



AGENDA
CITY COMMISSION MEETING
WEDNESDAY, FEBRUARY 28, 2024
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. Swearing in of Deputy Director of Police Jeff Case and Firefighter Jaden Bodi – Ryan Banaszak
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 February 14, 2024 work session as presented,**
 - **APPROVE the minutes from the February 14, 2024 regular meeting as presented.**
 - B. Pay Bills
 - **AUTHORIZE the payment of the City bills in the amount of \$1,560,833.58 as presented.**
 - C. Set Public Hearing for Sidewalk Repairs on Main Street
 - **SET a Public Hearing of Necessity for March 27, 2024 at 6:00 pm in the Wiesloch Raum of City Hall, 130 N. Nottawa Street.**
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - A. Records Management System – Ryan Banaszak
 - B. Police Department Firearms Purchase – Ryan Banaszak
 - C. City Manager & Clerk/Treasurer Goal Setting – Andrew Kuk
11. COMMISSIONER / STAFF COMMENTS
12. CLOSED SESSION – Purchase of Property
13. ADJOURN

Manager's Report

FEBRUARY 28, 2024



CITY OF
Sturgis
MICHIGAN

Submitted by:

A handwritten signature in black ink, appearing to read "Andrew Kuk", is written over a white background.

Andrew Kuk
City Manager

5. Presentations

A. Swearing in of Deputy Director of Police Jeff Case and Firefighter Jaden Bodi

Staff: Ryan Banaszak & Andy Strudwick

Public Safety staff will present two new employees to the Commission for their ceremonial swearing in.

Jeff Case recently retired after 25 years of distinguished service with the Battle Creek Police Department, earning over 50 awards in his career to include citations for Bravery, Professional Excellence, Unit Citations and Officer of the Year and Month. Retiring at the rank of Sergeant, Case led a variety of units in his career to include the Gang Suppression Unit, Emergency Response Team and most recently created and oversaw the development of their Fusion Center. Case holds a bachelor's degree in criminal justice from Sienna Heights University and has instructed on a variety of topics at local police academies since 2006. Case has a demonstrated passion for training and leading police officers that will further our pursuit for professional excellence at the Sturgis Department of Public Safety.

Jaden Bodi grew up in Sturgis and graduated from Sturgis High School in 2021. During his high school years, Jaden was a member of the football and wrestling teams, as well as a member of the Sturgis Department of Public Safety Explorer Program. It was during his time in the Explorer Program that he discovered his passion and desire for being part of the Fire Division. Jaden attended the St. Joseph County Fire Academy during the winter and spring of 2023 and then attended EMT school at KVCC. He recently completed his National Registry Exams. Jaden is being pinned by his mother Tracey Persing.

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for February 28, 2024 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the February 14, 2024 work session as presented.

APPROVE the minutes from the February 14, 2024 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$1,560,833.58 as presented.

8C. Set Public Hearing for Sidewalk Repair on Main Street

The Main Street project set for construction in 2024 includes sidewalk repair along the entire project length. Costs for sidewalk repair are split 50/50 between the City and the property owner. A public hearing of necessity is required prior to construction to consider comments from affected property owners regarding the necessity of the improvement. Notice of the public hearing will be sent to property owners including an estimated assessment cost. Following construction, a second public hearing will occur to spread the actual assessment costs based on the as-built costs.

Consent Agenda Motion:

SET a Public Hearing of Necessity for March 27, 2024 at 6:00 pm in the Wiesloch Raum of City Hall, 130 N. Nottawa Street.

10. New Business

A. Records Management System

Staff: Ryan Banaszak

At the February 14th work session, staff presented information to the Commission on the need for the Police Division to purchase a new records management system (RMS). During that conversation, staff discussed the history of the current RMS program being used (ALERT software) and the significant challenges it has presented. For the past 11 years, staff has worked with the vendor in an effort to rectify the issues at hand, however the software continues to have critical failures. These failures have the potential to put criminal cases in jeopardy due to chain of custody issues with the property management function and an inability for supervisors and administrators to appropriately track, review, and monitor the cases being handled by the department. As the Police Division worked through the MLEAC accreditation process in 2023/2024 the RMS program was often a point of concern with the assessors; so much so that it was identified in the final report as an area that needed to be addressed “immediately”.

Over the last 11 years the department has made every effort to remain with the ALERT software as it was paid for through the 911 milage and provided at zero cost to the City. However, as discussed in the work session, the issues with the software are at a point where to ensure efficient criminal case management and proper evidence handling it is critical for the department to transition to a new RMS system.

Staff explored a variety of RMS software packages in use in Michigan. A majority of the systems are standalone software that would need to be housed in onsite servers and come at costs ranging from \$50,000.00 to well over \$100,000.00 for initial setup, with reoccurring costs averaging close to half of the setup cost. In speaking with other law enforcement agencies in St. Joseph County who have previously left ALERT, staff found that a majority of them were using the Talon Incident Management System (TIMS) software.

Staff attended trainings and met with Core Technology staff regarding the TIMS software and are confident it is a great fit for the department. TIMS is substantially more affordable than other solutions that were investigated and has all of the key features staff were looking for. This includes case management, MICR reporting, property/evidence management and the ability to import outside data from tickets and crash reporting to a single platform.

Core Technology is a MiDeal vendor, and included in your packet is quote for an 18 month subscription to the TIMS software. Following the work session, staff spoke with representatives of Core Technology to structure an agreement that will allow the City to cover the subscription cost and implementation fees from the existing police budget coupled with one-time funds received from the State this year, resulting in no further fund allocations for this project.

The 18-month agreement allows for FY 2023-2024 costs of \$12,238.00; \$5,988.00 in pro-rated subscription costs and \$6,250.00 in one-time service costs (split over the two fiscal years). The remaining \$18,226.00, including \$11,976.00 in subscription costs and the other \$6,250.00 in one-time service costs would be billed in October as part of FY 2024-2025. It would be the intent of staff to include this amount within the professional services operating budget request for FY 2024-2025, looking for cost savings to minimize the impact on that line item.

As indicated above, some of the funds for the FY 2023-2024 portion of the project are recommended to come in the form of a one-time disbursement from the State of Michigan. For the State's FY 2024, each City (including Sturgis) that received Revenue Sharing payments and fully obligated its ARPA funds (as the City has) is eligible for a one-time payment of 1% of Revenue Sharing for general use and a one-time payment of 2% of Revenue Sharing for local public safety initiatives. Between both sources this one-time funding equals \$4,895.00.

Staff is aware of the current financial situation of the City and the police department has been working diligently to save costs wherever possible, including reducing support staff last year. The proposed software purchase is an operational need at this point, and beyond that, will provide operational efficiencies that will positively impact staff resources and allow for leaner operations.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the quote for services from Core Technology for 18 months of service of the Talon Incident Management System in the total amount of thirty-thousand, four hundred and sixty-four dollars (\$30,464.00) as presented.

Staff Recommendation:

APPROVE

Included in your Packet:

1. Core Technology TIMS Quote

10. New Business

B. Police Department Firearms Purchase

Staff: Ryan Banaszak

The Police Division has reached the end of its 8-year replacement cycle for department firearms. As part of the replacement process, the Police Division selects a standard primary and backup handgun as well as a standard patrol rifle. Since 2011, the City has purchased firearms for the department with an option for officers to own their own firearm, repaying the City the cost of firearms either directly or as part of a one-year payroll deduction program.

As stated, the current program started in 2011 when the department transitioned from the Sig Sauer P226 to the Glock 22 as the officer's primary weapon. At that time, PD was beginning to experience several issues with the aging P226's and wanted to take a proactive approach to the replacement process. As staff looked at the cost of transitioning firearms, several officers expressed interest in owning their own firearms, which served as a cost savings for the department and allowed for officers to keep their firearm when they left the agency, which most officers choose to do. At that time the City Commission approved this request, and PD moved forward with the transition. A majority of officers at the time chose to purchase their firearms from the department through the payroll deduction program.

In 2016 the City Commission approved the same program. At that time the department transitioned from 40 caliber handguns to 9mm handguns. As part of the 2016 replacement cycle, the department offered the purchase option and payroll deduction program for both duty and backup handguns as well as patrol rifles. Once again, the majority of officers chose to purchase their firearms through that program, saving the City a substantial amount of money.

In preparation for this most recent regularly scheduled replacement of firearms police staff have been examining and evaluating several options to ensure officers are equipped with the safest and most reliable firearms available. In the last 8 years there has been significant advancements in pistol technology, with many law

enforcement agencies moving to a red dot-type optic mounted to their pistols. This technology, previously reserved for patrol rifles, allows for better situational awareness, more accurate shot placement and quicker target acquisition.

While many companies offer options for mounted optics, staff have chosen to go with the Sig Sauer M17 as our primary firearm and the Sig P365 Macro as our backup firearm. The M17 was recently selected by the US armed forces as their handgun for the next 10 years, so by moving to this firearm, the City ensures continued manufacturing of parts and equipment for our next full firearms cycle.

Staying with the same manufacturer, the department has selected the Sig Sauer M400 as the new patrol rifle. The M400 comes equipped with an optic and light as required by department policy. Moving to a single manufacturer for pistols and patrol rifles streamlines the purchasing process as well as limits the number of certified armorers the department must train. In addition, a single Ruger Precision Rifle is quoted and is being purchased by a department member who is assigned to the St. Joseph County Multi-Jurisdictional Special Response Team and will serve as a designated marksman.

In speaking with the Sig Sauer representative, staff learned that Vance Outdoors and Acme Sports were the Sig Sauer distributors for Michigan and obtained quotes from them for the selected equipment. A table comparing the two quotes is included in your packet. Ultimately, Acme Outdoors was less expensive across the board for the firearms and associated equipment and is the recommended vendor for this purchase.

To meet departmental needs, staff is recommending the purchase of 24 duty pistols, 18 backup pistols and 19 patrol rifles. This provides a duty pistol for each officer with 2 in reserve and equips each officer with a backup pistol and patrol rifle if they choose. Department patrol rifles will be purchased and are included in these prices for those not choosing to purchase one. The total cost of this purchase is an amount not-to-exceed \$57,683.00.

Staff recommends continuing with the officer firearm purchase/payroll deduction program in place since 2011. In speaking with department staff all but three

Officers would choose to purchase their own firearms through a payroll deduction program, saving the City around \$47,821.00. The Officers who choose to not purchase their own would be issued department-purchased firearms. After officer purchases, the total impact on the department budget is estimated to be less than \$2,000, which is included in FY 2023-2024 budget as part of Operating Supplies.

The reason the amounts are listed as not-to-exceed is that all current department owned guns would be traded in for credit towards the purchases. Based on trade-in rates provided by Acme, it is anticipated this amount will be in the \$8,000 range but values won't be final until Acme has evaluated all firearms.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the purchase of police firearms from Acme Outdoors in an amount not-to-exceed forty-nine thousand two hundred thirty-three dollars (\$57,683.00) and AUTHORIZE the sale of firearms to officers for on-duty use as presented.

Staff Recommendation:

APPROVE and AUTHORIZE

Included in your Packet:

1. Firearms Quote Summary

10. New Business

C. City Manager & Clerk/Treasurer Goal Setting

Staff: Andrew Kuk

Included in your packet are goals from myself and Clerk/Treasurer Kenneth Rhodes for 2024. As previously discussed, there was a desire by the Commission to see goals from staff that are directly under the purview of the Commission so that appropriate evaluation could take place in the future. Timing of these goals would be for staff performance evaluation aligned with the end of the fiscal year and Commissioner terms in October.

The goal setting forms and goal-based methodology was the process used by the former City Manager for Department Head evaluations. Three to four goals are identified that the staff member sees as important milestones for the term of the performance review. Goals are obviously not inclusive of expected work for the year; for example, budgeting and addressing fiscal responsibility for the City will be an important part of my work as City Manager in 2024, but it is work that is expected to be addressed through the budgetary process, a regular function of the job. These goals are highlighting areas that may not be regular processes.

Likewise, these goals also cannot predict unknown projects that may take outsized importance through the year. For example, goals set in early 2023 likely would not have included the hospital situation, even though that dominated much of my time over the year.

These goals would be a starting point for evaluation of performance. Final performance evaluation metrics/procedure for City Manager evaluation will need to be discussed prior to the October timeline.

Included in your Packet:

1. City Manager Goals 2024
2. Clerk/Treasurer Goals 2024

News

Financial Update

Included in your packet is the first quarter financial update.

Noteworthy Meetings / Events

- Ribbon Cutting – Digital Quill Co. | February 16th
- DDA Promotion Committee Meeting | February 19th
- Retirement Board Meeting | February 20th
- United Way Victory Celebration Dinner | February 21st
- 903 Neuman St. Open House | February 22nd
- La Michoacana Ice Cream Shop Soft Opening | February 23rd

Upcoming Events

- Date with Dad (Doyle Center) | February 23rd
- Election Day | SYCA | February 27th
- Cinema Circle – Jaws | SYCA | 7pm | March 7th
- Mom & Son Night | Doyle | 6pm-8pm | March 8th
- Vitamin String Quartet | SYCA | 7:30pm | March 9th
- City Commission Meeting | City Hall | March 11th
- MML Capital Conference | Lansing | March 13th
- Cinema Circle – 2001: A Space Odyssey | SYCA | 7pm | March 14th

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, FEBRUARY 14, 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 by Vice-Mayor Miller.

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, Electric Department Superintendent, Community Development Director, City Clerk

Dr. Art Ebert, Sturgis Public Schools Superintendent, will provide some updates for Sturgis Public Schools and discuss their upcoming millage that will be on the May ballot. Discussion followed.

Robbie Slagle, 713 Langrick, explained that the lighting in Langrick Park is limited.

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 February 14, 2024 as presented.

8A. Action of Minutes of Previous Meetings

- APPROVE the minutes from the January 24, 2024 work session as presented,
- APPROVE the minutes from the January 24, 2024 regular meeting as presented.
- APPROVE the minutes from the February 7, 2024 special meeting as presented.

B. Pay Bills

- AUTHORIZE the payment of the City bills in the amount of \$2,882,466.46 as presented.

C. N. Clay St. Dedication for Right of Way

- ADOPT the resolution as presented to accept conveyance and dedication of the property shown on Exhibit A as part of the “North Clay Street” right of way and used for public right of way purposes.

D. Subdivision No. 2 Lot Sales

- AUTHORIZE City Manager Andrew Kuk to sell, on behalf of the City of Sturgis, lots in Sturgis Subdivision No. 2 at the price of \$5,000.00 per lot set or at prices otherwise approved by the Commission and AUTHORIZE and DIRECT City Manager Andrew Kuk to execute all documents

that he, in his discretion, deems appropriate to complete the sale of lots in Sturgis City Subdivision No. 2 and transfer same from the CITY to the relevant purchaser(s).

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Community Development Director Will Prichard provided a history on the discussions related to the potential allowance of chickens within City limits. Discussion followed.

The City Commission had consensus to provide comments to City Staff and discuss the specific ordinance and ballot language at a future meeting.

Electric Department Superintendent Chris McArthur provided updated information on the discussion regarding utility level battery storage. City Manager Andrew Kuk and representatives of MPPA and Prism Power provided details on the proposed term sheet.

Moved by Comm. Hile and seconded by Comm. Bir to approve the non-binding Term Sheet with Electric City ESS LLC for a battery storage project as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

City Engineer Barry Cox explained that the City received a Michigan Department of Transportation (MDOT) Small Urban grant of \$385,000.00 to resurface and reconstruct N. Franks Avenue from E. Hatch Street to the N. Franks Avenue roundabout. He also provided details on the task order for construction phase services. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Harrington to approve Task Order #7a with Fleis and VandenBrink Engineering, Inc. of Grand Rapids, Michigan in the amount of \$101,000.00 for construction oversight and project administration services on the N. Franks Avenue Reconstruction construction project and authorize the City Manager to sign all necessary documents.

Voting yea: Eight

Voting nay: Smith

MOTION CARRIED

Moved by Comm. Harrington and seconded by Comm. Hile to approve a contingency budget for the N. Franks Avenue Reconstruction project in the amount of fifty-seven thousand dollars (\$57,000.00) as presented.

Voting yea: Eight

Voting nay: Smith

MOTION CARRIED

City Engineer Barry Cox explained that the Main Street project set for construction in 2024 includes new sidewalk construction and shared use path construction along W. Main Street between N. Nottawa Street and N. Clay Street (west leg) and that costs for new sidewalk construction is split 50/50 between the City and the property owner. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Harrington to set a Public Hearing of Necessity for March 11, 2024 at 6:00 pm in the Wiesloch Raum of City Hall, 130 N. Nottawa.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Com. Hile and seconded by Cm. Smith to go into Closed Session to discuss the purchase of property and union negotiations.

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

Voting nay: None

MOTION CARRIED

Meeting recessed at 7:45 p.m.

Meeting reconvened at 8:15 p.m.

Moved by Comm. Hile and seconded by Comm. Perez to approve the changes to the CBA with the IBEW Local #1392 as presented and authorize the City Manager to sign all necessary documents.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

The meeting was adjourned at 8:15 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

WORK SESSION - STURGIS CITY COMMISSION
WEDNESDAY, FEBRUARY 14, 2024
WIESLOCH RAUM – CITY HALL

Mayor Perez called the meeting to order at 5:30 p.m.

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

Commissioners absent: None

Also present: City Manager, City Controller, Public Safety Director, City Clerk

Public Safety Director Ryan Banaszak provided information on the shortcomings of the Police Division's current records management system and look at an affordable solution to fix those issues and ensure appropriate case and evidence management in line with accreditation standards. Discussion followed.

The meeting was adjourned at 6:00 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				
02-08-2024	248318M	00449	CENTURY BANK & TRUST	6,221.68
02-16-2024	PR0630M	00061	CITY OF STURGIS PAYROLL	334,180.83
02-26-2024	T16499M	04389	FRONTIER COMMUNICATIONS A	286.25
02-29-2024	T16500M	03770	MICHIGAN GAS UTILITIES	37.51
02-12-2024	T16501M	00449	CENTURY BANK & TRUST	3,402.13
02-22-2024	T16502M	03858	FARMERS STATE BANK	7,781.90
02-12-2024	T16503M	04197	MI PUBLIC POWER AGENCY	307,007.18
02-19-2024	T16504M	04197	MI PUBLIC POWER AGENCY	223,248.52
02-23-2024	T16505M	03173	FIFTH THIRD BANK	14,240.25
02-16-2024	T16506M	00062	CITY OF STURGIS-EMPLOYEE INS	72,199.10
02-16-2024	T16507M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,978.17
02-16-2024	T16508M	00065	DOYLE MEMBERSHIP TRANSFER	3,083.98
02-16-2024	T16509M	00063	CITY OF STURGIS TAX TRANSFER	18,083.40
02-16-2024	T16510M	05123	COMERICA BANK-INST TRUST SERV	31,256.10
02-16-2024	T16511M	03229	CITY OF STURGIS-WORKERS COMP	2,849.34
02-16-2024	T16512M	00064	INTL CITY MGMT ASSOC RETR CORP	9,189.36
02-02-2024	T16513M	04088	BLUE CROSS BLUE SHIELD OF MI	35,666.05
02-09-2024	T16514M	04088	BLUE CROSS BLUE SHIELD OF MI	11,379.49
02-16-2024	T16515M	04088	BLUE CROSS BLUE SHIELD OF MI	46,849.59
02-21-2024	T16516M	00108	STATE OF MICHIGAN	54,390.36
02-11-2024	T16517M	00181	GORDON FOOD SERVICE	305.49
Automatic Checks				
02-28-2024	248319	00110	A & K PRINTING & POOLS	360.00
02-28-2024	248320	00066	ACTION QUICK PRINT PLUS	488.00
02-28-2024	248321	03382	AGILE SAFETY LLC	845.88
02-28-2024	248322	06156	AGILE TICKETING SOLUTIONS LLC	211.33
02-28-2024	248323	00332	ALEXANDER CHEMICAL CORP	3,654.04
02-28-2024	248324	00041	ALICIA GOODMAN	138.00
02-28-2024	248325	05103	BRIDGETTE ALLEY	250.00
02-28-2024	248326	05986	ALPHA BUILDING CENTER-NOTTAWA	22.50
02-28-2024	248327	06119	AMAZON.COM SALES INC	4,130.90
02-28-2024	248328	06318	AMBULANCE BILLING NETWORK LLC	1,728.34
02-28-2024	248329	00340	AMERICAN SAFETY & FIRST AID	19.49
02-28-2024	248330	05952	AMK SERVICES LLC	76.04
02-28-2024	248331	00624	AQUA BLAST CARWASH SYSTEMS INC	152.00
02-28-2024	248332	00379	AUTO PARK FORD	139.17
02-28-2024	248333	05640	BECKETT & RAEDER	78.75
02-28-2024	248334	06117	BENITA ANN LEWIS	90.00
02-28-2024	248335	02749	HARLAN BLOOD	15.00
02-28-2024	248336	00132	BOFA INC	148.25
02-28-2024	248337	00006	BOLAND TIRE INC	2,772.50
02-28-2024	248338	06452	BRIGHTLY SOFTWARE INC	10,865.15
02-28-2024	248339	06304	C2AE	6,262.50
02-28-2024	248340	00691	CENTRAL MEAT MARKET	46.75
02-28-2024	248341	06469	CMH RECORDS INC	7,500.00
02-28-2024	248342	06325	COTTIN'S HARDWARE	300.63
02-28-2024	248343	06158	CULLIGAN WATER OF STURGIS	50.00
02-28-2024	248344	05634	DAVID ALLEN	50.00
02-28-2024	248345	01119	DAVID W LUDDERS	73.80
02-28-2024	248346	03109	DOWNTOWN DEVELOPMENT AUTHORITY	1,750.00
02-28-2024	248347	06459	DRAKE HARKER	120.00

Date	Check#	Vendor	Vendor Name	Amount
02-28-2024	248348	03095	MARY DRESSER	200.00
02-28-2024	248349	00364	CAROL DUSTIN	370.00
02-28-2024	248350	01403	GEORGE EARL	80.00
02-28-2024	248351	06014	EGANIX INC	840.00
02-28-2024	248352	06062	ELECTIONSOURCE	1,361.55
02-28-2024	248353	00769	EMERGENCY VEHICLE PRODUCTS INC	1,458.98
02-28-2024	248354	06343	ERIN MELCHI BAKER	80.00
02-28-2024	248355	00169	FASTENAL COMPANY	290.52
02-28-2024	248356	05151	FAWN RIVER MECHANICAL LLC	1,030.52
02-28-2024	248357	05490	FERGUSON WATERWORKS #3386	58.55
02-28-2024	248358	00092	C L FISH - LOCKSMITH	2,423.00
02-28-2024	248359	05583	FITNESS THINGS INC	225.00
02-28-2024	248360	00776	FLEIS & VANDENBRINK	17,953.69
02-28-2024	248361	04446	FRANK MILLER & SONS	1,826.00
02-28-2024	248362	04389	FRONTIER COMMUNICATIONS A	106.25
02-28-2024	248363	06468	GANNETT MICHIGAN LOCALiQ	277.90
02-28-2024	248364	02082	GECKO SECURITY LLC	2,216.00
02-28-2024	248365	00183	W W GRAINGER INC	1,313.64
02-28-2024	248366	04243	GRP ENGINEERING INC	12,442.35
02-28-2024	248367	05827	HAASCAYWOOD	1,868.75
02-28-2024	248368	01298	HAGEN CEMENT PRODUCTS INC	143.80
02-28-2024	248369	06219	HAVILAND PRODUCTS COMPANY	606.40
02-28-2024	248370	05586	MARY M HAYLETT	80.00
02-28-2024	248371	03515	HYDROCORP	4,625.50
02-28-2024	248372	05171	STUART C IRBY CO	810.98
02-28-2024	248373	06379	JM TEST SYSTEMS LLC	4,095.00
02-28-2024	248374	06314	JODIE M JOHNSON	60.00
02-28-2024	248375	05842	JOHN DEERE FINANCIAL	61.49
02-28-2024	248376	06217	JOHN J FLOWERS	40.00
02-28-2024	248377	05973	KASTEN INSULATION SERVICES INC	875.00
02-28-2024	248378	00889	KENTON KELLEY	1,003.50
02-28-2024	248379	04238	MICHELE KELLEY	990.00
02-28-2024	248380	06482	KENDRICK STATIONERS	233.36
02-28-2024	248381	01615	KENNEDY INDUSTRIES INC.	2,745.00
02-28-2024	248382	01101	JANENE KOSMAN	60.00
02-28-2024	248383	00581	KRONTZ GENERAL MACHINE & TOOL	250.00
02-28-2024	248384	04071	KS AUTO SERVICE INC	152.21
02-28-2024	248385	00212	KSS ENTERPRISES	469.59
02-28-2024	248386	06489	LAKE ACCESS MEDIA LLC	775.00
02-28-2024	248387	05977	LAKELAND INTERNET LLC	106.94
02-28-2024	248388	00394	LAWSON-FISHER ASSOCIATES PC	2,857.84
02-28-2024	248389	02499	LIBERTY PROCESS EQUIPMENT INC	12,973.18
02-28-2024	248390	06460	LUKE M FROST	110.00
02-28-2024	248391	05634	LYNETTE RITCHIE	50.00
02-28-2024	248392	06399	MASON ENGINEERING & CONST INC	61,048.00
02-28-2024	248393	06351	MELISSA ANDREWS	320.00
02-28-2024	248394	06155	MERCER SEPTIC AND EXCAVATING	200.00
02-28-2024	248395	00834	MI ASSOC OF MUNICIPAL CLERKS	775.00
02-28-2024	248396	00296	MICHAEL G MOREY	138.16
02-28-2024	248397	03774	STATE OF MICHIGAN	180.00
02-28-2024	248398	00505	STATE OF MICHIGAN	260.00
02-28-2024	248399	04702	MILLER JOHNSON ATTORNEYS	3,351.56
02-28-2024	248400	00407	MISS DIG SYSTEM INC	4,150.30

Date	Check#	Vendor	Vendor Name	Amount
02-28-2024	248401	05102	McLEAN ENGINEERING CO	267.75
02-28-2024	248402	00593	NEWKIRK ELECTRIC ASSOCIATES	45,947.90
02-28-2024	248403	00255	NIBLOCK EXCAVATING INC	5,753.80
02-28-2024	248404	00256	NISSLEY DISPOSAL INC	660.00
02-28-2024	248405	06113	NORTHERN TOOL & EQUIPMENT	333.14
02-28-2024	248406	06471	NTH CONSULTANTS, LTD	5,677.50
02-28-2024	248407	01080	NYE UNIFORM CO	309.41
02-28-2024	248408	03104	PHILLIPS STEEL CORPORATION	229.44
02-28-2024	248409	05042	PLANT GROWTH MANAGEMENT SYSTEM	5,744.00
02-28-2024	248410	05026	PLUMMER'S ENVIRONMENTAL	3,397.90
02-28-2024	248411	00033	POSTNET POSTAL & BUSINESS	234.60
02-28-2024	248412	00485	POWER LINE SUPPLY	18,800.45
02-28-2024	248413	06484	PRIDE SOLUTIONS LLC	3,180.59
02-28-2024	248414	04481	PROF SPORTS SPECIFIC TRAINING	180.00
02-28-2024	248415	00035	RESCO	6,804.44
02-28-2024	248416	06038	REVOLUTION HEALTH, P.C.	60.00
02-28-2024	248417	06467	SAMANTHA SETTERBLAD	200.00
02-28-2024	248418	06470	SCHWEITZER ENGINEERING LAB INC	93.92
02-28-2024	248419	05765	SELKING INTERNATIONAL	1,579.78
02-28-2024	248420	05168	SLS PRODUCTION SERVICES LLC	2,760.00
02-28-2024	248421	06490	SOUND MANAGEMENT	720.00
02-28-2024	248422	03160	SPARLING CORPORATION	8,326.77
02-28-2024	248423	06487	STURGIS ACE HARDWARE	185.97
02-28-2024	248424	01458	STURGIS AREA CHAMBER	250.00
02-28-2024	248425	01021	STURGIS COMMUNITY FOUNDATION	1,000.00
02-28-2024	248426	05826	STURGIS GLASS LLC	771.13
02-28-2024	248427	00290	STURGIS HOSPITAL	120.00
02-28-2024	248428	00507	STURGIS OVERHEAD DOOR & LADDER	1,337.00
02-28-2024	248429	00552	STURGIS PUBLIC SCHOOLS	6,430.00
02-28-2024	248430	04149	TAMMY LASKOWSKI	1,125.00
02-28-2024	248431	06245	TANNER E PARSHALL	700.00
02-28-2024	248432	06188	TASTEFUL KREATIONS	720.00
02-28-2024	248433	06450	TECLAB INC	31,272.60
02-28-2024	248434	06151	THE NAKED SHIRT CUSTOM PRINTNG	225.00
02-28-2024	248435	06426	TRACY LIVELY LLC	140.00
02-28-2024	248436	01238	UNITED PARCEL SERVICE	139.26
02-28-2024	248437	05745	ERICA VARGAS SARCO	180.00
02-28-2024	248438	04453	VERIZON WIRELESS	2,277.03
02-28-2024	248439	03511	WASTE MANAGEMENT	3,608.49
02-28-2024	248440	06485	WEBUILDFUN INC	352.00
02-28-2024	248441	04994	W MICHIGAN INTERNATIONAL LLC	361.26
02-28-2024	248442	06451	WILCOX NEWSPAPERS	600.00
02-28-2024	248443	04111	JESSICA WOOD	120.00
02-28-2024	248444	06107	YEOMAN, TALIA	340.00
02-28-2024	248445	06462	ZACHARY PERRY	150.00
02-28-2024	D02223	04732	ALTA EQUIPMENT COMPANY	522.88
02-28-2024	D02224	00335	ALTEC INDUSTRIES, INC.	2,188.89
02-28-2024	D02225	00077	CARQUEST AUTO PARTS	65.29
02-28-2024	D02226	02983	CINTAS LOCATION #351	1,125.44
02-28-2024	D02227	00019	KENDALL ELECTRIC INC	438.38
02-28-2024	D02228	03944	LINDE GAS & EQUIPMENT INC	119.85
02-28-2024	D02229	06250	MARANA GROUP	3,859.56
02-28-2024	D02230	01596	MOTION INDUSTRIES INC	4,607.43
02-28-2024	D02231	06069	NAPA AUTO PARTS	679.62
02-28-2024	D02232	00479	PEERLESS-MIDWEST INC	3,300.00
02-28-2024	D02233	03091	PRIME QUALITY ELECTRIC LLC	1,657.50
02-28-2024	D02234	06125	THE COPY IMAGE INC	335.90
02-28-2024	D02235	05777	TRACE ANALYTICAL LABORATORIES	70.50
02-28-2024	D02236	04792	VILLA ENVIRONMENTAL CONSULTANT	200.00
Manual Total				\$1,184,636.68
Automatic Total				\$376,196.90
Grand Total				\$1,560,833.58

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 02/11/2024
PR0630M PAYROLL DATE 02/16/2024

GENERAL	\$161,440.06
MAJOR STREET	9,166.49
LOCAL STREET	8,205.99
CEMETERY	3,626.54
AIRPORT	245.15
BUILDING	3,486.46
STURGES-YOUNG CENTER FOR THE ARTS	7,251.76
RECREATION	2,991.05
DOYLE RECREATION CENTER	10,611.93
AMBULANCE	12,474.26
ELECTRIC	84,224.64
SEWER	17,387.08
WATER	10,199.56
MOTOR VEHICLE	2,869.86
Payroll Sub-Total	\$334,180.83

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A



Quotation/Order Form - Revised

Quote #: CORE-00001380
 Quote Date: February 21, 2024
 Expiration Date: March 31, 2024

Quote For: Chief Ryan Banaszak
 Sturgis Department of Public Safety
Address: 122 N. Nottawa
City, State Zip: Sturgis, MI 49091

Prepared By: Sarah Lee
Phone: (517) 256-6995
Email: slee@coretechcorp.com

Subscription Cost – 18 Month Subscription (April 2024 – September 2025)

PRODUCT NAME	DESCRIPTION	QTY	PRICE	LINE TOTAL
Subscription Talon Incident Management System (TIMS) Base and Add-On Modules	<p>Subscription Talon Incident Management System (TIMS) – 21 Sworn</p> <p>Full RMS including MICR wizard and submission, Narrative Templates, Property/Evidence/Chain of Custody, Attaching of Photos/Documents, Agency Activity Blotter, and many Reports.</p> <p>Includes Standard Data Sharing (name, vehicle, property demographics and incident number but not entire incident report).</p> <p>Subscription TIMS Add-On Modules:</p> <ul style="list-style-type: none"> Electronic Supervisory Review <ul style="list-style-type: none"> Robust routing of incidents using worklist Imports from third party systems <ul style="list-style-type: none"> LexisNexis eCrash LEIN Access via Core Service Bureau instead of County MultiBridge Server. Advanced Evidence Scan & Audit Module (use wireless Inateck Bluetooth scanner) Forms Builder for customized fill-in forms from incident information. Includes 3 as well as assistance in turning 1 agency fillable form into TIMS form. <ul style="list-style-type: none"> DI-177 Breath Blood Urine Test Report DI 93 Refusal to Submit to Chemical Test DV -001 Domestic relationship Incident 	1	\$17,964.00	\$17,964.00
SUBTOTAL				\$17,964.00

One Time Service Cost

PRODUCT NAME	DESCRIPTION	QTY	PRICE	LINE TOTAL
Core - Installation and Configuration Services	Installation and Configuration Services – Database creation, Configuration of users, imports and add-on modules, Web based training, Onsite Post Go-Live Q&A and Project Management.	1	\$12,500.00	\$12,500.00
SUBTOTAL				\$12,500.00

TOTAL: \$30,464.00

PAYMENT TERMS:

PAYMENT TERMS	Initial Payment (April 2024)	October 2024 Payment
TIMS SaaS	\$5,988.00	\$11,976.00
Service Costs	\$6,250.00	\$6,250.00
	\$12,238.00	\$18,226.00

ONGOING ANNUAL:

By agreeing to a 3-year commitment the ongoing annual increase can be locked in at a 7% increase each year.

Annual Subscription Future Years	
YR 2 - October 2025 - September 2026	\$12,814.00
YR 3 - October 2026 - September 2027	\$13,711.00

NOTES:

- **Optional Officer Daily Module - \$1,800/Annual and \$2,500/One Time Service**
- **Optional CAD Import - \$1,200/Annual and Services TBD**
- **Basic Subscription and Annual Maintenance provides access to our support services Monday through Friday 8 am to 5 pm. 24/7 support is available for an additional fee. Please contact your sales representation for a quote.**

Terms and Conditions:

This is a price quote for the product and/or services names above, it is valid through the expiration date. Core Technology Corporation reserves the right to withdraw this price quote if it is not accepted by the expiration date.

1. This Order Authorization form incorporates by reference the following document(s) between Core and Customer:
 - o Software License Agreement; and (if applicable)
 - o Core Service Bureau terms and conditions; and (if applicable)
 - o Statement of Work.
2. Any purchase order provided by Customer is valid only for purposes of identifying the "bill to" and "ship to" addresses. No additional terms contained within the purchase order shall be binding on Core Technology Corporation.
3. Applicable taxes, shipping and handling are not included unless specifically stated and will be added to the invoice at the time of issuance.
4. Each party executing this Order Authorization acknowledge and warrant that [he][she] is duly authorized by Core and/or the Customer to execute this Order Authorization on Core's and/or the Customer's behalf.
5. Unless otherwise marked on the actual invoice, payment terms are net-30 days from the date of invoice.
6. Transmission of images of signed Order Authorization forms by facsimile, e-mail or other electronic means shall have the same effect as the delivery in person of manually signed document Transmission of images of signed Quotation by facsimile, e-mail or other electronic means shall have the same effect as the delivery in person of manually signed documents.

Payment Terms:

Software license and Service fees are invoiced and due upon receipt of the order. Annual Support fees are invoiced and due after software implementation. First year software subscription fees are due upon receipt of order, and at each anniversary thereafter. This price quote does not include tax.

Core Technology Corporation:

Signature _____
Name _____
Title _____
Date _____

Customer:

Signature _____
Name _____
Title _____
Date _____

Please sign and return. Fax Number: 517-627-8944

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B

	Number Purchased	Acme		Vance		
Primary Handgun (M17)	24	\$969.00	\$23,256.00	\$997.75	\$23,946.00	
Backup Handgun (P365 Macro)	18	\$621.00	\$11,178.00	\$634.95	\$11,429.10	
Patrol Rifle Package (M400)	19	\$1,099.00	\$20,881.00	\$1,119.30	\$21,266.70	
Subtotal			\$55,315.00		\$56,641.80	
DM Rifle Package (Ruger Precision)	1	\$2,368.00	\$2,368.00	N/A	N/A	Vance can not provide
Total Purchase Price			\$57,683.00			
Estimated Trade Value		\$8,000.00			\$8,350.00	
Estimated Total (minus trade value)			\$49,683.00			
Officer Purchase Total			\$47,821.00			
Estimated Budget impact			\$1,862.00			

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C



CITY MANAGER GOALS 2024

Goal #1	Personnel Policies and Procedures
Objective #1	Develop standard staff performance evaluations and standards for compensation adjustment
Tactic #1	Complete a process for staff performance evaluations that ties into salary step model proposed by GovHR as part of compensation study
Tactic #2	Develop policy/procedure incorporating performance evaluation into reviews for compensation adjustment. Formalize implementation of salary step model.
Objective #2	Implement policies related to personnel matters
Tactic #1	Complete revision of employee handbook
Tactic #2	Complete miscellaneous policies related to various staffing issues such as golf outings, City Hall weather closures, etc.
Goal #2	Staff Succession Planning
Objective	Plan for Upcoming Staff Vacancies (next five years)
Tactic #1	Evaluate upcoming critical staff vacancies
Tactic #2	Discuss and develop strategic plans with department heads to address known/expected upcoming vacancies
Tactic #3	Evaluate organizational structure in light of known/expected upcoming vacancies
Goal #3	Modernize City Website and Online Presence
Objective	Update City website and associated functions
Tactic #1	Contract for updates to the City website to bring it to a modern platform with appropriate functionality
Tactic #2	Evaluate and update ancillary online services (eGov, citizen alert system, calendar) to modern standards and cohesive functionality with web
Goal #4	Update and Improve Communication Flow with City Commission
Objective #1	Develop, improve, and provide standardized reports to Commission
Tactic	Work to identify key areas for regular reports and develop/improve reports and information formatting (i.e. more useful quarterly financial reports; quarterly electric department information, project reporting, etc.)
Objective #2	Improve regular communications with Commission
Tactic #1	Work with Commissioners to better understand information expectations and match those expectations to ability to provide information in the context of operations



DEPARTMENT HEAD GOALS 2024

EMPLOYEE	Kenneth Rhodes
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Goal #1	Deputy Clerk/Treasurer Training
Objective	Succession and emergency planning
Tactic	Document and demonstrate multiple procedures so that they can be performed in their entirety by Deputy Clerk/Treasurer. Send to outside trainings.
Goal #2	Maximize use of Cemetery computer program
Objective	Increase staff who are able to assist with Cemetery issues.
Tactic	Clean up database. Document all procedures. Process payments.
Goal #3	FOIA Management
Objective	Ensure timely response to FOIA requests.
Tactic	Learn new program and coordinate response for non-Public Safety FOIA requests
Goal #4	Update Vault
Objective	Increase control and ability to track documents
Tactic	Destroy appropriate documents. Organize existing documents. Add electronic vault.



CITY OF
Sturgis
MICHIGAN

For the
Quarter Ended
December 31,
2023

Quarterly
Financial Review



Memo

To: Andrew Kuk, Interim City Manager & City Commission
From: Holly Keyser
Date: February 14, 2024
Re: First Quarter December 2023 Financial Review

December reflects the completion of the first quarter of the fiscal year, or 25 percent of the budget. The following funds have been selected for this report and do not include all funds operated by the City as a whole.

Cash Receipts and Disbursements:

During the first quarter deposits in the banking system totaled \$14,569,345 of which \$3,000,000 was from the hospital agreement, \$809,596 was from taxes collected and the rest from utility payments and other revenue to the system. Total disbursements for the first quarter were \$12,338,753 including \$2,239,095 for payroll. December includes various special payments for longevity and sick payouts for full-time employees, as well as retention bonuses for electric line workers. The total cash and investment balances are included in the supplemental report.

General Fund:

Revenue is higher than the prior year and on track with the budget. Revenue consists of taxes, Payment in Lieu of Tax (PILOT), state shared revenue, Local Community Stabilization Authority (LCSA), interest, fees for services, administrative reimbursements, and other. LCSA revenue of \$699,594 was received compared to \$672,500 last year. The utility PILOT is \$470,595 compared to \$472,410 last year based upon the approved reduction to six percent of utility income. Business licenses are \$16,025 compared to \$20,797 last year for Marijuana application fees. Notification will occur later this month about the state excise tax for this year; preliminary estimates have indicated close to \$50,000. The budget is based upon eight entities at \$50,000. Interest revenue is \$89,877 compared to \$73,119 last year with rates close to five percent. Total operating expenditures were 21.07 percent of the budget for the year, compared to 24.33 percent last year. Most functional areas are within the 25 percent for the quarter except for brush and leaf pickup at 48 percent, due to the seasonal nature of the work, and engineering at 18 percent due to a personnel vacancy. Capital outlay primarily includes engineering for the parking lot project.

Street Funds:

Major and Local Street Funds are comparable to the previous year except for winter maintenance which is less than the previous year. The Street and Sidewalk Fund is different from the previous year due to the change in accounting for the millage rate. No budgeted projects for this year have yet begun.

Economic Development Fund:

The Economic Development Fund reflects the demolition of structures and business park engineering services for the property on State Line Road.

Local Development Financing Authority (LDFA) Fund:

The LDFA Fund expenses reflect the Bullard Park Industrial Utility Extension project located near the Dollar General store on north M 66.

Building Fund:

The Building Fund recognized \$44,798 in building permit fees compared to \$27,659 at this time last year. The expenditures are 22.77 percent of the budget for the quarter, compared to 16.44 percent last year due to full staffing.

Sturges-Young Center for the Arts:

The Center has had a great start to the fiscal year. Rental revenue, food and liquor sales and box office revenue have increased over the prior year, affected significantly by the introduction of a performance series. At the signature Holiday Kaleidoscope Fundraising Event, a net of \$17,791 was raised for the sound system upgrade project. The capital improvements continue to receive positive feedback from the community. The net revenue through the first quarter is \$16,259 compared to \$54,337 last year, a positive sign considering the decrease in budgeted support from the General Fund and no funds yet drawn from the new Programming Fund at the Sturgis Area Community Foundation.

Doyle Community Recreation Center:

Court rentals are up compared to the previous year and the center is limiting half-court rentals to boost revenue. Membership revenue combined with silver sneaker revenue is tracking with last year. Expenditures exceed revenue by \$5,408 compared with excess revenue of \$18,242 last year, primarily due to the elimination of the transfer from the General Fund in the current year budget.

Capital Project Fund (Splash Pad and Park Improvements):

The bathroom facility has been installed, the picnic tables are bought, signage expenditures are in process as this project nears final completion.

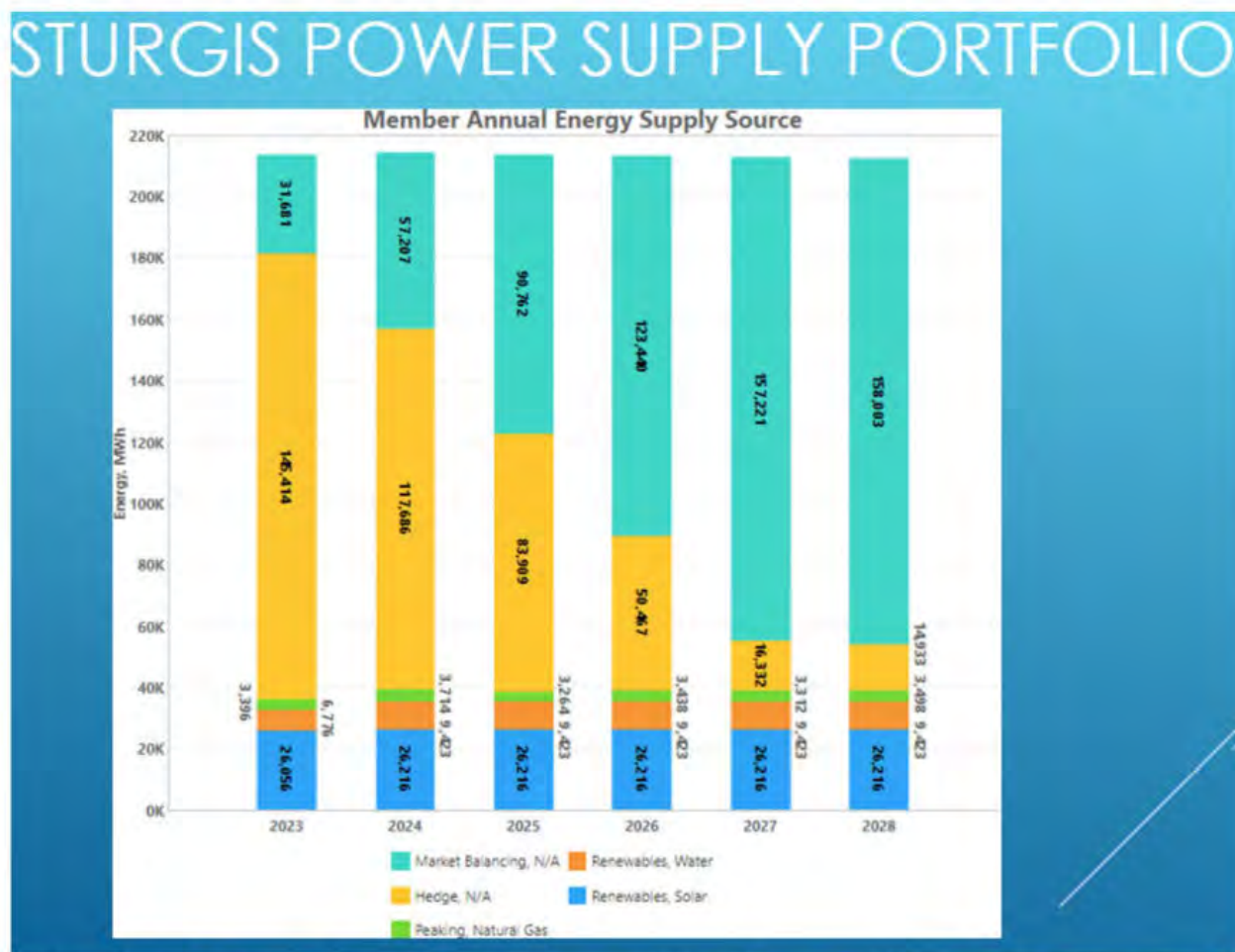
Ambulance Fund:

The Ambulance Fund revenue exceeds expense by \$14,526 through the first quarter and is keeping a positive cash balance. The billed claims for the first quarter were 360 compared to 273 last year, resulting in 35 percent of budgeted revenue through the first quarter. Bad debt expense of \$50,202 reflects accounts receivable that were written off for collections, death, or inability to collect. According to Ambulance Billing Network (ABN), the average payment percentage of total charges has increased from 37.94 percent for calendar year 2022, which began in May, to 42.38 percent for the calendar year 2023.

Electric Fund:

Total energy consumption was up 3.6 percent over the prior year with revenue down 1.4 percent due to credits to the customers for the power cost adjustment. The wholesale cost per kilowatt hour is 6.2 cents compared to 7.3 cents last year with the decrease due to a more favorable market for energy costs. Electric City Solar generation is 3.532 megawatts-hours, approximately 7 percent of the total load. The hydro dam generated 700 megawatt-hours with units 1 and 2, approximately 1 percent of the total load. Additional work has been ongoing with units 3 and 4 as well as the SCADA communication project to allow for more automation. The system study is underway which will help to decide the timeline for future capital improvement projects. The budgeted upgrades to the Industrial Substation are in process as well as continued design work for the Hydro Embankment Rehabilitation in collaboration with the Federal Energy Regulatory Commission (FERC). Expenses were \$5.1 million compared to \$5.4 million last year, primarily due to decreased purchased power costs. The change in net position is \$1,496,416 compared to \$969,733 last year.

The graph below provided by the Michigan Public Power Association (MPPA) illustrates the sources of power supply for the City of Sturgis Electric projected from 2023 to 2028.



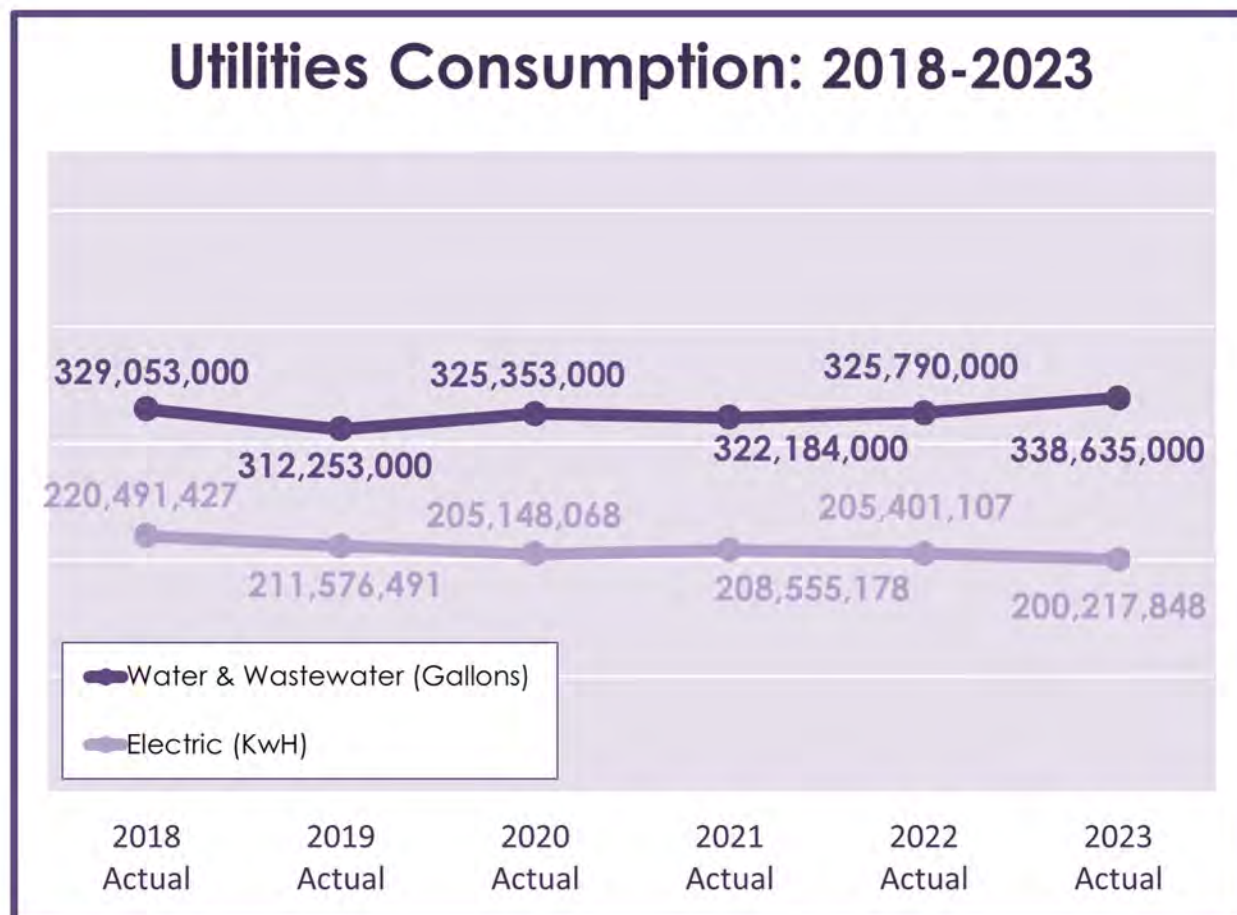
Sewer Fund:

Through December, sewer flows were up 3.3 percent compared to last year in the first quarter, primarily due to usage by a major industrial customer. Sewer revenue was up 3.5 percent due in part to a 2.5 percent rate increase. Net income (change in net position) was \$138,061 compared to \$126,655 last year. Planned system improvements to the collection system and treatment plant are ongoing.

Water Fund:

Gallons billed in the water fund are down 2.2 percent compared to the previous year. The recorded operating revenue was \$560,956 compared to \$512,971 last year due in part to the approved rate increase of 6.9 percent. Through December, operating expenses of \$495,021 were realized compared to \$493,982 in the previous year, resulting in a net income of \$70,420 compared to \$19,173 in the previous year. Water system improvements in process in the first quarter include West Congress Phase 2, Thurston Woods Well Transfer Switch, planning for Main Street, and as well as lead service line replacements.

The following graph shows the utility consumption over the past six years.



CITY OF STURGIS, MICHIGAN

Cash and Investments

Cash and Investment Balances

For the Quarter Ended December 31, 2023

Fund	Cash Balance	Investment Balance
Operating Funds:		
General fund	\$ (276,675)	\$ 6,641,397
Street repair	52,276	-
Major street	98,119	1,726,142
Local street	315,803	256,518
Street and sidewalk improvement	(161,665)	2,531,445
Cemetery	2,504	-
Drug enforcement	2,939	-
Airport	211,512	-
Brownfield Redevelopment Authority	40,154	-
Economic development	62,997	-
Building department	320,821	-
LDFA	221,876	-
Housing department	4,177	-
Sturges-Young Center for the Arts	118,606	-
Art council	-	-
Parks and recreation	10,559	-
Doyle Community Center	156,931	-
Opium Settlement Fund	26,033	-
Building Authority	3,587	3,027,856
Capital reserve	96,537	1,443,720
Capital project	(52,472)	-
Ambulance	74,234	-
Electric	1,454,345	20,452,999
Sanitary sewer	512,237	5,999,107
Water	(85,096)	1,142,978
Economic development loan	-	-
Motor vehicle	160,117	1,885,669
Employee benefit	415,426	-
Total operating funds	3,785,882	45,107,830
Restricted accounts:		
General fund	26,740	-
Electric	1,640,368	-
Employee benefit	13,909	-
Trust and agency	1,406,949	-
Workers compensation	27,255	-
Cemetery trust	1,161	440,860
Endowment Fund	-	175,869
Pension trust	(20,932)	42,241,621
OPEB	-	9,338,400
Total restricted accounts	3,095,450	52,196,750
	\$ 6,881,332	\$ 97,304,580

Note: All investments are shown at market value.
For internal use only. These financial statements have not been audited, and no assurance is provided.

CITY OF STURGIS, MICHIGAN

Statement of Revenues, Expenditures and Changes in Fund Balances

Budget and Actual - General Fund

For the Quarter Ended December 31, 2023

Percentage of the Year Complete

25.00%

	Final Budget	Current Year to Date Actual	Actual Over (Under) Final Budget	Percent of Budget Used	Prior Year to Date Actual
Revenues					
Taxes	\$ 3,222,040	\$ 799,260	\$ (2,422,780)	24.8%	\$ 684,618
Payment in lieu of taxes	1,904,380	470,595	(1,433,785)	24.7%	472,410
State marijuana tax	400,000	-	(400,000)	0.0%	132
Grants	2,053,500	3,799	(2,049,701)	0.2%	1,161
State shared revenue	2,904,572	1,197,739	(1,706,833)	41.2%	1,158,561
Licenses and permits	95,500	16,066	(79,434)	16.8%	23,035
Charges for service	217,500	53,800	(163,700)	24.7%	36,872
Fines and forfeitures	23,000	2,380	(20,620)	10.3%	3,003
Investment income	100,000	89,877	(10,123)	89.9%	73,119
Other income	298,000	34,307	(263,693)	11.5%	42,479
Admin reimbursement	1,299,360	324,030	(975,330)	24.9%	298,800
Total revenues	12,517,852	2,991,854	(9,525,998)	23.9%	2,794,190
Expenditures					
General government:					
City commission	53,030	13,124	(39,906)	24.7%	7,893
City manager	335,540	48,877	(286,663)	14.6%	67,219
Elections	30,120	2,211	(27,909)	7.3%	10,817
Assessor	70,180	17,519	(52,661)	25.0%	19,908
Attorney	144,820	28,771	(116,049)	19.9%	40,126
Controller	620,270	153,882	(466,388)	24.8%	135,605
Clerk/Treasurer	275,390	56,245	(219,145)	20.4%	76,243
City hall and grounds	106,760	24,048	(82,712)	22.5%	24,636
Information Technology	164,350	24,515	(139,835)	14.9%	-
Total general government	1,800,460	369,192	(1,431,268)		382,447
Public safety:					
Police	3,442,104	786,160	(2,655,944)	22.8%	790,777
Fire	1,897,718	450,747	(1,446,971)	23.8%	471,117
Total public safety	5,339,822	1,236,907	(4,102,915)		1,261,894
Community development:					
Property maintenance	139,002	35,636	(103,366)	25.6%	32,371
Planning and zoning	119,322	27,438	(91,884)	23.0%	25,043
Total community development	258,324	63,074	(195,250)		57,414
Public works:					
Sidewalks	-	-	-	0.0%	-
Brush and leaf	186,534	90,563	(95,971)	48.6%	90,467
Engineering	217,454	40,164	(177,290)	18.5%	38,949
Parking	83,884	8,613	(75,271)	10.3%	8,044
Street lighting	63,636	16,185	(47,451)	25.4%	15,150
Recycling	77,520	19,198	(58,322)	24.8%	20,021
NYE Drain	-	-	-	0.0%	-
Total public works	629,028	174,724	(454,304)		172,631

For internal use only. These financial statements have not been audited, and no assurance is provided.

continued...

CITY OF STURGIS, MICHIGAN

Statement of Revenues, Expenditures and Changes in Fund Balances

Budget and Actual - General Fund

For the Quarter Ended December 31, 2023

Percentage of the Year Complete

25.00%

	Final Budget	Current Year to Date Actual	Actual Over (Under) Final Budget	Percent of Budget Used	Prior Year to Date Actual
Health and welfare:					
Social services	2,040	500	(1,540)	24.5%	-
Other health and welfare	-	-	-	0.0%	-
Total health and welfare	2,040	500	(1,540)		-
Recreation and cultural:					
Parks	\$ 472,536	\$ 103,838	\$ (368,698)	22.0%	\$ 96,046
Museum	15,000	3,613	(11,387)	24.1%	2,507
Other recreation and cultural	198,960	38,532	(160,428)	19.4%	71,595
Total recreation and cultural:	686,496	145,982	(540,514)		170,147
Total expenditures	8,716,170	1,990,379	(6,725,791)	22.8%	2,044,533
Revenues over expenditures	3,801,682	1,001,475	(2,800,207)		749,657
Other financing sources (uses)					
Transfers in	660,000	-	(660,000)	0.0%	-
Transfers out	(1,898,283)	(301,656)	1,596,627	15.9%	(379,716)
Total other financing uses	(1,238,283)	(301,656)	936,627		(379,716)
Capital outlay					
Capital outlay	2,699,000	122,524	(2,576,476)	4.5%	22,092
Net changes in fund balance	(135,601)	577,296	\$ 712,897		\$ 347,849
Fund balance, beginning of year	3,213,521	3,213,521			
Fund balance, end of year	\$ 3,077,920	\$ 3,790,817			

concluded

CITY OF STURGIS, MICHIGAN

Statement of Revenues, Expenditures and Changes in Fund Balances

Budget and Actual - Sturges-Young Center for the Arts

For the Quarter Ended December 31, 2023

Percentage of the Year Complete 25.00%

	Final Budget	Current Year to Date Actual	Actual Over (Under) Final Budget	Percent of Budget Used	Prior Year to Date Actual
Revenues					
Charges for service	\$ 2,000	\$ 741	\$ (1,259)	37.1%	\$ 761
Food sales	20,000	5,051	(14,949)	25.3%	1,434
Liquor sales	25,100	9,198	(15,902)	36.6%	6,320
Admissions and rents	129,000	16,279	(112,721)	12.6%	12,264
Contributions and fundraisers	321,000	50,929	(270,072)	15.9%	26,264
Investment income	1,000	441	(559)	44.1%	258
Other income	103,500	28,465	(75,035)	27.5%	6,443
Total revenues	601,600	111,104	(490,496)	18.5%	53,744
Expenditures					
Wages	183,360	31,706	(151,654)	17.3%	33,492
Benefits	54,232	9,112	(45,120)	16.8%	9,073
Supplies	43,520	13,243	(30,277)	30.4%	7,997
Services	290,810	93,785	(197,025)	32.2%	52,175
Debt service	57,940	10,619	(47,321)	18.3%	14,486
Fundraising	7,500	4,654	(2,846)	62.1%	6,568
Other expenditures	50,000	-	(50,000)	0.0%	-
Capital outlay	446,759	1,911	(444,848)	0.4%	20,796
Administrative reimbursement	21,960	5,490	(16,470)	25.0%	5,490
Total expenditures	1,156,081	170,520	(985,561)	14.7%	150,077
Revenues over (under) expenditures	(554,481)	(59,416)	495,065		(96,333)
Other financing sources (uses)					
Transfers in	481,500	75,675	(405,825)	15.7%	150,670
Total other financing uses	481,500	75,675	(405,825)		150,670
Net changes in fund balance	(72,981)	16,259	\$ 89,240		\$ 54,337
Fund balance, beginning of year	150,509	150,509			
Fund balance, end of year	\$ 77,528	\$ 166,768			

CITY OF STURGIS, MICHIGAN

Statement of Revenues, Expenditures and Changes in Fund Balances

Budget and Actual - Doyle Community Center

For the Quarter Ended December 31, 2023

Percentage of the Year Complete

25.00%

	Final Budget	Current Year to Date Actual	Actual Over (Under) Final Budget	Percent of Budget Used	Prior Year to Date Actual
Revenues					
Programming	\$ 63,000	\$ 14,158	\$ (48,842)	22.5%	\$ 10,252
Rentals	53,400	18,383	(35,018)	34.4%	14,947
Food sales	4,000	52	(3,948)	1.3%	206
Contributions and fundraisers	26,000	750	(25,250)	2.9%	-
Memberships	440,000	106,089	(333,911)	24.1%	112,912
Investment income	1,000	455	(545)	45.5%	186
Other income	4,800	(1,196)	(5,996)	-24.9%	1,479
Total revenues	592,200	138,691	(453,509)	23.4%	139,981
Expenditures					
Wages	240,980	54,654	(186,326)	22.7%	49,488
Benefits	90,980	20,955	(70,025)	23.0%	18,469
Supplies	48,500	15,823	(32,677)	32.6%	14,701
Services	170,840	37,896	(132,944)	22.2%	47,793
Transportation	1,812	453	(1,359)	25.0%	432
Debt service	33,660	7,386	(26,274)	21.9%	8,262
Other expenditures	-	-	-	0.0%	-
Capital outlay	95,000	-	(95,000)	0.0%	13,864
Administrative reimbursement	27,600	6,900	(20,700)	25.0%	5,490
Total expenditures	709,372	144,067	(565,305)	20.3%	158,499
Revenues over (under) expenditures	(117,172)	(5,377)	111,795		(18,518)
Other financing sources (uses)					
Loan proceeds	-	-	-	0.0%	-
Transfers in	55,000	-	(55,000)	0.0%	36,760
Transfers out	-	-	-	0.0%	-
Total other financing uses	55,000	-	(55,000)		36,760
Net changes in fund balance	(62,172)	(5,377)	\$ 56,795		\$ 18,242
Fund balance, beginning of year	133,830	133,830			
Fund balance, end of year	\$ 71,658	\$ 128,453			

CITY OF STURGIS, MICHIGAN

Statement of Revenues, Expenses and Changes in Net Position

Budget and Actual - Ambulance Fund

For the Quarter Ended December 31, 2023

Percentage of the Year Complete

25.00%

	Final Budget	Current Year to Date Actual	Actual Over (Under) Final Budget	Percent of Budget Used	Prior Year to Date Actual
Operating revenues					
Federal grants	\$ -	\$ -	\$ -	0.0%	-
Charges for services	750,000	266,860	(483,141)	35.6%	204,384
Contractual write-down	(450,000)	(110,644)	339,356	24.6%	(55,205)
Total operating revenues	300,000	156,215	(143,785)	52.1%	149,179
Operating expenses					
General and administration	468,550	129,482	(339,068)	27.6%	89,091
Material and maintenance	63,400	20,947	(42,453)	33.0%	15,931
Depreciation	68,029	17,010	(51,019)	25.0%	5,800
Bad debt	-	50,202	50,202	0.0%	-
Total operating expenses	599,979	217,641	(382,338)	36.3%	110,822
Operating income (loss)	(299,979)	(61,426)	238,553		38,357
Nonoperating income (expense)					
Interest expense	(9,000)	(2,118)	(6,882)	23.5%	(2,398)
Interest revenue	-	70	70	0.0%	(130)
Total nonoperating income (expense)	(9,000)	(2,049)	6,951	22.8%	(2,529)
Net income (loss)	(308,979)	(63,474)	245,505		35,828
Other financing sources (uses)					
Transfers in	312,000	78,000	(234,000)	25.0%	-
Transfers out	-	-	-	0.0%	-
Total other financing uses	312,000	78,000	(234,000)		-
Change in net position	\$ 3,021	\$ 14,526	\$ 11,505		\$ 35,828

CITY OF STURGIS, MICHIGAN

Statement of Revenues, Expenses and Changes in Net Position

Budget and Actual - Electric Fund

For the Quarter Ended December 31, 2023

Percentage of the Year Complete

25.00%

	Final Budget	Current Year to Date Actual	Actual Over (Under) Final Budget	Percent of Budget Used	Prior Year to Date Actual
Operating revenues					
Fiber network	\$ 23,000	\$ 5,285	\$ (17,715)	23.0%	\$ 5,285
Power sales	23,313,000	6,154,964	(17,158,036)	26.4%	5,540,541
PCAF	2,750,000	(173,491)	(2,923,491)	-6.3%	526,247
Energy optimization	198,000	48,244	(149,756)	24.4%	48,629
Reconnect fees	40,000	6,060	(33,940)	15.2%	7,575
Changes for services	-	-	-	0.0%	-
Security light fees	70,000	16,649	(53,351)	23.8%	16,030
Street light	54,000	16,185	(37,815)	30.0%	15,100
Late charges	90,000	31,842	(58,158)	35.4%	19,447
Library building reimbursement	20,000	1,031	(18,969)	5.2%	2,349
Interest rebate	34,000	8,353	(25,647)	24.6%	10,765
Other income	300,000	67,713	(232,287)	22.6%	54,027
Total operating revenues	26,892,000	6,182,835	(20,709,165)	23.0%	6,245,995
Operating expenses					
General and administration	3,367,858	764,194	(2,603,664)	22.7%	522,732
Diesel plant	638,966	75,792	(563,174)	11.9%	74,893
Purchased power	14,141,545	2,699,425	(11,442,120)	19.1%	3,150,161
Hydro	542,510	87,428	(455,082)	16.1%	104,192
Substation	154,650	36,338	(118,312)	23.5%	14,091
Transmission	31,190	1,556	(29,634)	5.0%	14,078
Fiber	10,000	-	(10,000)	0.0%	-
Local fiber	-	-	-	0.0%	-
Trunkline	1,000	-	(1,000)	0.0%	-
Distribution	2,079,854	431,259	(1,648,595)	20.7%	452,308
Transformers	56,410	948	(55,462)	1.7%	948
Secondary	44,460	4,806	(39,654)	10.8%	11,263
Street lighting	121,970	40,946	(81,024)	33.6%	42,068
Economic development	218,930	26,534	(192,396)	12.1%	33,522
Metro area network	29,390	1,812	(27,578)	6.2%	1,812
Meter reading	426,200	74,952	(351,248)	17.6%	104,292
Maintenance building	245,180	44,805	(200,375)	18.3%	51,705
West Street properties	26,190	2,674	(23,516)	10.2%	3,100
Depreciation	1,920,000	480,000	(1,440,000)	25.0%	480,000
In lieu of tax payments	1,541,820	385,455	(1,156,365)	25.0%	382,785
Total operating expenses	25,598,123	5,158,925	(20,439,198)	20.2%	5,443,951
Operating income (loss)	1,293,877	1,023,910	(269,967)		802,044

continued...

CITY OF STURGIS, MICHIGAN

Statement of Revenues, Expenses and Changes in Net Position

Budget and Actual - Electric Fund

For the Quarter Ended December 31, 2023

Percentage of the Year Complete

25.00%

	Final Budget	Current Year to Date Actual	Actual Over (Under) Final Budget	Percent of Budget Used	Prior Year to Date Actual
Nonoperating income (expense)					
Interest expense	\$ (61,200)	\$ (15,300)	\$ (45,900)	25.0%	\$ (15,300)
Interest revenue	200,000	445,834	245,834	222.9%	142,601
Rent rev	116,000	20,672	(95,328)	17.8%	19,778
Gain on sale of assets	-	-	-	0.0%	-
Total nonoperating income (expense)	254,800	451,206	196,406	177.1%	147,079
Net income (loss)	1,548,677	1,475,116	(73,561)		949,123
Capital contributions and grants					
Grants	-	-	-	0.0%	-
Other financing sources (uses)					
Transfers in	85,200	21,300	(63,900)	25.0%	20,610
Transfers out	-	-	-	0.0%	-
Total other financing uses	85,200	21,300	(63,900)		20,610
Change in net position	\$ 1,633,877	\$ 1,496,416	\$ (137,461)		\$ 969,733

concluded

CITY OF STURGIS, MICHIGAN

Statement of Revenues, Expenses and Changes in Net Position

Budget and Actual - Sanitary Sewer Fund
For the Quarter Ended December 31, 2023

Percentage of the Year Complete

25.00%

	Final Budget	Current Year to Date Actual	Actual Over (Under) Final Budget	Percent of Budget Used	Prior Year to Date Actual
Operating revenues					
Wastewater sales	\$ 2,255,170	\$ 569,050	\$ (1,686,120)	25.2%	\$ 554,550
Customer charge	1,397,580	363,825	(1,033,755)	26.0%	346,038
Interest rebate	3,000	890	(2,110)	29.7%	1,147
Other income	28,080	9,533	(18,547)	34.0%	9,476
Total operating revenues	3,683,830	943,298	(2,740,532)	25.6%	911,211
Operating expenses					
General and administration	930,666	194,974	(735,692)	20.9%	170,876
Wastewater treatment plant	1,276,500	305,288	(971,212)	23.9%	261,696
Depreciation	1,177,600	294,399	(883,201)	25.0%	294,399
In lieu of tax payments	219,960	54,990	(164,970)	25.0%	59,730
Total operating expenses	3,604,726	849,650	(2,755,076)	23.6%	786,701
Operating income (loss)	79,104	93,647	14,543		124,509
Nonoperating income (expense)					
Interest expense	(115,800)	(28,950)	(86,850)	25.0%	(28,950)
Interest revenue	68,970	56,172	(12,798)	81.4%	14,903
Rent rev	1,592	1,592	-	100.0%	1,592
Gain on sale of assets	-	-	-	0.0%	-
Total nonoperating income (expense)	(45,238)	28,814	74,052	-63.7%	(12,455)
Net income (loss)	33,866	122,461	88,595		112,054
Capital contributions and grants					
Grants	-	-	-	0.0%	-
Other financing sources (uses)					
Transfers in	62,400	15,600	(46,800)	25.0%	14,601
Transfers out	-	-	-	0.0%	-
Total other financing uses	62,400	15,600	(46,800)		14,601
Change in net position	\$ 96,266	\$ 138,061	\$ 41,795		\$ 126,655

CITY OF STURGIS, MICHIGAN

Statement of Revenues, Expenses and Changes in Net Position

Budget and Actual - Water Fund

For the Quarter Ended December 31, 2023

Percentage of the Year Complete

25.00%

	Final Budget	Current Year to Date Actual	Actual Over (Under) Final Budget	Percent of Budget Used	Prior Year to Date Actual
Operating revenues					
Water sales	\$ 931,986	\$ 238,369	\$ (693,617)	25.6%	222,894
Meters and taps	10,000	8,584	(1,416)	85.8%	9,935
Customer charge	1,134,498	293,689	(840,809)	25.9%	276,675
Reconnect fees	5,000	1,364	(3,636)	27.3%	620
Interest rebate	3,000	890	(2,110)	29.7%	1,147
Other income	10,000	18,061	8,061	180.6%	1,700
Total operating revenues	2,094,484	560,956	(1,533,528)	26.8%	512,971
Operating expenses					
General and administration	520,330	167,754	(352,576)	32.2%	126,354
Material and maintenance	962,514	186,438	(776,076)	19.4%	228,148
Depreciation	442,720	110,679	(332,041)	25.0%	109,584
In lieu of tax payments	120,600	30,150	(90,450)	25.0%	29,895
Total operating expenses	2,046,164	495,021	(1,551,143)	24.2%	493,982
Operating income (loss)	48,320	65,935	17,615		18,989
Nonoperating income (expense)					
Interest expense	(35,000)	(9,000)	(26,000)	25.7%	(4,500)
Interest revenue	15,000	11,459	(3,541)	76.4%	4,684
Rent rev	2,300	2,026	(274)	88.1%	-
Gain on sale of assets	-	-	-	0.0%	-
Total nonoperating income (expense)	(17,700)	4,485	22,185	-25.3%	184
Net income (loss)	30,620	70,420	39,800		19,173
Capital contributions and grants					
Grants	10,000	-	(10,000)	0.0%	-
Other financing sources (uses)					
Transfers in	-	-	-	0.0%	-
Transfers out	-	-	-	0.0%	-
Total other financing uses	-	-	-		-
Change in net position	\$ 40,620	\$ 70,420	\$ 29,800		\$ 19,173

CITY OF STURGIS, MICHIGAN

Statement of Revenues & Expenditures

Governmental Funds

For the Quarter Ended December 31, 2023

Percentage of the Year Complete 25.00%

	Final Revenue Budget	Actual Revenue Year to Date	Percent of Budget Earned	Final Expenditure Budget	Actual Expenditure Year to Date	Percent of Budget Used
Fund						
General fund	\$13,177,852	\$ 2,991,854	22.70%	\$13,313,453	\$ 2,414,559	18.14%
Street repair	-	128	0.00%	-	-	0.00%
Major street	1,146,650	289,197	25.22%	1,107,850	145,706	13.15%
Local street	898,000	85,029	9.47%	788,760	107,718	13.66%
Sidewalk and street repair	972,800	404,622	41.59%	2,217,461	8,849	0.40%
Cemetery	369,835	65,781	17.79%	373,358	75,665	20.27%
Drug enforcement	-	7	0.00%	2,500	-	0.00%
Airport	287,905	47,433	16.48%	394,772	41,735	10.57%
Brownfield Redevelopment Authority	210,143	-	0.00%	222,634	-	0.00%
Building department	70,500	45,581	64.65%	182,272	41,506	22.77%
Local Development Finance Authority	943,216	63,037	6.68%	1,005,000	413,461	41.14%
Building Authority	691,663	27,856	4.03%	691,913	-	0.00%
Housing department	70,020	20,822	29.74%	69,880	16,474	23.57%
Sturges-Young Center for the Arts	1,083,100	186,779	17.24%	1,156,081	170,520	14.75%
Recreation	255,800	52,851	20.66%	256,690	47,353	18.45%
Doyle Community Center	647,200	138,691	21.43%	709,372	144,067	20.31%
Opium Settlement Fund	20,693	2,515	12.15%	-	-	0.00%
Capital reserves (combined)	12,000	21,223	176.85%	1,173,667	156,546	13.34%
Total	<u>\$20,857,377</u>	<u>\$ 4,443,405</u>		<u>\$23,665,663</u>	<u>\$ 3,784,159</u>	

For internal use only. These financial statements have not been audited, and no assurance is provided.

CITY OF STURGIS, MICHIGAN

Statement of Revenues & Expenses

Enterprise and Internal Service Funds

For the Quarter Ended December 31, 2023

Percentage of the Year Complete 25.00%

	Final Revenue Budget	Actual Revenue Year to Date	Percent of Budget Earned	Final Expense Budget	Actual Expense Year to Date	Percent of Budget Used
Fund						
Electric	\$27,293,200	\$ 6,670,641	24.44%	\$25,659,323	\$ 5,174,225	20.17%
Sanitary sewer	3,816,792	1,016,662	26.64%	3,720,526	878,600	23.61%
Water	2,121,784	574,441	27.07%	2,081,164	504,021	24.22%
Motor vehicle	1,471,928	367,195	24.95%	1,325,510	281,938	21.27%
Workers compensation	106,000	26,721	25.21%	121,080	28,215	23.30%
Employee benefit	3,078,100	711,910	23.13%	3,130,480	934,005	29.84%
Ambulance	612,000	234,285	38.28%	608,979	219,759	36.09%
Total	<u>\$38,499,804</u>	<u>\$ 9,601,853</u>		<u>\$36,647,062</u>	<u>\$ 8,020,764</u>	