide a budget-friendly solution to lease vehicles for 5 years. The Enterprise's 10-year plan will enable the township to order 9 replacement vehicles right away. Additionally, by outsourcing maintenance, Clay Township will realize additional savings that will help provide more vehicles to its staff.

KEY RESULTS

-  **\$400K** in total estimated budget savings by leasing vehicles
-  **Over \$58K** in resale dollars generated
-  Budget savings led directly to additional vehicles in their fleet

“Partnering with Enterprise Fleet Management has directly led to our Township saving on vehicle maintenance and increasing the size of our fleet while simultaneously decreasing the budget required for new vehicles.

Our local Enterprise team has been very professional and a pleasure to work with. I will highly recommend Enterprise's services to my colleagues and would do the same for any other city looking for a fleet partner.”

— Michael Koach, Chief of Police

THE RESULTS

During the first year of the partnership, the township leased 9 vehicles through Enterprise and used their remarketing team to sell 12 vehicles to right-size their fleet. The 10-year plan is estimated to generate over \$400,000 in total savings, including an additional \$58,000 in resale gains.

WE HAVE OVER 100 CLIENT SUCCESS STORIES. VISIT [EFLEETS.COM/CASE-STUDIES](https://efleets.com/case-studies) TO DISCOVER MORE.

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Program Resources | City of Sturgis

SAFETY

- 25% of all vehicles are older than 10 years of age and do not contain the most up to date safety features, such as electronic stability control, airbag standardization and anti-lock brake control.

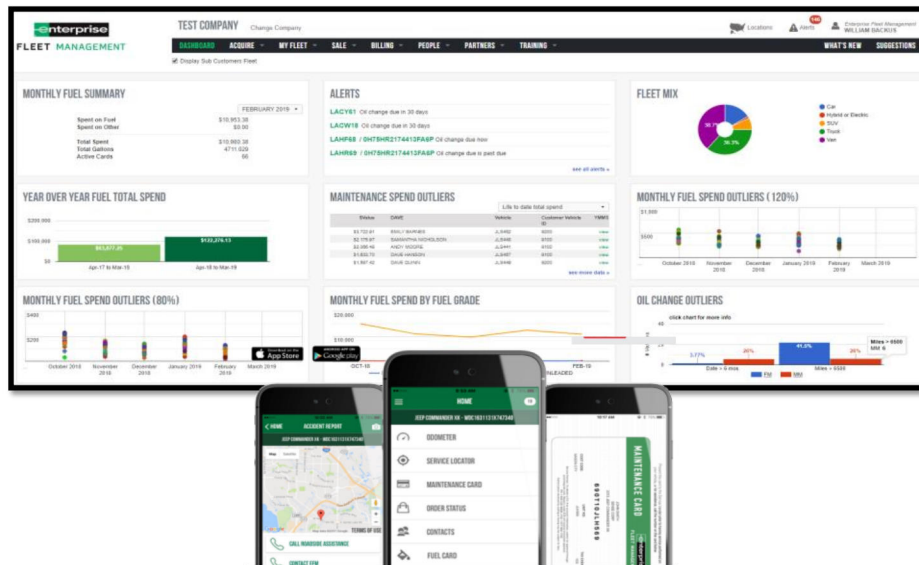
ACCOUNT MANAGEMENT

- City of Sturgis will have a dedicated, local account team to proactively manage and develop your fleet while delivering the highest level of customer service to facilitate your day-to-day needs.
- Your dedicated Account Team meets with you 3-4 times a year for both financial and strategic planning.
- Account team will provide on-going analysis – this will include most cost-effective vehicle makes/models, cents per mile, total cost of ownership, and replacement analysis.

TECHNOLOGY

Enterprise Fleet Management's website provides vehicle tracking, reporting, and metrics. Our website can be customized to view a wide range of data so that you may have a comprehensive and detailed look at all aspects of your fleet and the services provided. Our Mobile App gives drivers all of the convenience and functionality they need.

- Consolidated Invoices - Includes lease, maintenance, and any additional ancillaries
- Maintenance Utilization - Review the life-to-date maintenance per vehicle
- Recall Information - See which units have open recalls
- License & Registration - See which plate renewals are being processed by Enterprise and view status
- Alerts - Set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- Lifecycle Analysis - See data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to specific lease or transaction



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References | City of Sturgis

CURRENT PARTNERS

- Eaton County
 - Grand Traverse County
 - Ionia County
 - Manistee County
 - Newaygo County
 - Oceana County
 - Osceola County
- Ottawa County
 - City of Allegan
 - City of Alpena
 - City of Benton Harbor
 - City of Kalamazoo
 - 0
 - 0

REFERENCES

Below is a list of client references including company name, contact person, and telephone number.

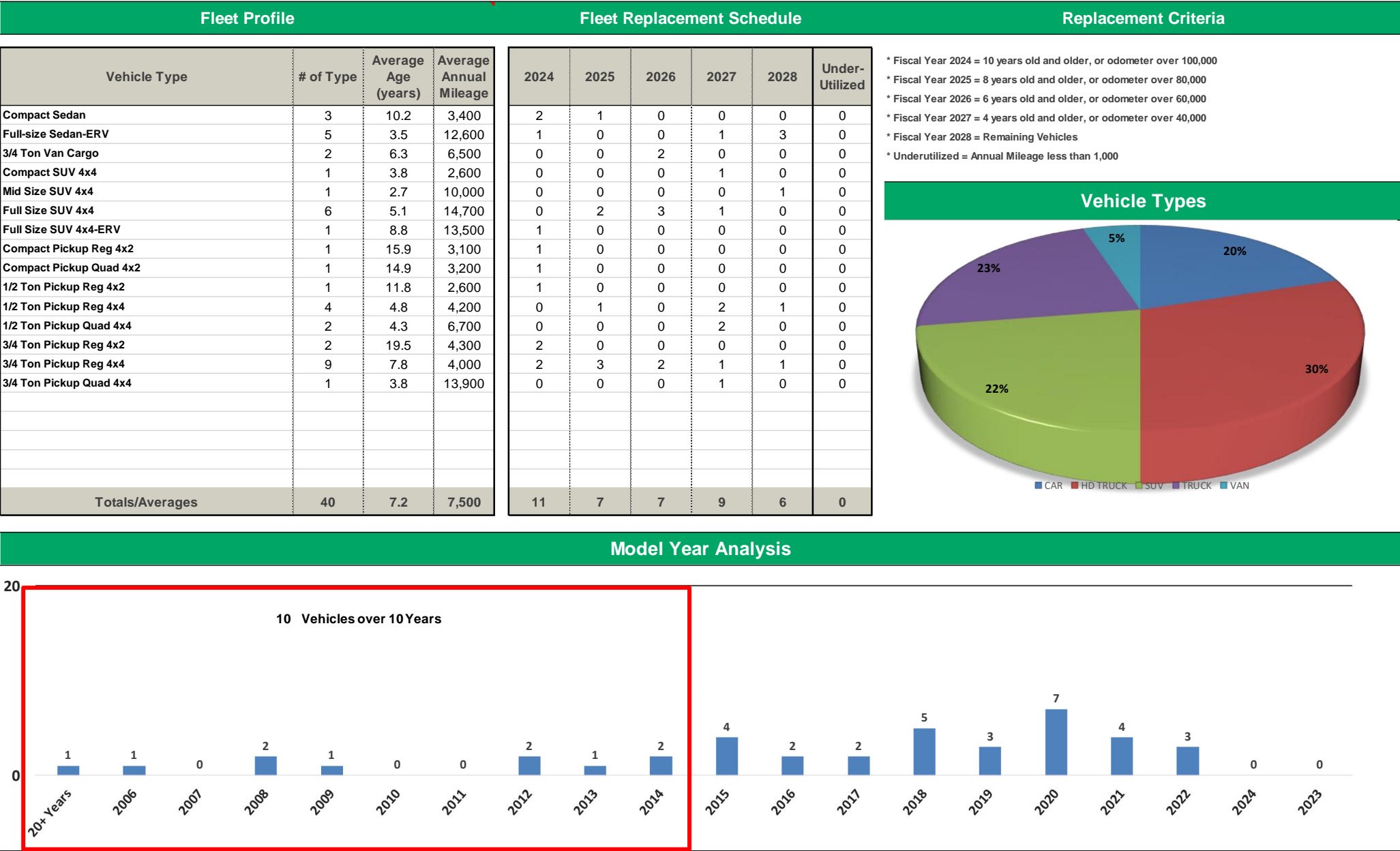
- Grand Traverse County**
231-995-5015
Contact Person: Nathan Alger, Undersheriff
- City of Benton Harbor**
269-363-0838
Contact Person: Michael Clark, Deputy Director
- Newaygo County**
231-689-7200
Contact Person: Chris Wren, County Administrator

COOPERATIVE PARTNERS:

- TIPS/TAPS USA
- SOURCEWELL
- E&I

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City of Sturgis - Fleet Profile

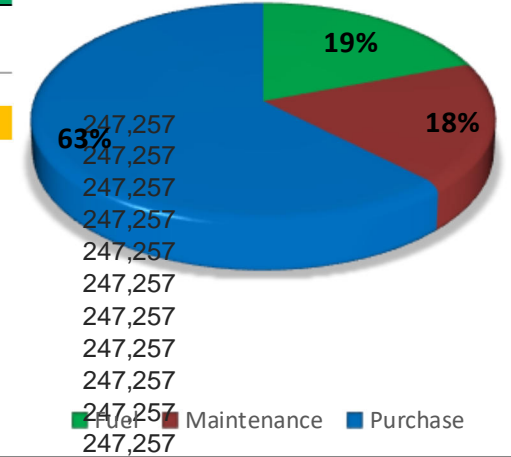


City of Sturgis - Fleet Planning Analysis

Current Fleet	40	Fleet Growth	0.00%	Proposed Fleet	40
Current Cycle	10.00	Annual Miles	7,500	Proposed Cycle	3.05
Current Maint.	\$93.75			Proposed Maint.	\$57.51
Maint. Cents Per Mile	\$0.15	Current MPG	22	Price/Gallon	\$3.50

Fleet Costs Analysis

Fleet Mix			Fleet Cost								Annual	
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	40	4.0	40	0	154,529	0			45,000	47,727	247,257	0
'24	40	11	29	11	0	96,822	-49,700		40,216	46,534	133,872	113,384
'25	40	7	22	18	0	162,805	-101,250	-81,996	37,172	45,775	62,505	184,751
'26	40	13	15	25	0	253,452	-116,000	-73,251	34,127	45,015	143,344	103,913
'27	40	15	6	34	0	332,240	-152,880	-147,346	30,213	44,039	106,266	140,991
'28	40	18	0	40	0	393,252	-93,420	-134,231	27,604	43,388	236,593	10,663
'29	40	8	0	40	0	393,252		-319,419	27,604	43,388	144,825	102,431
'30	40	24	0	40	0	393,252		-117,687	27,604	43,388	346,557	-99,300
'31	40	8	0	40	0	393,252		-163,685	27,604	43,388	300,559	-53,303
'32	40	13	0	40	0	393,252		-256,791	27,604	43,388	207,453	39,803
'33	40	18	0	40	0	393,252		-271,612	27,604	43,388	192,632	54,624



10 Year Savings

\$597,957

Net Sustainable Impact

\$8,851

Current Fleet Equity Analysis

YEAR	2024	2025	2026	2027	2028	Under-Utilized
QTY	11	7	7	9	6	0
Est \$	\$4,518	\$14,464	\$16,571	\$16,987	\$15,570	\$0
TOTAL	\$49,700	\$101,250	\$116,000	\$152,880	\$93,420	\$0
Estimated Current Fleet Equity**					\$513,250	

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

Lower average age of the fleet

25% of the current light and medium duty fleet is over 10 years old

Resale of the aging fleet is significantly reduced

Reduce operating costs

Newer vehicles have a significantly lower maintenance expense

Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, JANUARY 10, 2024
WIESLOCH RAUM – CITY HALL

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

The Pledge of Allegiance was said by all present.

The Invocation was given Pastor Larry Matro, Trinity Lutheran Church.

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

Commissioners absent: None

Also present: City Attorney, City Manager, City Controller, City Engineer, Parks and Cemetery Director, City Clerk

Mayor Perez read the following proclamation:

WHEREAS, Elizabeth Lillian “Bette” Reed was born in on January 1, 1924; and

WHEREAS, Bette graduated Sturgis High School in 1941; and

WHEREAS, Bette graduated University of Michigan School of Nursing in 1945 as a member of the United States Cadet Nursing Corps Program; and

WHEREAS, Bette and James Lawrence, Jr. were married in 1946 and raised four children, Cynthia, James III, Claudia and LeAnn and were also foster parents to 14 teenage girls; and

WHEREAS, Bette worked at Sturgis Memorial Hospital in Sturgis until the birth of her second child; and

WHEREAS, Bette served as a leader and volunteer for many organizations in the area including the St. Joseph County Council on Aging, Substance Abuse Council of St. Joseph County, Alcohol Council in Three Rivers, 800 Myrtle Recovery Home, Sturgis Women’s Club, and Sturgis Hospital Auxiliary as well as serving as Pregnancy Helpline’s first President and founding the Trinity Lutheran School Clothing Bank; and

WHEREAS, Bette was named Citizen of the Year in Sturgis in 1975, was runner up as Michigan’s Mother of the Year in 1976, was awarded the Book of Golden Deeds by the Sturgis Exchange Club in 1977, and was awarded the Silver Salute Award from the Michigan State Extension Service Family Living Education Division in 1981.

NOW, THEREFORE, BE IT RESOLVED, The Sturgis City Commission recognizes Elizabeth Lillian “Bette” Lawrence for 100 years of life and service in the Sturgis Community, wishes her a happy 100th birthday, and hopes that she will enjoy many more to come.

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 January 10, 2024 as presented.

8A. Action of Minutes of Previous Meetings

- APPROVE the minutes from the December 20, 2023 work session as presented.
- APPROVE the minutes from the December 20, 2023 regular meeting as presented

B. Pay Bills

- AUTHORIZE the payment of the City bills in the amount of \$1,579,544.17 as presented.

C. DDA Board Resignation

- ACCEPT the resignation of Courtney McClain from the DDA Board and SEND a letter of recognition for her service.

D. Splash Pad Rules

- APPROVE the Splash Pad Rules and sign location as presented.

E. 2024 Downtown Event Requests

- APPROVE the 2024 Downtown Events Requests as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

City Engineer Barry Cox provided information on a request from the building owner for placement of a grease interceptor for the restaurant which would need to be placed on City property. Discussion followed. John Carmichael, property owner, provided additional details regarding the request.

Moved by Comm. Mullins and seconded by Comm. Miller to approve the Utility Easement document with RB Qalich, LLC for installation of a grease interceptor as presented.

Voting yea: Seven

Voting nay: Bir, Albarran

MOTION CARRIED

City Engineer Barry Cox provided information on the MDOT contract for the construction of North Franks Ave. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Mullins to approve the contract between the City of Sturgis and MDOT (#23-5510) for the completion of the N. Franks Avenue Improvements Project and authorize City Manager Andrew Kuk and Mayor Frank Perez to sign all necessary documents.

Voting yea: Eight

Voting nay: Smith

MOTION CARRIED

City Engineer Barry Cox provided information on a request to install monitoring wells in Pioneer Park for the adjacent gas station. Carol Goss, engineer representing gas station, provided information on the purpose of the monitoring wells. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve the Access Agreement with GPM Southeast, LLC for Pioneer Park as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Smith to recess the City Commission meeting.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

City Commission meeting recessed at 7:10 p.m.

City Manager Andrew Kuk called the meeting to order for the Sturgis Housing Development Corporation at 7:10 p.m.

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

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

Voting nay: None

MOTION CARRIED

Meeting recessed at 7:10 p.m.

Meeting reconvened at 7:28 p.m.

Moved by Dir. Hile and seconded by Dir. Smith to approve the purchase agreement between the SHDC and GT Housing, LLC as presented subject to final attorney review.

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

Voting nay: None

MOTION CARRIED

Mr. Kuk adjourned the SHDC meeting at 7:29 p.m.

The City Commission meeting reconvened at 7:30 p.m.

John Carmichael, GT Housing LLC, provided concepts about the development of 200 E. Chicago Road. Discussion followed.

The meeting was adjourned at 7:35 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8B

Date	Check#	Vendor	Vendor Name	Amount
Manual Checks				
01-05-2024	PR0627M	00061	CITY OF STURGIS PAYROLL	333,687.45
01-22-2024	T16402M	04389	FRONTIER COMMUNICATIONS A	53.69
01-08-2024	T16403M	04197	MI PUBLIC POWER AGENCY	167,497.80
01-05-2024	T16404M	04088	BLUE CROSS BLUE SHIELD OF MI	59,988.83
01-12-2024	T16405M	00512	CAMOCO FUEL SYSTEM	10,186.09
01-12-2024	T16406M	00449	CENTURY BANK & TRUST	3,402.13
01-05-2024	T16407M	00062	CITY OF STURGIS-EMPLOYEE INS	71,921.18
01-05-2024	T16408M	06208	HEALTH EQUITY/FSA TRANSFER	2,000.00
01-05-2024	T16409M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,976.79
01-05-2024	T16410M	06190	HEALTH EQUITY/HSA PR TRANSFER	103,200.00
01-05-2024	T16411M	00065	DOYLE MEMBERSHIP TRANSFER	2,917.56
01-05-2024	T16412M	00063	CITY OF STURGIS TAX TRANSFER	17,506.94
01-05-2024	T16413M	05123	COMERICA BANK-INST TRUST SERV	31,226.43
01-05-2024	T16414M	03229	CITY OF STURGIS-WORKERS COMP	2,858.66
01-05-2024	T16415M	00064	INTL CITY MGMT ASSOC RETR CORP	9,124.09
01-25-2024	T16416M	04389	FRONTIER COMMUNICATIONS A	286.25
01-03-2024	T16417M	06290	MEDPRO WASTE DISPOSAL LLC	26.25
01-25-2024	T16418M	03770	MICHIGAN GAS UTILITIES	484.13
01-25-2024	T16419M	03770	MICHIGAN GAS UTILITIES	65.63
01-26-2024	T16420M	03770	MICHIGAN GAS UTILITIES	180.82
01-26-2024	T16421M	03770	MICHIGAN GAS UTILITIES	102.72
01-26-2024	T16422M	03770	MICHIGAN GAS UTILITIES	476.19
01-26-2024	T16423M	03770	MICHIGAN GAS UTILITIES	39.51
01-26-2024	T16424M	03770	MICHIGAN GAS UTILITIES	1,042.56
01-26-2024	T16425M	03770	MICHIGAN GAS UTILITIES	258.54
01-05-2024	T16426M	06030	VERIZON CONNECT NWF INC	113.33
01-29-2024	T16427M	06121	GB SOLAR TE 2020 HOLDINGS LLC	30,805.10
01-25-2024	T16428M	04197	MI PUBLIC POWER AGENCY	83,107.75
01-19-2024	T16429M	05892	PAYCOR	2,616.16
01-15-2024	T16430M	00321	STATE OF MICHIGAN	4,529.00
01-31-2024	T16431M	04389	FRONTIER COMMUNICATIONS A	105.86
01-15-2024	T16432M	04197	MI PUBLIC POWER AGENCY	233,901.07
01-09-2024	T16433M	00181	GORDON FOOD SERVICE	472.42
Automatic Checks				
01-24-2024	248093	02121	ACE PARKING LOT STRIPING INC	500.00
01-24-2024	248094	00066	ACTION QUICK PRINT PLUS	476.25
01-24-2024	248095	05986	ALPHA BUILDING CENTER-NOTTAWA	124.14
01-24-2024	248096	06119	AMAZON.COM SALES INC	2,529.87
01-24-2024	248097	06318	AMBULANCE BILLING NETWORK LLC	4,104.22
01-24-2024	248098	00340	AMERICAN SAFETY & FIRST AID	300.00
01-24-2024	248099	05110	APEX ENGINEERING PRODUCTS CORP	950.40
01-24-2024	248100	04696	APX INC - 9551	2,615.64
01-24-2024	248101	00624	AQUA BLAST CARWASH SYSTEMS INC	288.00
01-24-2024	248102	06476	BACK MUNICIPAL CONSULTING LLC	4,400.00
01-24-2024	248103	06117	BENITA ANN LEWIS	45.00
01-24-2024	248104	02749	HARLAN BLOOD	15.00
01-24-2024	248105	00132	BOFA INC	270.00
01-24-2024	248106	06304	C2AE	3,131.25
01-24-2024	248107	06442	CATAPULT ENTERTAINMENT LLC	6,250.00
01-24-2024	248108	00001	CIVICA NORTH AMERICA INC	49,737.90
01-24-2024	248109	06325	COTTIN'S HARDWARE	498.61

Date	Check#	Vendor	Vendor Name	Amount
01-24-2024	248110	02526	CRYSTAL FLASH INC	27,245.05
01-24-2024	248111	06158	CULLIGAN WATER OF STURGIS	192.00
01-24-2024	248112	01119	DAVID W LUDDERS	43.20
01-24-2024	248113	03109	DOWNTOWN DEVELOPMENT AUTHORITY	1,000.00
01-24-2024	248114	06459	DRAKE HARKER	37.50
01-24-2024	248115	03095	MARY DRESSER	50.00
01-24-2024	248116	00160	DURY OIL CO	611.50
01-24-2024	248117	00364	CAROL DUSTIN	320.00
01-24-2024	248118	01403	GEORGE EARL	20.00
01-24-2024	248119	06361	ECOLAYERS INC	775.00
01-24-2024	248120	06014	EGANIX INC	840.00
01-24-2024	248121	00089	ENTENMANN-ROVIN COMPANY	182.00
01-24-2024	248122	05929	FACTUAL DATA	50.00
01-24-2024	248123	05841	FERGUSON FACILITIES SUPPLY	362.06
01-24-2024	248124	00092	C L FISH - LOCKSMITH	20.00
01-24-2024	248125	04389	FRONTIER COMMUNICATIONS A	106.25
01-24-2024	248126	06468	GANNETT MICHIGAN LOCALiQ	314.75
01-24-2024	248127	00183	W W GRAINGER INC	170.99
01-24-2024	248128	04243	GRP ENGINEERING INC	2,750.80
01-24-2024	248129	04588	HI-TECH ELECTRIC COMPANY	6,369.83
01-24-2024	248130	00016	WILLIAM A HICKMAN	370.00
01-24-2024	248131	02547	HOEKSTRA ROOFING COMPANY	630.00
01-24-2024	248132	05222	HOLLAND DEPT OF PS/WMCJTC	1,329.72
01-24-2024	248133	03402	SHARON HUDSON	60.00
01-24-2024	248134	06314	JODIE M JOHNSON	20.00
01-24-2024	248135	00041	JOHN CARMICHAEL	268.00
01-24-2024	248136	06217	JOHN J FLOWERS	20.00
01-24-2024	248137	00041	JUAN REYNEL	132.00
01-24-2024	248138	04707	KENT POWER INC	103,832.09
01-24-2024	248139	03284	TERRY KOEHL	60.00
01-24-2024	248140	01101	JANENE KOSMAN	160.00
01-24-2024	248141	03684	LEXISNEXIS RISK SOLUTIONS	100.00
01-24-2024	248142	00220	LITHO PRINTERS INC	157.74
01-24-2024	248143	06460	LUKE M FROST	30.00
01-24-2024	248144	06087	MALLORY SAFETY AND SUPPLY, LLC	270.00
01-24-2024	248145	00296	MARK MEEK	36.81
01-24-2024	248146	06351	MELISSA ANDREWS	160.00
01-24-2024	248147	03774	STATE OF MICHIGAN	129.75
01-24-2024	248148	06478	MICHIGAN DEMOLITION &	14,900.00
01-24-2024	248149	01192	MICHIGAN MUNICIPAL ELE ASSOC	17,510.00
01-24-2024	248150	04702	MILLER JOHNSON ATTORNEYS	2,474.15
01-24-2024	248151	00847	MWEA	180.00
01-24-2024	248152	05677	NORTH BREATHING AIR LLC	180.00
01-24-2024	248153	01080	NYE UNIFORM CO	44.16
01-24-2024	248154	00296	PAULA AND CHRISTOPHER PURCELL	50.00
01-24-2024	248155	05042	PLANT GROWTH MANAGEMENT SYSTEM	4,020.80
01-24-2024	248156	00033	POSTNET POSTAL & BUSINESS	25.00
01-24-2024	248157	00485	POWER LINE SUPPLY	2,268.04
01-24-2024	248158	05468	PVS TECHNOLOGIES INC	2,971.67
01-24-2024	248159	05739	RENEWABLE WORLD ENERGIES LLC	8,861.14
01-24-2024	248160	00035	RESCO	1,705.00
01-24-2024	248161	06280	SHOULDice INDUSTRIAL	43,477.62
01-24-2024	248162	06481	STATE OF MICHIGAN	21,900.00

Date	Check#	Vendor	Vendor Name	Amount
01-24-2024	248163	01458	STURGIS AREA CHAMBER	1,212.50
01-24-2024	248164	00936	STURGIS COMMUNITY POOL	550.00
01-24-2024	248165	03483	STURGIS HOSPITAL	340.00
01-24-2024	248166	00841	STURGIS TOWING & RECOVERY	173.00
01-24-2024	248167	04140	SWICK BROADCASTING COMPANY	200.00
01-24-2024	248168	06479	THE LAB TRAINING CENTER LLC	5,960.00
01-24-2024	248169	06426	TRACY LIVELY LLC	20.00
01-24-2024	248170	06398	TURNER ELECTRIC CO	20,720.00
01-24-2024	248171	00556	VIVIAN VANNEST	60.00
01-24-2024	248172	05745	ERICA VARGAS SARCO	80.00
01-24-2024	248173	04453	VERIZON WIRELESS	2,410.78
01-24-2024	248174	03511	WASTE MANAGEMENT	4,348.02
01-24-2024	248175	02948	WITMER PUBLIC SAFETY GROUP INC	52.79
01-24-2024	248176	06107	YEOMAN, TALIA	220.00
01-24-2024	248177	06462	ZACHARY PERRY	30.00
01-24-2024	D02193	02983	CINTAS LOCATION #351	709.35
01-24-2024	D02194	03929	EMERGENCY MEDICAL PRODUCTS INC	41.70
01-24-2024	D02195	02483	GRACE CONSULTING INC	950.00
01-24-2024	D02196	00019	KENDALL ELECTRIC INC	144.45
01-24-2024	D02197	00020	KENDRICK STATIONERS INC	192.77
01-24-2024	D02198	03944	LINDE GAS & EQUIPMENT INC	125.68
01-24-2024	D02199	06250	MARANA GROUP	2,492.26
01-24-2024	D02200	05121	MICKEY'S LINEN	265.36
01-24-2024	D02201	06026	MID-CITY SUPPLY CO INC	1,129.46
01-24-2024	D02202	06069	NAPA AUTO PARTS	570.52
01-24-2024	D02203	06436	TANKNOLOGY INC	4,831.00
01-24-2024	D02204	05099	TARGETSOLUTIONS LEARNING	2,802.75
01-24-2024	D02205	06125	THE COPY IMAGE INC	746.50
Manual Total				\$1,177,160.93
Automatic Total				\$397,409.79
Grand Total				\$1,574,570.72

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 12/31/2023
PR0627M PAYROLL DATE 01/05/2024

GENERAL	\$164,711.55
MAJOR STREET	9,998.76
LOCAL STREET	9,896.92
CEMETERY	5,631.63
AIRPORT	0.00
BUILDING	3,470.21
HOUSING DEPARTMENT	0.00
STURGES-YOUNG CENTER FOR THE ARTS	3,541.44
RECREATION	2,608.80
DOYLE RECREATION CENTER	9,242.27
AMBULANCE	13,568.82
ELECTRIC	82,654.60
SEWER	19,614.91
WATER	5,956.53
MOTOR VEHICLE	2,791.01
Payroll Sub-Total	\$333,687.45

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
KALAMAZOO DISTRICT OFFICE



LIESL EICHLER CLARK
DIRECTOR

March 22, 2022

Mr. Michael Hughes
City of Sturgis
130 N Nottawa St.
Sturgis, Michigan 49091-1433

WSSN: 06440
County: St. Joseph

Dear Mr. Hughes:

SUBJECT: City of Sturgis Lafayette Road and North Franks Avenue Water Main Extension
Permit Approval

The permit for the Lafayette Road and North Franks Avenue water main extension in the City of Sturgis (City) is approved and the permit number is 225015. The project resulted in a dead-ended water main at the intersection of Lafayette Road and North Franks Avenue. This permit approval is only for Phase I of the project. Per the cover letter submitted by the City, Phase II will be completed by 2025. A separate permit application, specifications, and plans must be submitted for Phase II.

Rule 1108 of Michigan Safe Drinking Water Act, 1976 PA 399, states that sufficient valves shall be provide on distribution systems to minimize interruptions in service and minimize sanitary hazards during construction or repairs. Part 11 of *Suggested Practice for Water Mains Design, Construction and Operation for Type I Public Water Supplies* states that valves should be provided at all water main intersections on all but one branch. Per an email sent by the City's Engineer on December 8, 2021, the proposed plans allow for isolation of the water main at the intersection for future extension in all directions and there is only one service connection in the area. The City will provide additional valving in the future extensions. Our office will review the valving in future permit submittals.

If you have any questions, please feel free to contact me at the phone number listed below, or by email at ReyesK@Michigan.gov.

Sincerely,

Katelystn Reyes, District Engineer
Drinking Water and Environmental Health Division
Kalamazoo District Office
269-216-1691

KR

cc: Mr. Barry Cox, City Engineer, City of Sturgis
Mr. Rick Miller, Director of Public Services, City of Sturgis

Task Order

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

1. Specific Project Data

A. Title: Lafayette Street Utility Extension

B. Background/Description: In 2021, The City of Sturgis constructed the first phase of utility extensions along Franks Avenue. As part of the permit requirements with the Michigan Department of Environment, Great Lakes, and Energy (EGLE), the City of Sturgis is required to complete the looping of the water main by 2025.

The project will extend 12-inch ductile iron water main, and 10-inch sanitary sewer from the existing utilities near the Franks Avenue Roundabout, to the west driveway entrance of the Sturgis Middle School. Sanitary Sewer service will be extended across the roadway to the right of way at addresses 28350, 28420, and 28460 E. Lafayette Street. Water Service will also be extended to those properties.

The existing topographic survey and preliminary design from the Franks Ave Utility Extension project will be utilized for the final design phase of this project. As a result of the Frontier fiber and Michigan Gas Utility extension projects, the existing utilities need to be accurately located to reduce utility conflicts during construction. Utilities will be located per The American Society of Civil Engineers, *Standard Guideline for Investigation and Documentation of Existing Utilities* quality level B standards. The existing topographic survey will be supplemented with the updated utility information.

C. Number of Construction Contracts:

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

D. Work Scope:

FINAL DESIGN PHASE

1. Supplement the existing topographic survey with existing utility information. (City is responsible for exposing existing utilities).
2. Complete design and prepare final plans, specifications, and estimate from previous design project.
3. Submit final design phase plans, specifications, and estimate to the City in PDF format for review.
4. Incorporate City comments into design plans.
5. Assist the City, as needed, with easement descriptions. (Property acquisition will be completed by the City.)
6. Assist the City with EGLE watermain and sanitary sewer construction permit applications.
7. Prepare final bid package including specifications, bid items, probable construction costs, and plans.

BIDDING PHASE

1. Submit final documents to City for bidding through the Michigan Intergovernmental Trade Network (MITN) for bidding.

2. Answer questions during bid period and issue addenda, if necessary.

This task order is for design and bidding phase services.

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

2. Services of Engineer

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

A1.03 – Final Design Phase, include paragraphs:

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

A.1.04 – Bidding or Negotiating Phase:

- A.1 Advertising costs to be paid by City of Sturgis.
- A.2
- A.3
- A.5
- A.6

3. Owner's Responsibilities

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

4. Times for Rendering Services

The term of the Agreement, as identified in Article 3.01.A of the Agreement, shall be extended to five years. The times for rendering services are as follows assuming a January 24, 2024, Commission approval.

<u>Phase</u>	<u>Proposed Completion Date</u>
<u>Final Design Services</u>	<u>June 2024 (Submit for Permits)</u>
<u>Bidding Phase Services</u>	<u>November 2024, Open Bids</u>

5. Payments to Engineer

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

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimate of Compensation for Services</i>
<i>Final Design Services</i>	<i>Standard Hourly Rates</i>	<i>\$27,000</i>
<i>Bidding Phase Services</i>	<i>Standard Hourly Rates</i>	<i><u>\$4,500</u></i>
<i>TOTAL FEES =</i>		<i>\$31,500</i>

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

6. Consultants:

None.

7. Other Modifications to Master Agreement:

None.

8. Attachments:

None.

9. Documents Incorporated by Reference:

None.

10. Terms and Conditions:

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is January 25, 2024

OWNER
City of Sturgis

Signature Date

Andrew Kuk
Name

City Manager
Title

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Barry Cox, P.E.
Name

City Engineer
Title

130 N. Nottawa
Address

bcox@sturgismi.gov
E-Mail Address

(269) 659-7249
Phone

(269) 659-7295
Fax

Sturgis Purchase Order No.: _____

ENGINEER
Fleis & VandenBrink Engineering, Inc.



Signature Date 1-12-2024

Matt Johnson, P.E.
Name

Regional Manager
Title

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Matt Johnson, P. E.
Name

Project Manager
Title

4798 Campus Drive, Kalamazoo MI, 49008
Address

mjohnson@fveng.com
E-Mail Address

(269) 532-7396
Phone

(269) 382-6972
Fax

F&V Vendor No.: 00776

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B

DRINKING WATER SYSTEM – GENERAL

Date Prepared: December 2023

Operation Overview: Public water system decision-makers are responsible for ensuring that their customers receive drinking water that complies with state and federal regulations. These regulations include those that pertain to:

1. Water quality sampling;
2. Reporting and recordkeeping;
3. Hire certified water treatment operators and/or train support staff in the performance of daily activities with the specific goal of becoming certified operators;
4. Design, construction and operation of public water system;
5. Emergency situations.

While hiring a certified operator will not eliminate a public water system decision-maker's legal responsibilities, a certified operator can help decision-makers meet legal requirements and ensure that the water system delivers drinking water that meets state and federal standards.

A public water system is legally required to have a certified operator to operate the system. They are also be required to submit paperwork designating an operator in direct responsible charge of their public water system.

The Michigan Department of Environment Great Lakes and Energy requires a level D-1 (Water Treatment License) and S-2 (Distribution License) certification for an operator in direct responsible charge working at the City of Sturgis public water system.

Mission: Delivering drinking water that meets state and federal standards to customers is a team effort between certified operators, support staff and decision-makers, and clear communication about each person's responsibilities to ensure this is achieved.

The Goal: Is to facilitate the training of current employees to ensure that all aspects of managing and operating the public water system are addressed, which include but not limited to:

1. Be responsible for the setting, measurement and recording of all chemical additions;
2. Creating and mixing chemical solutions;
3. Adding chemicals as necessary;
4. Ordering chemicals;
5. Calculating disinfection, fluoride and phosphate levels;
6. Maintaining and calibrating testing equipment and other water treatment instruments.

Notable: Document the changes that are made regarding operation and/or responsibilities and revisit them from time to time to make adjustments or improvements. Note that while some tasks may be interchangeable or shared, others may be performed by one person or the other. It should also be noted that delegating specific tasks does not relieve the operator of operational responsibilities, nor does it relieve the decision-maker of legal responsibilities.

PT-OIC JOB PROPOSAL**Temporary/PT OIC Water Supply Operator****Date Prepared: December 2023**

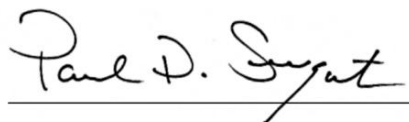
This Agreement is entered into this 04th of January, 2024 for a period of six (6) months, by and between Paul D. Seegert. (hereinafter “OIC”) and City of Sturgis, Michigan (hereinafter “the Utility”). Such period shall be extended for a similar period of time unless terminated as provided. The OIC responsibilities herein shall begin no later than seven (7) business days following the date here executed. This agreement covers work involved in the operation of the drinking water treatment and distribution system and the certification training of current support staff/employees.

The OIC is a certified operator at or above the class and grade of the facility operated by the Utility. The Utility will supply to the OIC such information as requested that may be required to manage the drinking water system efficiently. This position exercises some supervisory responsibilities, with the primary responsibility of assessing, interpreting, and recording laboratory tests data to improve and maintain the drinking water quality as required by the Michigan Department of Environment Great Lakes and Energy (hereinafter MiEGLE).

This position as with the hire of part-time or seasonal workers employees are subject to the same tax withholding rules that apply to other employees with standard W-4 upon start date. The Utility agrees to pay the OIC at the rate of \$70/Hr.

The Utility shall be responsible for proper system operations, maintenance and repair in accordance with federal, state, and local regulation, including all pumps, motors, valves, and mechanical devices, and to perform all laboratory procedures and keep Quality Control and Assurance records; completion of all applications required by MiEGLE and make all changes in operations and/or complete all maintenance and repair identified by verbal or written instructions of the OIC.

Either party may terminate this Agreement with thirty (30) days written notice to the other party. The individuals signing below have duly authorized them to execute the Agreement, and such execution shall bind the entities reflected herein.


Paul D. Seegert F-1/S-2 Certified Operator**Utility Representative****December 22, 2023****Date****Date**



September 29, 2023

Tom Sikorski, Deputy Director of Public Services
130 North Nottawa
Sturgis, MI 49091

RE: Certified Water Operator Assistance Proposal, Sturgis, MI

Dear Tom:

F&V Operations and Resource Management, Inc. (FVOP) appreciates the opportunity to submit this proposal for Interim Operator Assistance services. Current Michigan Department of Environment, Great Lakes, and Energy (EGLE) policy requires visits by the certified operator five days per week. We have close ties with the EGLE staff assigned to your project and throughout the department. We intend to work to reduce the frequency of Operator In Charge (OIC) visits to one or two days per week if a waiver can be granted from EGLE. We have prepared the scope and budget based on the policy requiring daily visits, five days per week, and have assumed 30 hours per week or less including drive time, with the assumption that your site management personnel will continue to perform routine activities including maintenance, sampling, water production information, meter reading, distribution system maintenance, laboratory analysis, and chemical and power consumption monitoring.

SCOPE OF SERVICES

BASE SCOPE OF SERVICES

- Using our operations team, we will provide a properly certified operator with a minimum of D2 S2 certification level or higher designated as the "Operator-In-Charge" to oversee water production and distribution system operations.
- Assist in the compilation of data collected by City of Sturgis Department of Public Services to prepare State operations reports.
- Assist in the preparation of your monthly operating reports (MOR) for the drinking water system and submit them electronically to the EGLE.
- Provide a copy of the monthly report of waterworks operations to the City of Sturgis
- Provide consultation services for water system operations and coordinate water system staffing activities with DPS employees.
- Review proper techniques of maintenance of water distribution systems with DPS staff.
- Periodically observe work in progress or upon completion for efficient and safe work practices.
- Observe drinking water operations facilities and assist in coordination of maintenance and repair tasks.
- Assist in the determination of waterworks needs and assist with capital planning.
- Assist in the coordination of routine collection of water samples and monitor on-site laboratory analyses.
- Support preventative maintenance. Assist in the coordination of maintenance activities with other departments, and outside contractors for the maintenance of water tower, gensets, and wells.
- Assist in the coordination for maintenance of a variety of pumps, hydrants, mains, and meters throughout the City of Sturgis.

2960 Lucerne Drive SE, Suite 100
Grand Rapids, MI 49546
P: 616.588.2900
F: 616.977.1005
www.fv-operations.com

- Assist in the review and approval of water projects.

ADDITIONAL (Non-BASE) SERVICES:

- Respond to utility system emergencies at all hours 24/7.
- Emergency service to assist DPS staff when requested.
- Other requested services.

RESPONSIBILITIES OF THE CITY OF STURGIS:

- Weekly technical oversight of your operations staff.
- Provide and pay for all operations items (this is not included in FVOP base services).
- Electricity/Natural Gas
- Lab Equipment and Reagents for Onsite Lab Work (Phosphate and Chlorine Residual and Total Coliform Sampling and Analysis Equipment)
- Chemicals
- Meter Reading and Billing
- Sampling
- Laboratory Testing
- Daily O&M Checks
- Generator Fuel
- Equipment Maintenance
- Equipment Repair
- Groundskeeping And Snow Removal
- Residuals Disposal
- Additional Engineering

PROPOSED STAFFING

FVOP proposes to staff this project with a mix of local and expert personnel. We have approximately 90 staff that can provide quick emergency response if necessary.

We will provide a state-certified D2 - S2 operations specialist to provide these services. We will also provide a backup certified operator at a D2 - S2 certification level or above. Using our staff in this fashion will provide greater value to the project and reduce our fee.

Additional FVOP staff will be available as necessary to support this team and your operations.

SCHEDULE

We are prepared to begin this work immediately upon your approval and authorization of a Professional Services Agreement.

BUDGET

FVOP proposes to complete this Scope of Services on an hourly-rate basis including mileage plus reimbursable expenses; subcontracted services will be invoiced at cost times 1.15. For the base scope of services, we recommend a budget of \$4,500 per week excluding emergency, additional, or on-call services. Compensation for non-base services will be based on our standard billing rates. Our budget is based on the fixed hourly rates for key personnel.

Key Personnel	Hourly Rate
Certified Operations Specialist	\$150

These proposal rates are valid until September 30, 2024, at which time FVOP reserves the right to adjust the hourly rate based on wage changes annually. These services will automatically renew each calendar year. Either party may terminate with or without cause with a 30-day notice.

If the City of Sturgis concurs with our Scope of Services & Budget we will prepare a professional services agreement for your authorization. FVOP thanks you for this opportunity and we look forward to working with you. If you have any questions regarding this proposal or any FVOP services, please contact Blair Selover at 810 252 8884.

Sincerely,

FVOP OPERATIONS AND RESOURCE MANAGEMENT, INC.



H. Blair Selover
Group Manager | Principal