



AGENDA
CITY COMMISSION MEETING
MONDAY, MARCH 11, 2024
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM

WORK SESSION 5:00 P.M.

1. City Visioning 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
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 28, 2024 regular meeting as presented.**
 - B. Pay Bills
 - **AUTHORIZE the payment of the City bills in the amount of \$1,946,305.30 as presented.**
 - C. DDA, BRA, EDC and LDFA Board Resignation
 - **ACCEPT the resignation of Eric Eishen from the DDA, BRA, EDC and LDFA boards and SEND a letter of recognition for his service.**
 - D. Trinity Lutheran Church Cross Walk
 - **APPROVE the requests for the 2024 Trinity Lutheran Church Cross Walk as presented.**
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - A. 2024 New Sidewalk & Shared Use Path Construction Public Hearing – Barry Cox
 - B. Industrial & Central Substation Upgrade Bid – Chris McArthur
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

Manager's Report

MARCH 11, 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 Visioning and Goal Setting

Staff: Andrew Kuk

As discussed at the January 24th Commission work session, staff has been working with Commission feedback to develop draft visions and goals for City areas of work that include Community, Infrastructure, Governance and Administration, Public Health and Safety, and Development and Growth.

Included in your packet is a draft Vision and Goals worksheet which identifies proposed visions and goals for each area, as well as summarizing Master Plan goals, Parks and Recreation Plan goals, and Commissioner feedback tied into each area. As a reference, I have included the Implementation sections of both the 2020 Master Plan and Parks and Recreation Plan, as they include more detail than was placed in the summary sheet.

Staff will review the draft Visions and Goals with the Commission as part of the work session, with the intent to discuss and refine these proposals.

Included in your Packet:

1. Draft Vision and Goals Worksheet
2. 2020 Master Plan Implementation Section
3. Parks and Recreation Plan Implementation Section

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for March 11, 2024 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the February 28, 2024 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$1,946,305.30 as presented.

8C. DDA, BRA, EDC and LDFA Board Resignation

After his retirement from Sturgis Bank and Trust, Eric Eishen has submitted his resignation from the DDA, BRA, EDC and LDFA boards. The vacancies have been advertised.

Consent Agenda Motion:

ACCEPT the resignation of Eric Eishen from the DDA, BRA, EDC, and LDFA boards and SEND a letter of recognition for his service.

8D. Trinity Lutheran Church Cross Walk

For many years now Trinity Lutheran Church has held a Cross Walk in which the members of the congregation and other friends of the community walk from the church to the Sturgis High School parking lot, singing hymns and

carrying a cross. The Commission has previously approved these requests, including the use of police staff for assistance.

Following a short opening service in the church, they would exit their property and head north on Lakeview to Chicago Road. They would travel west along Chicago Road to Free Church Park and hold a short service there before proceeding south on Monroe Street to Congress Street and returning to the church.

Trinity Lutheran would be making use of sidewalks for this route, and police assistance would be limited to helping ensure the group could cross major intersections.

Staff is recommending approval of the request, including use of Free Church Park and police assistance. The Cross Walk would be held on Good Friday, March 29, 2024, beginning at noon.

Consent Agenda Motion:

APPROVE the requests for the 2024 Trinity Lutheran Church Cross Walk as presented.

10. New Business

A. 2024 New Sidewalk & Shared Use Path Construction Public Hearing

Staff: Barry Cox

OPEN PUBLIC HEARING

The City of Sturgis Engineering Department is initiating a New Sidewalk Special Assessment District in accordance with the Public Sidewalk Construction Policy approved by the City Commission in 2011. The district is being considered in conjunction with the Main Street Utility & Street Improvements Project. The intent of the assessment district is to connect existing sidewalk segments along the south side of West Main Street between N. Clay and N. Nottawa Streets. Attached is the preliminary Special Assessment roll including the property tax ID number, owner, address, and estimated assessment amount.

A letter has been sent to each property owner listed in the preliminary assessment roll notifying them of the public hearing date and estimated assessment cost. If approved, a form will be prepared listing each property tax ID number, owner, address, and estimated assessment amount. The form will be recorded at the St. Joseph County Register of Deeds so a title search on a prospective sale will indicate the special assessment information.

CLOSE PUBLIC HEARING

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY Special Assessment District #2024-01 for the 2024 New Sidewalk Program as presented.

Staff Recommendation:

APPROVE

Included in your Packet:

1. Resolution for Special Assessment

10. New Business

B. Industrial & Central Substation Upgrade Bid

Staff: Chris McArthur

With the construction of the new AEP Stubey Substation, it is necessary for the City to have updated equipment to protect the City's substation assets from a fault on that line which feeds us. The overall project scope includes the replacement of one 69kV line relaying panel at the Industrial Substation and the installation of a new 69kV line relaying panel and new 69kV breaker at the Central Substation. This relay panel procurement includes manufacturing, assembly, factory testing, and delivery of two (2) relay control panels. These relays will be coordinated with AEP relays for protection from both sides.

Bids were requested for the project. Bids were opened on March 4th with four bidders responding. Electrical Power Products (EP2) was the low bidder in the amount of \$43,233.00 and had the best lead time (19-21 weeks). GRP Engineering evaluated the bids received and recommends accepting the low bid from Electrical Power Products.

The funds for this project have been budgeted for in the capital budget under Industrial Substation Expansion (\$500,000.00). Installation of the panels will be separately bid at a future date.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid from Electrical Power Products in the amount of forty-three thousand two hundred and thirty-three dollars (\$43,233.00) as presented.

Staff Recommendation:

APPROVE

Included in your Packet:

1. Letter of Recommendation
2. Bid Tab

Noteworthy Meetings / Events

- Sturgis High School Senior Mentoring | February 27th
- Chamber of Commerce Board of Directors Meeting | February 27th
- Sturgis High School Senior Mentoring | February 29th
- Glen Oaks Community College Presidential Search Committee Meeting | March 4th
- DDA Meeting | March 6th
- Exchange Club Meeting | March 7th

Upcoming Events

- 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 Work Session

Agenda Item 1

Community

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

Draft Vision: An appealing community with plentiful assets and services that are engaging for residents and visitors.

Draft Goal 1: Enhance and maintain unique quality of life assets in the community (i.e. Sturges-Young Center for the Arts, Doyle Community Center, etc.).

Draft Goal 2: Expand parks and recreation resources and activities in meaningful, inclusive, and fun ways.

Draft Goal 3: Maintain, enhance, and promote the downtown area as a vibrant core of the community.

Master Plan Goals

Improve residents' quality of life by expanding meaningful, inclusive, and fun recreation opportunities.

- Provide space where the community can congregate and socialize.
- Expand recreational offerings to children.

The downtown will be a local and regional destination for retail and entertainment.

- A fun, attractive, and convenient place to visit.
- Offers retail and entertainment that attracts all age groups.

Parks and Recreation Plan Goals

VISION: Improve residents' quality of life by expanding meaningful, inclusive, and fun recreation opportunities.

GOAL 1: Provide a geographically balanced and accessible system of park and recreation facilities.

GOAL 2: Expand the diversity of recreation facilities available at existing recreation facilities to offer year-round opportunities for individuals of all ages and abilities in order to meet current and future demands.

GOAL 3: Preserve, protect, and improve historic, natural, scenic, or environmentally sensitive areas for appropriate public use and enjoyment and habitat protection.

GOAL 4: Promote and maintain strong working relationships with St. Joseph County, neighboring townships, the Sturgis Public School District, private entities, and other community organizations to enhance recreational opportunities available to area residents.

GOAL 5: Continue to implement the non-motorized trailway plan throughout the city and beyond to provide a safe, attractive, and enjoyable recreational experience and non-motorized transportation options.

GOAL 6: Continue to encourage and seek out philanthropic, grant-based, and other donor-driven funding mechanisms for financial support of park facilities.

GOAL 7: Increase community awareness of parks, facilities, and programs through targeted outreach and engagement.

Commissioner Feedback

- Maintain and encourage a vibrant downtown. More resident participation and attendance at events. Expand marketing to increase tourism.
- Ensure a Safe, Healthy, Equitable Community. Promote policies and programs that encourage inclusivity.
- Increase outdoor recreation opportunities, specifically non-motorized trails. Consider collaborations to extend distance of trails.
- Expand/Improve marketing of downtown as a whole.
- Improve Doyle equipment downtime.
- Constant activities and promotion of Sturgis/downtown.
- Auditorium/Sturges-Young and enrichment center are important facilities. More activity.
- Support the Community Pool.
- Make downtown more kid-friendly and family-friendly.
- Try to recruit (private) facilities that have family participation.
- Create a permanent public market (indoor/outdoor).
- Sustain adult recreation programs.
- Bike paths.
- Parks and Rec.
- Need to add large parks capable of providing trails, frisbee golf & associated functions.

Infrastructure

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

Draft Vision: Continuous improvement of infrastructure that meets the needs of the community and is resilient.

Draft Goal 1: Maintain activities towards continuous improvement of the municipal street system.

Draft Goal 2: Improve the capability and resilience of utility infrastructure.

Draft Goal 3: Incorporate alternative infrastructure system elements (i.e. nonmotorized transportation, residential solar) in a strategic manner.

Master Plan Goals

To maintain a safe and modern vehicular network.

- Improve the quality of road conditions
- Incorporate cutting-edge infrastructure into road design

To build a nonmotorized network that is safe, accessible, and beautiful to be used for commuting, recreation, and errands.

- Provide a network that connects people to the places they need and want to access
- Provide a safe network that is separated from vehicles where a parent would feel comfortable with their child using it alone.
- Provide a network that is not just convenient, but also enjoyable

New practices: Permit the use of solar panels on residential, commercial, industrial properties

Consider specific regulations for small-scale wind farms or generators as accessory structures to ensure they are adequately permissive

Commissioner Feedback

- Replacement of streets including St. Joseph, Market, N. Clay (Main to John), N. Prospect (Main to Lafayette).
- Increase Electric output for a more reliable service.
- Make citizens feel safe in their neighborhoods; assessment of the City lighting to identify underlit areas that would create potential safety concerns for the community and initiate repairs/installations as appropriate.

- Develop plans and funding strategies for maintaining/enhancing/protecting city infrastructure and assets. Assess existing condition of city assets and infrastructure and develop long range replacement plans including a preventative maintenance schedule. To include Transportation, Facilities, Storm water, Wastewater Collection System, Water Distribution, Parks, Park Facilities, etc.
- Continue street reconstruction and resurfacing programs.
- Work toward a single waste hauler or set a specific date for waste pickup.
- Centerville Road Potholes near Speedway.
- Develop a new facility for the electric department.
- Address semi-truck impact on streets.
- Truck bypass around downtown.
- Expand Railroad services.
- Stay in “front” of pothole repairs.
- Continue work on the streets via the millage.
- More handicapped parking downtown.
- On-street parking.
- Complete maintenance.
- Utilities.

Governance and Administration

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

Draft Vision: Ensure the City operates in a cost-efficient and effective manner, communicating effectively with and being responsive to all citizens.

Draft Goal 1: Evaluate staffing and implement programs to ensure a lean and effective organization with positions that are continuously filled with high-quality staff that meet the needs of the organization.

Draft Goal 2: Ensure the organization is adequately communicating to and with all citizens and stakeholders through appropriate staff skillsets, technology, and processes.

Draft Goal 3: Develop budgets and policies that provide desired service levels in a cost-efficient manner as well as utilizing innovation and outside resources (i.e. grants, collaborations) to their fullest extent to control expenses.

Master Plan Goals

Embrace efficient forms of communication that enhance two-way exchange with the public.

- Use technology to consistently reach a wider citizen base
- Proactively engage residents face-to-face

Commissioner Feedback

- Provide our citizens with the highest level of competence/ability in local government.
- Re-structure the make-up of the City Commission to 1 Commissioner from each precinct and 5 at-large Commissioners. All 4-year terms.
- Create community dialogue opportunities to seek input and feedback from the community. Includes more surveys, expanded use of social media, etc.
- Cultivate positive workplace dynamics for City staff. Includes HR, policies, Inclusivity/diversity, training, supervisory development and succession planning, workplace morale/team-building.
- Ensure all departments have people trained and licensed to step into higher positions should the need arise.

- Better communication with Commission on Street Capital Improvement plans (particularly streets).
- Reign in credit card debt and travel expenses.
- Work to increase efficiencies through evaluation of open positions (eye towards elimination/consolidation) and innovation.
- Increase fund balance back to a level of 30% over time.
- Investigate DROP Program (retaining retirement-eligible employees with incentives).
- Improve workforce diversification and incentivize workers with bilingual skills.
- Develop more standard/regular reports to City Commission.
- Reduce general fund balance.
- Limit credit card/incidental spending.
- Ensure the City website is current and user friendly.
- Make City workers more financially responsible. Look out for the taxpayers money.
- Diversify the City workforce and offer an incentive bonus.
- Ensure the City website is current and user friendly.
- Engage City staff on how to make the City a better place to work.
- Provide on-the-job training at City offices, police department, fire department.
- Build a better website promoting Sturgis; promote the community.
- Reduce property taxes.
- Maintain financial viability. Watch additional spending, it's not our money.
- Better ways to provide services to citizens.
- Reduce spending/watch budget.
- Bilingual hiring incentives.

Public Health and Safety

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

Draft Vision: Provide services that foster an environment of safety, security, and well-being to all members of the community.

Draft Goal 1: Provide high-quality police/fire/EMS/ambulance services in an efficient and effective manner.

Draft Goal 2: Focus on enforcement of laws/rules/codes that will improve the safe and secure atmosphere of the community.

Draft Goal 3: Engage in strategies to ensure that municipal services related to public health and safety are accessible to and effective for all members of the community.

Commissioner Feedback

- Maintain the high standards of EMS and fire.
- Encourage police to investigate and make arrests for theft and stop the rampant bicycle theft in town.
- Create and maintain an environment that promotes health, safety and well-being.
- Address dogs off of leash.
- Review options for relocation, replacement, or expansion of Police/Fire Station/City Hall.
- Develop a plan to install video surveillance at all City-owned facilities/assets.
- More traffic patrols to calm the flow of traffic; more visible patrols.
- Keep the community clean and safe. Free from drugs...all types.
- Enforce the noise ordinance.
- Stiffer compliance for housing/neighborhoods.
- Improve blighted areas and decrease rental properties.
- Promote Public Safety, Police, Fire.
- Possibly hire a translator for the fire/police departments.
- Take a closer look at the ambulance service and transfers. Possibly look into eliminating or limiting non-emergency transfers.

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.

Draft Vision: Foster an environment of continual growth that supports the community and can be contributed to by all.

Draft Goal 1: Evaluate and amend processes and ordinances related to development to ensure they both meet the needs of the community and allow for growth by a variety of developers.

Draft Goal 2: Provide for and encourage development of high-quality housing stock that is suitable to all ages and income levels in a variety of formats to meet different needs.

Draft Goal 3: Provide and support physical resources necessary for development (land, infrastructure, etc.) to promote economic attraction and expansion.

Master Plan Goals

To provide high-quality housing stock that is suitable to all ages, abilities, and income levels

- Provide housing at different sizes, locations, and price points to accommodate currently underserved populations.
- Ensure that renter- and owner-occupied housing stock is in excellent condition.
- Encourage upper story living in the downtown.

The local economy is industry-diverse and offers jobs at varying skill and income levels.

- To maintain a strong industrial sector.
- To encourage “new economy” jobs to locate and prosper within the City.
- To help ensure that workers are receiving a decent wage.

Commissioner Feedback

- Address the needs of new businesses and business types identified as desirable additions to our economic diversity and sustainability.
- Explore expansion of food trucks and other street vendors in specified locations on a more permanent basis.

- Evaluate the cannabis industry in commercial zones to determine whether adjusting current regulations could increase net revenue while still maintaining community benefits.
- Lower restrictions on development (building/planning/zoning). Stormwater requirements, parking lots as examples.
- Improve the relationship between the Building Department and the community. Increase/improve information available to the public and provide educational information to the community via social media and other channels. Increase empathy.
- Increase housing to range from small multi-unit apartments, single-family homes, and larger apartment complexes. Take active steps toward developing City Sub 3. Encourage development of vacant lots, even those owned by private owners.
- Develop a group of small business owners and homeowners to review current city codes and ordinance and ensure the City is business and community friendly.
- Create a plan to address housing and a timeline to develop sub 3.
- Address housing projects in Sturgis.
- Create an area for “form-based zoning”.
- Attract a lumber yard to the community.
- Improve/develop industrial parks.
- Investigate more senior apartment options. Limit HUD housing.
- More homeowners, less rentals.
- Allow tax foreclosures to go to private investors.
- Encourage/develop good paying jobs.
- Have more town hall meetings for the area businesses of Sturgis to see how the City could help them.
- Create workshops for entrepreneurs.
- Development of the Stateline Business Park.
- Cut out unnecessary “red tape” in business expansion for small businesses. Form a committee to go through current ordinances and rewrite as necessary.
- Develop Sub 3 for affordable single-family homes.



Integration & Implementation

10

The culmination of the master planning process is translating all of the findings from analysis and community engagement into goals and then actions. For land use specifically, there are a few tools used to determine how a city will grow and how it can change to achieve its vision through the future land use map and the zoning plan. More broadly, the action plan outlines steps that the City can take to reach its goals that are not necessarily land-based.

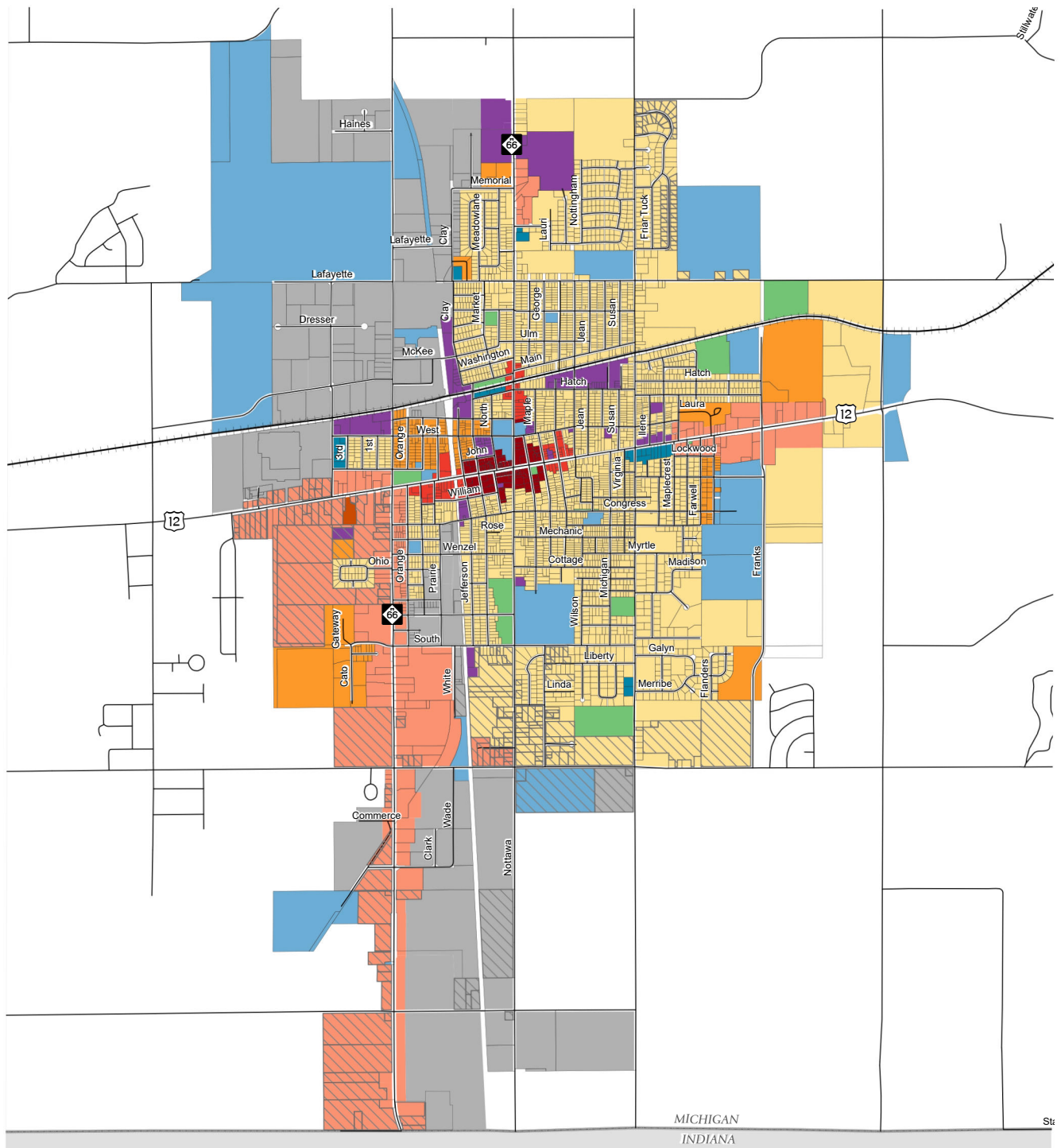
The vision of the Sturgis community is one that supports jobs, retail, and infrastructure. Increasing employment opportunities, increasing retail and restaurants in the downtown, and improving City streets. Continuing to maintain the quality of schools, low crime rate, and affordable housing will keep residents, families, and seniors within the City. The demographic shifts in Sturgis align with needs that were heard during community engagement: a greater variety of housing types and affordable options will allow people of all ages and income levels the opportunity to live and succeed in Sturgis. With an aging population and a gradual influx of Spanish-speaking families, housing types and affordability will be intimately connected with the ability

of these groups to reside in the City, as noted in community feedback. The regulatory tools for implementation are driven by this understanding of community needs vocalized by citizens, stakeholders, and elected leaders.

FUTURE LAND USE

The Future Land Use Map (FLUM) identifies generalized preferred future land uses in the City. It is a general framework intended to guide land use and policy decisions within the City over the next 15-20 years, driving changes to the Zoning Ordinance and informing development review decisions. The preferred locations for future development types are shown, allowing the community to identify where certain land uses should expand or contract without committing it to law. The FLUM should be referenced in decision-making processes about development coming to Sturgis, and if a City finds that it is not consulting the FLUM in that way, then the map should be re-evaluated and updated to reflect the development desires of the community.

MAP 18. Future Land Use



CITY OF STURGIS Future Land Use

Data Sources: State of Michigan Geographic Data Library, City of Sturgis GIS, Indiana MAP

- | | | |
|------------------|---------------------------|-----------------------------------|
| City Parcels | Business Highway | Mixed Residential |
| State Roads | Business Neighborhood | Single and Two-Family Residential |
| All Roads | Central Business District | Mobile Home |
| Railroads | Business Office Service | Public |
| Rivers / Streams | Industrial | Open Space |
| Lakes / Ponds | Mixed Use | Township Ownership |

Note: Boundary reflects 425 agreements executed during the writing of this plan.

The FLUM proposes the addition of a “mixed residential” land use category that would integrate housing types, contrary to typical zoning practices that segregate single-family housing from everything else. Development of this kind would increase density with a mix of multi-family units such as apartments, duplexes, senior housing, condominiums, and single-family houses. It is a more respectful way of integrating these denser development types into the community than segregating them into “transition” zones between single-family housing and other uses. The proposed mixed residential land use areas are strategically located near the downtown and commercial corridors to build accessibility to services into future residential planning.

The Sturgis FLUM also implements a true “mixed use” category as a redevelopment tool. Assigned to parcels and areas of the City which are in transition, this category would permit residential, commercial, or industrial uses that are appropriately combined and suitable for their

context, as determined by the Planning Commission. In near-downtown neighborhoods, for example, this category would allow for a traditional development format that many cities have eliminated over time: residential units above local businesses, expanding housing variety and increasing foot traffic for ground floor business. On larger parcels toward the periphery of the City, it may be used to implement an innovative large-format commercial/industrial hybrid.

The new future land use category, Business Neighborhood, envisions small and low-intensity commercial uses, including offices, to be integrated with existing residential. The “agriculture vacant” existing land use category, never meant to be permanent within any City’s limits, is replaced with mostly with single-family residential on the periphery of the City. Furthermore, properties covered with hatching on the map represent properties under “425 agreements,” meaning that they are not yet part of the City but are anticipated to be in the future. The map shows the planned land use

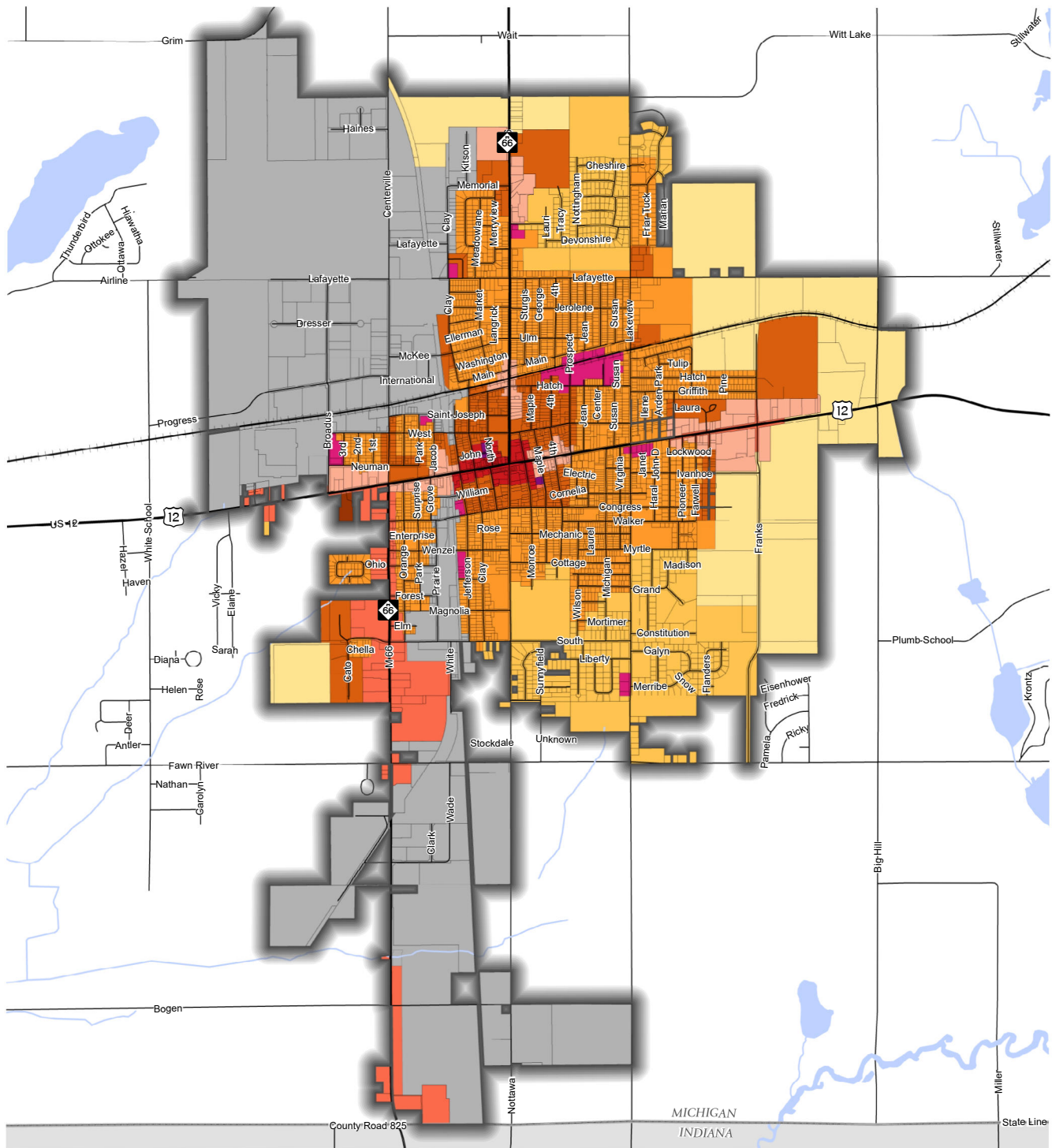
TABLE 22. Future Land Use Categories

District	Intent	Example of Uses*	Corresponding Zoning Districts
Single-family and two-family residential	To provide primarily for single-family, detached homes in residential neighborhoods	Single- and two-family housing units and complementary uses	R-1, R-2, R-3**
Mobile home	To provide an area for mobile home parks	Mobile homes	R-5
Mixed residential	To provide a wide variety of housing options of greater density than the single-family residential district	Single-family and multi-family units and complementary uses	R-1, R-2, R-3, R-4
Central Business District	To function as the major walkable and bikeable commercial destination for residents and the area	A mix of residential (upper story) and commercial uses	B-C
Business Highway	To primarily serve convenience-style shopping accessed by automobile in high-travel areas; to provide a transition between the intensity or incompatibility between uses such as mixed residential and industrial; to provide light industrial space in areas that generate less car traffic	Gas stations, drive-thru, car-wash, strip malls, warehousing, storage, lumber yards, vehicle sales	B-H 1, B-H 2
Business Neighborhood	To serve as a transition area for commercial business moving away from the density and walkability of the Central Business District but not as auto-intensive as Business Highway.	Mix of commercial uses including restaurants, retail, office, and service businesses with some residential	No zone
Business & Office	To provide low-intensity office space and other business uses in transition areas to residential districts.	Offices, banks, medical or dental offices, personal services.	B-OS
Open Space	To preserve land for passive and active recreation	Parks, open space, greenways	Several zoning categories
Public	To maintain spaces that are owned and operated by a public entity	Civic center, city departments, library	Several zoning categories
Mixed Use	To preserve maximum flexibility in identifying redevelopment uses and projects	Multi-family units, neighborhood services, large mixed use projects	Several zoning categories
Industrial	To provide space for heavier industrial uses	Manufacturing, assembly, processing	M

*not exhaustive list of uses

**R-1, R-2, R-3 do not currently permit two family residential

MAP 19. Zoning Map



CITY OF STURGIS Zoning

Data Sources: State of Michigan Geographic Data Library, City of Sturgis GIS, Indiana MAP

- City Boundary
- State Roads
- All Roads
- Railroads
- Rivers / Streams
- Lakes / Ponds

- BC: Central Business
- BH-1: Highway Business
- BH-2: Highway Business
- BOS: Business Office Service
- M: Manufacturing
- PD: Planned Development

- R1: Rural Residential
- R2: Subdivision Residential
- R3: Residential
- R4: Apartments
- R5: Residential

Note: Boundary reflects 425 agreements executed during the writing of this plan.

B R I
Beckett&Raeder

categories for these properties once they are incorporated into the City. As some of these agreements were executed during the writing of this plan, the Future Land Use and Zoning Maps shown here have a slightly different boundary than the remainder of the maps within the plan.

Zoning Plan

The purpose of a zoning plan is to take note of areas where the zoning ordinance no longer matches the future land use map so that appropriate changes can be made to align the two. Sturgis is currently regulated by a traditional use-based zoning ordinance, but as can be seen on the FLUM, there is an interest to permit more than one land use per zone. The table “Future Land Use Categories” explains the intent of each future land use category and ties it to its current corresponding zoning district. The purpose of showing both in one table is to convey the type of change needed to move towards future land use patterns.

Zoning Changes

Most of the zoning changes needed to implement the “live” recommendations of this master plan entail expanding the types of housing offered. This can be done in a couple ways. For example, “mixed residential,” could be formed that permits a mix of housing types, and/or the established residential zones could expand what is permitted. Another example of expanding residents’ housing options is to consider an “age-in-place zone” where development caters to Baby Boomers and future generations who wish to change homes as they age without leaving their community. This would require a re-thinking of residential zoning, as many of these developments call for a mix of housing units, medical offices, and community facilities. Another way to do this is to permit second story housing downtown and in mixed-use zones, and programming vacant and redevelopment sites for alternative residential uses can solve the “missing-middle” housing shortage.

Other changes surrounding “play” or recreational endeavors include adjustment to the extent that the City requires development to install nonmotorized infrastructure and facilities for pedestrians when appropriate. The tendency may be to reduce requirements of developers but in certain instances, facilities that serve nonmotorized users benefits businesses and the City. The City could start this conversation by adopting into their ordinance a Complete Street policy and use it as a tool to work with the development community. Incorporating bicycle-friendly infrastructure and parking (bike racks) in the downtown can help meet nonmotorized goals and spur downtown activity. In addition, the City could add to the recreation options by permitting community gardens on vacant parcels, where it makes sense. While housing remains a priority, some garden lots may serve a neighborhood by becoming a focal point where residents can share in recreational activity.

Sturgis has ambitious environmental aspirations. The market has finally shifted so that renewable energy is an economically worthwhile pursuit, and the City has plans to harness its potential to become more resilient. The City will need to create regulations for residential, commercial, and industrial solar panels, and consider adequate locations for possible wind generators. In that same vein, regulations to protect the City from flooding events call for improved zoning requirements for landscaping that increase vegetation and decrease impervious surfaces in the site plan review process.











ACTION PLAN

The action plan is mainly organized around the major live, work, and play themes that were explored in the community engagement portion of the master planning process, but two extra categories that were deemed valuable were added: environment and communication. In the left column, the goal is the broadest statement, followed by more concrete and clarifying objectives. The actions are specific strategies that Sturgis can take to accomplish the larger goal. What makes an action plan useful is that each action is attached to responsible party, who it can partner with for additional support, and its level of priority. With those in place, a city knows where to start and who to assemble a team with to tackle the issue at hand.








While the actions are folded into a larger framework, each action can achieve more than just the category they are assigned to. Most of the goals under “live” are working towards providing high-quality housing for all residents, but other benefits are accrued in the process. For example, strategies to build housing for all helps to retain families and a workforce, fill out neighborhoods, and achieve greater equity for certain demographics such as low-income, young professionals, and senior citizens. The “other benefits” column uses icons to indicate where positive spillover effects of a strategy would likely occur:










“LIVE”








Goals & Objectives: RESIDENTIAL	Actions	Responsible Party	Partners	Priority	Other benefits
<p>To provide high-quality housing stock that is suitable to all ages, abilities, and income levels</p> <ul style="list-style-type: none"> » Provide housing at different sizes, locations, and price points to accommodate currently underserved populations » Ensure that renter- and owner-occupied housing stock is in excellent condition » Encourage upper story living in the downtown 	Diverse housing stock: Determine how to permit accessory dwelling units, potentially including “tiny houses,” in the City	Planning Commission	City Commission	2	
	Update zoning ordinance to permit age-in-place facilities, which may mix uses such as residential, neighborhood commercial, medical, and institutional	Planning Commission	City Commission; Thurston-Woods Village; Area Agency on Aging Region IIIc; St. Joseph County Commission on Aging	3	
	Use vacancy and blight data to determine preferred areas for redevelopment and add a density bonus to new construction, such as permitting duplex and triplex units by right	Planning Commission	City Commission	2	
	Work with partners to develop permanent supportive housing located near essential services and encourage readily available barrier removal to comply with ADA Civil Rights Law	Community Development Department	St. Joseph County Housing Task Force; Thurston Village; MSHDA-qualified housing developer; Habitat for Humanity	2	
	Connect housing developers with data from the 2016 Target Market Analysis for St. Joseph County showing potential demand for at least 108 duplexes, triplexes and fourplexes, 369 townhouses, and 140 multiplexes over the next 7 years	Community Development Department	Development community	1	
	Investigate programs or policies which will attract a developer to construct 3- and 4-bedroom apartments	Community Development Department	Development community	1	
	Consider a program to identify seniors who are ready to downsize and facilitate development of a duplex in which to age in place for people of all abilities	Planning Commission task force	Community Development Department	2	
	Quality: Create an easy-to-use, low-interest revolving home loan fund to offer homeowners up to \$5,000 for maintenance and repair, with delinquent repayment assessed to the tax rolls	Community Development Department	City administration; City Commission; local bank	1	
	Offer homes which are scheduled for demolition as redevelopment opportunities, prioritizing homes in denser residential neighborhoods	Community Development Department	City Commission	1	
	Add new zoning ordinance provision that requires all new residential development in the downtown to comply with ICC / ANSI 117.1 Accessible and Usable Buildings and Facilities, Type B dwelling units, which meet Fair Housing Act standards	Planning Commission	Community Development Department; City Commission; Disability Network of SW Michigan	1	







“PLAY”



Goals & Objectives: CIRCULATION	Actions	Responsible Party	Partners	Priority	Other benefits
To maintain a safe and modern vehicular network » Improve the quality of road conditions » Incorporate cutting-edge infrastructure into road design	Quality: Reconsider a semi-truck bypass on US-12 that circumvents downtown; develop educational materials to describe the merits to the public, possibly in a direct mailing	City Engineer	MDOT	3	
	Expand the budget for road repair on city-owned streets; renew millage	City Administration	Voters	2	
To build a nonmotorized network that is safe, accessible, and beautiful to be used for commuting, recreation, and errands » Provide a network that connects people to the places they need and want to access » Provide a safe network that is separated from vehicles where a parent would feel comfortable with their child using it alone » Provide a network that is not just convenient, but also enjoyable	Formally adopt a Complete Streets policy directing all City-funded transportation projects to consider all users and ability levels during road design development	City Commission and Planning Commission		1	
	Landscape nonmotorized trails so that they are buffered from vehicles and visually pleasing	Trees and Forestry; Parks and Recreation		3	
	Continue to implement the proposed pathways from the Non-Motorized Trailway Master Plan » Prioritize nonmotorized connections that link parks, open space, and schools » Update the Non-Motorized Trailway map to show where progress has been made	City Administration		2	
	Require new development to address nonmotorized transportation and provide facilities and infrastructure, such as bike racks, where appropriate	Planning Commission		1	
	Develop a strategy to prioritize filling sidewalk gaps and addressing connectivity	City Administration; City Engineer		1	

Goals & Objectives: COMMUNITY BUILDING	Actions	Responsible Party	Partners	Priority	Other benefits
<p>Improve residents' quality of life by expanding meaningful, inclusive, and fun recreation opportunities</p> <p>» Provide space where the community can congregate and socialize</p> <p>» Expand recreational offerings to children</p>	Permit community gardens on small vacant lots	Planning Commission	City Commission	2	
	Leverage partnerships to hold more annual, family-friendly community events	DDA Director; Chamber of Commerce	Local businesses, block clubs, neighborhood associations, and "play stakeholders"	1	
	Retain a professional marketing firm to increase engagement with the recreation and entertainment offerings throughout the City, and specifically to increase digital reach and social media engagement	City Administration	Professional marketing firm	1	
	Assist "play stakeholders" in marketing already established events	DDA Director; Chamber of Commerce	Professional marketing firm	2	
	Require all public facilities, upgrades and new construction to incorporate universal design for people of all abilities to enjoy	Community Development Department	Park and Recreation Commission; Park and Recreation Staff	2	
	Add a provision to the zoning ordinance to require all new commercial development to consider universal design	Planning Commission		3	
	Expand educational and recreational programming at City-run institutions for children				

“WORK”

Goals & Objectives: ECONOMIC DEVELOPMENT	Actions	Responsible Party	Partners	Priority	Other benefits
<p>The local economy is industry-diverse and offers jobs at varying skill and income levels</p> <ul style="list-style-type: none"> » To maintain a strong industrial sector » To encourage “new economy” jobs to locate and prosper within the City » To help ensure that workers are receiving a decent wage 	Support incubators, co-working, and commercial kitchens to encourage the development of new or expanding businesses	DDA; Economic Development	Sturgis Business Development Team; Senior Center (commercial kitchen); MEDC	2	
	Collaborate with the business community to teach youth “soft skills” and “interview skills” so they are ready to enter the workforce	Sturgis Public Schools Business Partnership Program; Sturgis Public Schools Adult Education		1	
	Connect companies which are locating or expanding in Sturgis with the local workforce	Economic Development; DDA	TIA / workforce development; educational institutions	1	
	Create a Business Neighborhood zoning district to serve businesses and establishments which thrive in an environment between “walkable” and “auto-centric”	Planning Commission		1	
<p>The downtown will be a local and regional destination for retail and entertainment</p> <ul style="list-style-type: none"> » A fun, attractive, and convenient place to visit » Offers retail and entertainment that attracts all age groups 	Install infrastructure to develop a wi-fi network downtown	Economic Development; Electric Department	City Commission; DDA	2	
	Recruit businesses that are geared towards young adults	DDA; Sturgis Chamber of Commerce	Economic Development	3	
	Promote and encourage 2nd story residential use along Chicago Road	Community Development Department	Local realtors	1	

Goals & Objectives: ENVIRONMENTAL	Actions	Responsible Party	Partners	Priority	Other benefits
Embrace “old” and “new” green policies that make Sturgis more environmentally resilient » Enact ordinances that improve the City’s the air and water quality » Increase the presence of infrastructure that mitigates the effects of intense weather events	New practices: Permit the use of solar panels on residential, commercial, industrial properties	Planning Commission	City Commission	1	
	Renewable energy: Continue to partner to implement a solar farm	Community Development Department	Private sector	1	
	Consider specific regulations for small-scale wind farms or generators as accessory structures to ensure they are adequately permissive	Planning Commission	City Commission	1	
	Support net metering	Electric Department		2	
	Old practices: Increase native tree canopy cover prioritizing areas adjacent to industry, nonmotorized pathways, right-of-ways and parking lots	Trees and Forestry		3	
	Update landscaping requirements to reduce impervious surfaces and increase vegetative cover, especially in areas that are prone to flooding	Planning Commission	City Commission	2	

Goals & Objectives: COMMUNICATION	Actions	Responsible Party	Partners	Priority	Other benefits
Embrace efficient forms of communication that enhance two-way exchange with the public » Use technology to consistently reach a wider citizen base » Proactively engage residents face-to-face	Continue to hold regular visioning sessions with high school students	Planning Commission		1	
	Expand use of social media platforms to communicate with residents	City Administration		2	

PLAN EVALUATION & MONITORING

According to the Michigan Planning Enabling Act, Act 33 of 2008, a community is required by law to review their adopted Master Plan every five years to determine if any revisions, edits, or updates must be amended to the Plan. This serves as an excellent opportunity to revisit the document if any drastic changes have occurred that would greatly impact the City, whether they be a major shift in demographics, a large-scale new development project, the construction of a regional trail with significant implications for travel, or any other noteworthy trends or projects that may occur and affect the City's outcome or future. Conditions change and planning is dynamic, so it is critical to ensure this overarching document is always aligned with what is best (and current) for the City.

Additionally, the Master Plan is reflected in another City planning document. The annual written report, which is compiled and written by the Planning Commission, is required to be drafted each year and sent to the City Commission for review. The goal of this document is to summarize the status of planning activities and development, including recommendations from the Planning Commission that would lead to actionable items from the City Commission. The annual report is also required by Act 33 of 2008 and offers great value to the community by ensuring the Planning Commission and City Commission are both understanding and reflective of the City's planning needs.

The City's Capital Improvements Program (CIP) provides a framework for the realization of community goals and objectives as envisioned in this Master Plan. The action items included in this plan can be carried toward implementation through the CIP, representing the collaboration between community engagement and elected leaders to define the future of Sturgis. All CIP projects, which are updated and derived from the items in this Master Plan, are listed on a priority basis and reflected by the fiscal year within the CIP. The CIP also includes an indication for providing the financial means for implementing the projects, ensuring that plan alignment and identified funding can achieve the overall vision of Sturgis.



5. Implementation

Recreation Needs and Deficiencies

The National Recreation and Parks Association (NRPA) has established parkland standards and guidelines based on park classification. Recreation standards and guidelines provide a benchmark for evaluating the relative adequacy or inadequacy of the city’s recreation system. This plan has used, as a guide, the 1983 Recreation, Park, and Open Space Standards and Guidelines and the 1995 Park, Recreation, Open Space, and Greenways Guidelines published by the NRPA. The 1983 and 1995 guides were the most recent documents that provided recommendations for park acreages.

Mini-Parks

Mini parks are small facilities intended to serve the community directly around the park. They also tend to be focused on serving one specific group of recreational users. Tot lots are an example of a mini park. Mini parks are less than an acre and serve people within a ¼-mile radius of the park. There are four city-owned mini parks in Sturgis and three school facilities.

Sturgis has an acreage deficiency of mini parks, even including the acreage of the school facilities. One challenge of mini parks is that they often lack amenities and are not often a priority for

Table 11: Mini Park Standards

Facility	Acreage
City-owned	1.3
Free Church Park	0.5
Rest Stop Park	0.5
Pioneer Park	0.1
Shadowlawn Park	0.2
Non-City-owned	1.5
Trinity Lutheran School	0.5
Wenzel Elementary	0.8
Holy Angels Catholic Church	0.1
Sturgis Church of the Nazarene	0.1
Total	2.8

2020 Population	Acreage Required	Acreage Available	Deficiency/ Surplus
11,082	5.5	2.8	-2.7

Table 12: Neighborhood Park Standards

Facility	Acreage
City-owned	8.2
Langrick Park	1.8
Bark Park (Old Depot Dog Park)	2.7
Memorial Park	3.7
Non-City-owned	22.0
Congress Elementary	2.0
Eastwood Elementary	12.0
Wall Elementary	8.0
Total	30.2

2020 Population	Acreage Required	Acreage Available	Deficiency/ Surplus
11,082	22	30.2	8.2

investment. As small plots of land become available in areas not served by mini parks the city should consider acquiring them to build out the mini park system.

Neighborhood Parks

Neighborhood parks are the basic building blocks of park systems and provide informal recreational activities like playgrounds, courts, and field games. Typically, neighborhood parks range from 5 – 15 acres in size and serve the community within ½ mile radius around the park. There are three city-owned neighborhood parks and three school facilities in Sturgis, and while they are smaller than the typical size of a neighborhood park, their amenities and usage are most analogous to those of neighborhood parks.

Sturgis’ neighborhood park system exceeds the recommended acreage, when including the school properties. However, the bulk of the neighborhood park acreage (73%) is on school properties – which the city has little to no management over. Therefore, the city should coordinate with the Sturgis Public School System to ensure that the school park facilities continue to contribute meaningfully to the park system.

Community Parks

Community parks serve a broader purpose than neighborhood parks and provide a range of

Table 13: Community Park Standards

Facility	Acreage
City-owned	76.6
Wall Fields	15.0
Spence Softball Complex	17.4
Thurston Woods Park	13.0
Franks Park	19.5
Oaklawn Terrace Park	11.7
Non-City-owned	70.2
Augsburger Tennis Courts	4.7
Sturgis Middle School	30.0
Sturgis High School	35.5
Total	146.8

2020 Population	Acreage Required	Acreage Available	Deficiency/ Surplus
11,082	88	146.8	58.8

facilities capable of supporting large community events. These areas are typically larger than 25 acres and serve multiple neighborhoods. The service area of community parks ranges from one to two miles. Facilities generally include natural areas, picnic shelters, and trails. Specialized recreational facilities like swimming pools and community centers are generally located in community parks. There are five community parks managed by the city.

The majority of Sturgis' park acreage is comprised of community parks, 76.6 acres in total. When comparing city-owned community parks to the recommended community park acreage of 88, the city almost meets the recommended standard. When including the school facilities in the total calculation the city exceeds the standard by almost 60 acres.

Amenities and Facilities

In addition to the Parks and Recreation Standards, the NRPA has established Park Metrics that provide benchmarks for communities' park amenities and facilities, based on population size, budget, number of parks, and employees. The Park Metrics provide a detailed and tailored estimate for the number of facilities per population. The available standards for communities analogous to Sturgis (population, number of parks) are included in the table titled "NRPA Park Metrics."

For most amenities, the city meets or exceeds the standards. Deficiencies in amenities include playground equipment, outdoor basketball courts, tennis courts, and an adult soccer field. However, when including Augsburger Tennis Courts the city exceeds the recommended number of tennis courts. Additionally, there are multi-purpose fields in the public park facilities that could serve as an adult soccer field but there is no dedicated adult soccer field. More/improved outdoor basketball courts were a common theme throughout the community engagement process and will be included in the capital improvement schedule.

Table 14: NRPA Park Metrics

Facility	Standard	Recommended Facilities	Existing Facilities	Gap
Multipurpose court (volleyball, basketball)	1: 10,019	1	2	+1
Playground Equipment	1:1,368	8	6	-2
Basketball (outdoor)	1:1,840	6	2	-4
Tennis	1:2,072	5	1	-4
Baseball - adult	1:9,032	1	1	-
Baseball - youth	1:3,263	3	4	+1
Softball	1:2,682	4	4	-
Football	1: 8,045	1	1	-
Soccer - adult	1:8,045	1	0	-1
Soccer - youth	1:2,306	5	11	+6
Community Center	1:9,032	1	1	-

*Public park facilities only

Goals and Objectives

A set of goals was developed to help guide future decision-making for parks and recreation facilities in Sturgis. The goals were synthesized from the prior plan, community engagement, the recreation vision for the Master Plan, and direction of the leadership team.

Action Plan

The action plan outlines steps the City of Sturgis should take to achieve its recreation goals. All actions identify a responsible party, potential partners, and metric to measure progress over the next five years. Some goals or objectives may not be achieved within the next five years and future iterations of this document should maintain some level of consistency over the years in order to accomplish long-term objectives.

VISION: Improve residents' quality of life by expanding meaningful, inclusive, and fun recreation opportunities.

GOAL 1: Provide a geographically balanced and accessible system of park and recreation facilities.

GOAL 2: Expand the diversity of recreation facilities available at existing recreation facilities to offer year-round opportunities for individuals of all ages and abilities in order to meet current and future demands.

GOAL 3: Preserve, protect, and improve historic, natural, scenic, or environmentally sensitive areas for appropriate public use and enjoyment and habitat protection.

GOAL 4: Promote and maintain strong working relationships with St. Joseph County, neighboring townships, the Sturgis Public School District, private entities, and other community organizations to enhance recreational opportunities available to area residents.

GOAL 5: Continue to implement the non-motorized trailway plan throughout the city and beyond to provide a safe, attractive, and enjoyable recreational experience and non-motorized transportation options.

GOAL 6: Continue to encourage and seek out philanthropic, grant-based, and other donor-driven funding mechanisms for financial support of park facilities.

GOAL 7: Increase community awareness of parks, facilities, and programs through targeted outreach and engagement.

Table 15: Action Plan

Action	Responsible Party	Partners	Applicable Goal(s)
Develop a youth/student Doyle Membership structure to reduce the cost for youth (under 18)	Doyle Community Center Board	City of Sturgis, Sturgis Schools	1, 2, 7
Encourage developments over 20 acres to set aside land for recreational use	Planning Commission	Zoning Board of Appeals	1, 2, 3, 4, 6
Improve or develop parks with universal design principles	City staff	Parks Board	1, 2
Conduct a maintenance assessment of each facility annually	City staff		2, 3
Post on social media weekly about new programs, existing facilities, and future projects	City staff	Parks Board	6, 7
Develop 1 linear miles of the non-motorized plan each year, on average	City staff	Parks Board, community partners	1, 2, 4, 5, 6
Form a working group with the schools to coordinate improvements and upgrades to existing city and school recreation facilities	City staff	Parks Board	1, 4
Increase participation in Doyle programs by 25% over the next 5 years	Doyle Community Center Board	City staff	1, 2
Develop a recreation awareness program through local schools	City staff	Sturgis Schools	4, 7
Update the Parks and Recreation Master Plan every 5 years	City Staff	Parks Board, Doyle Community Center Board	1, 2, 3, 4, 5, 6, 7

Projects Currently in Development or Construction

There are several projects in Sturgis currently in the development or construction phase, as of 2022. Because these projects have not been constructed, they were not included in the recreation inventory. Additionally, they are not included in the action plan or capital improvement schedule because they have received the necessary funds and are being implemented.

Splash Pad

A splash pad and modern restrooms are being developed at Thurston Woods Park, between the wooded park area and the Doyle Center. In addition to the splash pad, the development will include modern restrooms, site furnishings, and utility and infrastructure improvements. The design of the splash pad will be rooted in universal design principles, ensuring all residents can use the splash pad – regardless of ability. When completed the



An artist's rendering of the splash pad.

splash pad will total 2,500 sq ft and include 20 different water elements. The project is expected to be completed in 2023.

Non-Motorized Transportation Plan

In 2013, the City of Sturgis and its partners, including neighboring jurisdictions, developed the Sturgis Community Non-Motorized Trailway Master Plan. The plan created a 20-year vision for a regional non-motorized trail system. Over the past decade pieces of the trail network have been developed. Most recently a 2-mile section of the

trail from N Franks Ave to N Jefferson St (along the rail right-of-way) and then to Chicago Rd was approved for design and construction bids.

Capital Improvement Schedule

The Capital Improvement Schedule of the City of Sturgis Parks and Recreation Master Plan states the proposed course of development or improvement that will be taken over the next five years. The goals and objectives described above served as guidelines for the capital improvement schedule.

Table 16: Capital Improvement Schedule

Year	Improvement	Park	Improvement Cost	Funding Source(s)	Applicable Goal(s)
2023	Youth (under 5) programming	Doyle Community Center	\$2,000	City funds	1, 2
	Teen programming		\$2,000	City funds	1, 2
	Accessibility improvements to sidewalk and parking lot	Franks Park	\$10,000	City funds	1
	Covered dugouts	Spence Softball Complex	\$120,000	MDNR grants	1, 2
	Develop a site master plan	Oaklawn Terrace	\$35,000	City funds	1, 2, 3
2024	Outdoor pickleball courts on southwest side of the building	Doyle Community Center	\$200,000	MDNR grants	1, 2
	Remove tennis courts	Langrick Park	\$80,000	MDNR grants	1
	Replace play equipment		\$200,000	City funds, MDNR grants	1, 2
	Repair basketball court		\$20,000	MDNR grants	1, 2
2025	Paved walkways to athletic fields	Franks Park	\$120,000	MDNR grants	1, 2, 3
	Install basketball courts on the south side of the city in an existing or new facility	Undetermined	\$80,000	MDNR grants, city funds	1, 2
	Paved athletic field viewing areas	Franks Park	\$60,000	MDNR grants	1, 2, 3
2026	Install play equipment	Spence Softball Complex	\$80,000	MDNR grants	1, 2
	Replace basketball court	Memorial Park	\$80,000	MDNR grants	1, 2
	Loop walking trail	Oaklawn Terrace	\$150,000	MDNR grants	1, 2, 3
	Replace play equipment	Thurston Woods	\$300,000	MDNR grants, city funds, community assistance	1, 2
2027	Chilled Ice Rink	Oaklawn Terrace	\$1,000,000	MDNR grants, city funds, community assistance	1, 2
	Shade shelters	Spence Softball Complex	\$80,000	MDNR grants	1, 2

Doyle Community Center

The Doyle Community Center is a well-established facility; however, it is challenging to engage/program for young children (under 5) and teenage users. Results from the youth survey highlighted a desire for more programming (open gym, sports leagues, community events) and while some of these programs currently exist, they could be expanded. Additionally, increasing awareness about the available programs may increase participation among youth. A membership schedule should be developed specifically for youth and information about the Doyle Center, activities, programs, and youth membership structure should be distributed throughout the school system.

Outdoor pickleball courts are a priority for the community and there is space on the northeastern edge of the Doyle Center for several courts. Additional storage will also need to be developed at the Doyle Center in the future but there are no immediate solutions for storage space and there are limited opportunities to expand the footprint of the building.

Capital Improvement	Year	Cost	Funding Source(s)
Youth (under 5) programming	2023	\$2,000	City funds
Teen programming	2023	\$2,000	City funds
Outdoor pickleball courts	2024	\$200,000	MDNR grants

Franks Park

There is a need to develop paved and accessible walkways and viewing areas to the fields. Additionally, the sidewalk and ramp from the sidewalk to the parking lot need to be brought up to ADA standards.

Capital Improvement	Year	Cost	Funding Source(s)
Accessibility improvements to sidewalk and parking lot	2023	\$10,000	City funds
Paved walkways to athletic fields	2025	\$120,000	MDNR grants
Paved athletic field viewing areas	2025	\$60,000	MDNR grants

Langrick Park

The tennis courts need to be removed, which would provide space for additional amenities in the future. The basketball court also needs to be repaired – a community priority. The playground equipment while in good condition has limited opportunities for accessible play. While there are ramps leading from the sidewalk to the play surface, the play surface itself is not accessible.

Capital Improvement	Year	Cost	Funding Source(s)
Remove tennis courts	2024	\$80,000	MDNR grants
Replace play equipment	2024	\$200,000	City funds, MDNR grants
Repair basketball court	2024	\$20,000	MDNR grants

Memorial Park

Memorial Park is predominately a passive recreation facility with a playground and a small basketball court. The basketball court is in poor condition and replacing the amenity should be the top priority for improving this facility.

Capital Improvement	Year	Cost	Funding Source(s)
Replace basketball court	2026	\$80,000	MDNR grants

Oaklawn Terrace Park

This facility has a lot of potential for enhancement. Given the size and scope of the facility/improvements developing a site master plan is recommended. Recommended improvements include a loop walking trail that would connect all amenities and create an exercise circuit and install a chilling system for the ice rink. This park is the best location to expand winter recreation opportunities building on the existing use of the sledding hill during the winter.

Capital Improvement	Year	Cost	Funding Source(s)
Develop a site master plan	2023	\$35,000	City funds
Loop walking trail	2026	\$150,000	MDNR grants
Chilled ice rink	2027	\$1M	MDNR grants, city/community funds



Play equipment at Thurston Woods Park

Spence Softball Complex

Funding limitations during the construction of Spence Softball Complex resulted in elements that were part of the initial design being dropped. The following improvements are intended to fully realize the design of the softball complex.

Capital Improvement	Year	Cost	Funding Source(s)
Covered dugouts	2023	\$400,000	MDNR grants
Install play equipment	2026	\$80,000	MDNR grants
Covered viewing areas	2027	\$80,000	MDNR grants

Thurston Woods Park

Thurston Woods is one of the most used parks in the city. The development of the splash pad will likely increase usage and bring needed modern restrooms to the park. The proximity of other amenities will encourage usage and make the park appealing to a diverse range of users and ages. Eventually, the play structure will need to be replaced. Given the community pride and connection to the existing structure, any replacement should be done in collaboration with the community.

Capital Improvement	Year	Cost	Funding Source(s)
Replace play equipment	2026	\$300,000	MDNR grants, city/community funds

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, FEBRUARY 28, 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 Comm. Mullins.

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, Public Safety Director, Deputy Police Chief, Deputy Fire Chief, City Clerk

Public Safety Director Ryan Banaszak introduced Deputy Director of Police Operations Jeff Case and Firefighter Jaden Bodi. City Clerk/Treasurer Kenneth Rhodes swore them in.

Chad Spence explained that he is running for St. Joseph County sheriff and provided his qualifications. Dave Northrop, running as Undersheriff, also provided his qualifications.

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 28, 2024 as presented.

8A. 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.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

As a follow up to a recent work session, Public Safety Director Ryan Banaszak provided additional information on the need for a new records management software. Discussion followed.

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

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Public Safety Director Ryan Banaszak provided information on the City's program for replacing firearms in the department. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Bir to approve the purchase of police firearms from Acme Outdoors in an amount not-to-exceed fifty-seven six hundred eighty-three dollars (\$57,683.00) and authorize the sale of firearms to officers for on-duty use as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

City Controller Holly Keyser provided a Quarterly Financial Update. Discussion followed.

City Clerk/Treasurer provided information on the Presidential Primary election. Discussion followed.

The meeting was adjourned at 7:45 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

**SPECIAL MEETING
STURGIS HOUSING DEVELOPMENT CORPORATION
WEDNESDAY, FEBRUARY 28, 2024
WIESLOCH RAUM – CITY HALL**

Mayor Perez called the meeting to order at 7:45 p.m.

Moved by Dir. Mullins and seconded by Dir. Smith to go into Closed Session to discuss the purchase of property and to consider material exempt from discussion or disclosure by state or federal statute.

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

Voting nay: None

MOTION CARRIED

Meeting recessed at 7:45 p.m.

Meeting reconvened at 8:06 p.m.

Moved by Dir. Mullins and seconded by Comm. Hile to authorize the City Manager to sign lease documents with a State of Michigan agency for 203 N. Nottawa with terms as presented pending final legal review.

Voting yea: Ten

Voting nay: None

MOTION CARRIED

The meeting was adjourned at 8:06 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				
02-29-2024	248446M	00505	STATE OF MICHIGAN	1,260.00
03-01-2024	PR0631M	00061	CITY OF STURGIS PAYROLL	322,649.85
02-26-2024	T16518M	06093	PEPSI BEVERAGES COMPANY	391.84
02-26-2024	T16519M	05875	ALERUS FINANCIAL/MERS-STIPEND	2,400.00
02-23-2024	T16520M	04088	BLUE CROSS BLUE SHIELD OF MI	83,842.89
02-01-2024	T16521M	06138	MUTUAL OF OMAHA INSURANCE CO	5,543.92
02-27-2024	T16522M	06138	MUTUAL OF OMAHA INSURANCE CO	5,573.07
03-01-2024	T16523M	04088	BLUE CROSS BLUE SHIELD OF MI	22,035.34
02-26-2024	T16524M	04197	MI PUBLIC POWER AGENCY	218,345.25
03-18-2024	T16525M	03026	U.S. BANK TRUST N.A.	327,179.66
03-06-2024	T16526M	06121	GB SOLAR TE 2020 HOLDINGS LLC	16,021.84
03-04-2024	T16527M	00197	CITY OF STURGIS UTILITIES	22,141.21
03-12-2024	T16528M	00197	CITY OF STURGIS UTILITIES	12,606.83
03-04-2024	T16529M	04389	FRONTIER COMMUNICATIONS A	105.86
03-04-2024	T16530M	03770	MICHIGAN GAS UTILITIES	40.84
03-04-2024	T16531M	03770	MICHIGAN GAS UTILITIES	224.54
03-08-2024	T16532M	03770	MICHIGAN GAS UTILITIES	165.81
03-08-2024	T16533M	03770	MICHIGAN GAS UTILITIES	1,052.60
03-01-2024	T16534M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
03-20-2024	T16535M	00197	CITY OF STURGIS UTILITIES	11,146.94
03-20-2024	T16536M	00197	CITY OF STURGIS UTILITIES	6,171.85
03-11-2024	T16537M	03770	MICHIGAN GAS UTILITIES	35.58
03-11-2024	T16538M	03770	MICHIGAN GAS UTILITIES	1,124.31
03-01-2024	T16539M	04088	BLUE CROSS BLUE SHIELD OF MI	56,435.71
03-14-2024	T16540M	04389	FRONTIER COMMUNICATIONS A	101.44
03-14-2024	T16541M	04389	FRONTIER COMMUNICATIONS A	242.70
03-14-2024	T16542M	04389	FRONTIER COMMUNICATIONS A	26.08
03-14-2024	T16543M	04389	FRONTIER COMMUNICATIONS A	52.69
03-15-2024	T16544M	04389	FRONTIER COMMUNICATIONS A	54.13
03-14-2024	T16545M	04389	FRONTIER COMMUNICATIONS A	202.64
03-19-2024	T16546M	03770	MICHIGAN GAS UTILITIES	88.33
03-19-2024	T16547M	03770	MICHIGAN GAS UTILITIES	436.05
03-18-2024	T16548M	04389	FRONTIER COMMUNICATIONS A	604.00
03-11-2024	T16549M	02909	CHARTER COMMUNICATIONS	726.32
03-10-2024	T16550M	04421	AT&T MOBILITY	736.27
03-01-2024	T16551M	00449	CENTURY BANK & TRUST	6,221.68
03-01-2024	T16552M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
03-04-2024	T16553M	04197	MI PUBLIC POWER AGENCY	198,224.97
03-31-2024	T16554M	05033	HUNTINGTON NATIONAL BANK	128,331.25
03-01-2024	T16555M	06290	MEDPRO WASTE DISPOSAL LLC	27.56
03-20-2024	T16556M	04389	FRONTIER COMMUNICATIONS A	220.79
03-20-2024	T16557M	03770	MICHIGAN GAS UTILITIES	211.32
03-20-2024	T16558M	03770	MICHIGAN GAS UTILITIES	1,210.48
Automatic Checks				
03-11-2024	248447	00110	A & K PRINTING & POOLS	415.00
03-11-2024	248448	00066	ACTION QUICK PRINT PLUS	764.00
03-11-2024	248449	06156	AGILE TICKETING SOLUTIONS LLC	35.00
03-11-2024	248450	04187	AIRNAV LLC	72.00
03-11-2024	248451	00332	ALEXANDER CHEMICAL CORP	252.00
03-11-2024	248452	05986	ALPHA BUILDING CENTER-NOTTAWA	303.70
03-11-2024	248453	06119	AMAZON.COM SALES INC	1,961.31

Date	Check#	Vendor	Vendor Name	Amount
03-11-2024	248454	02058	APWA, MICHIGAN CHAPTER - MPSI	775.00
03-11-2024	248455	03576	ARROW SERVICES INC	83.00
03-11-2024	248456	06117	BENITA ANN LEWIS	45.00
03-11-2024	248457	00072	BIRD, SCHESKE, REED & BEEMER,	9,659.37
03-11-2024	248458	05489	BLUE WATER ENGINEERED	2,500.00
03-11-2024	248459	00132	BOFA INC	609.50
03-11-2024	248460	03792	BOWERSOX FLOOR CENTER	1,241.00
03-11-2024	248461	06474	BROWN EQUIPMENT COMPANY	4,345.77
03-11-2024	248462	06495	CARLY HERNANDEZ	40.00
03-11-2024	248463	00364	CAROL DUSTIN	350.00
03-11-2024	248464	00449	CENTURY BANK & TRUST	15,009.00
03-11-2024	248465	00047	CITY OF THREE RIVERS	570.00
03-11-2024	248466	00001	CIVICA NORTH AMERICA INC	19,607.48
03-11-2024	248467	06296	CIVICPLUS LLC	10,831.00
03-11-2024	248468	05412	CLEANCHEM	520.64
03-11-2024	248469	06493	COMFORT INN &CONFERENCE CENTER	504.00
03-11-2024	248470	05825	CONSUMERS ENERGY	310.00
03-11-2024	248471	06325	COTTIN'S HARDWARE	151.64
03-11-2024	248472	06158	CULLIGAN WATER OF STURGIS	208.50
03-11-2024	248473	06139	CYBERFORCE Q, LLC	4,543.40
03-11-2024	248474	04998	D & D FENCING	1,111.25
03-11-2024	248475	06459	DRAKE HARKER	45.00
03-11-2024	248476	00160	DURY OIL CO	902.14
03-11-2024	248477	00166	ELHORN ENGINEERING CO	1,345.00
03-11-2024	248478	04955	ENVIRO-CLEAN	6,158.00
03-11-2024	248479	05745	ERICA VARGAS SARCO	120.00
03-11-2024	248480	06343	ERIN MELCHI BAKER	40.00
03-11-2024	248481	05929	FACTUAL DATA	50.00
03-11-2024	248482	00169	FASTENAL COMPANY	18.00
03-11-2024	248483	05151	FAWN RIVER MECHANICAL LLC	418.00
03-11-2024	248484	05490	FERGUSON WATERWORKS #3386	4,128.42
03-11-2024	248485	06496	FISH WINDOW CLEANING	385.00
03-11-2024	248486	00013	FISHBECK	247.00
03-11-2024	248487	05583	FITNESS THINGS INC	152.00
03-11-2024	248488	00776	FLEIS & VANDENBRINK	44,711.36
03-11-2024	248489	06287	FOCAL POINT STUDIOS	5,000.00
03-11-2024	248490	04389	FRONTIER COMMUNICATIONS A	5,819.24
03-11-2024	248491	01403	GEORGE EARL	60.00
03-11-2024	248492	06367	GMES LLC DBA FARWEST	99.98
03-11-2024	248493	00296	GRANT A WILSON	382.50
03-11-2024	248494	06219	HAVILAND PRODUCTS COMPANY	1,650.00
03-11-2024	248495	06136	HURD MEDIA GROUP LLC	200.00
03-11-2024	248496	04922	HUTSON ASSESSING INC	5,047.50
03-11-2024	248497	05522	INTERSTATE BATTERIES-GREAT LKS	431.65
03-11-2024	248498	01101	JANENE KOSMAN	120.00
03-11-2024	248499	06314	JODIE M JOHNSON	20.00
03-11-2024	248500	06217	JOHN J FLOWERS	20.00
03-11-2024	248501	00205	KELLOGG COMMUNITY COLLEGE	1,805.00
03-11-2024	248502	06482	KENDRICK STATIONERS	17.59
03-11-2024	248503	00212	KSS ENTERPRISES	1,818.66
03-11-2024	248504	03684	LEXISNEXIS RISK SOLUTIONS	100.00
03-11-2024	248505	00220	LITHO PRINTERS INC	921.06
03-11-2024	248506	06464	LRS LLC	1,208.52

Date	Check#	Vendor	Vendor Name	Amount
03-11-2024	248507	06460	LUKE M FROST	130.00
03-11-2024	248508	03095	MARY DRESSER	70.00
03-11-2024	248509	06351	MELISSA ANDREWS	100.00
03-11-2024	248510	05051	MILSOFT UTILITY SOLUTIONS	503.93
03-11-2024	248511	00296	MITCHELL SCOTT MODERT	50.00
03-11-2024	248512	03080	OTIS ELEVATOR COMPANY	3,725.00
03-11-2024	248513	05671	PACE ANALYTICAL SERVICES LLC	755.80
03-11-2024	248514	05042	PLANT GROWTH MANAGEMENT SYSTEM	16,833.55
03-11-2024	248515	00485	POWER LINE SUPPLY	8,460.89
03-11-2024	248516	05468	PVS TECHNOLOGIES INC	3,147.81
03-11-2024	248517	04251	RAI JETS LLC	1,260.00
03-11-2024	248518	00296	REBECCA SHEELY	44.34
03-11-2024	248519	04909	REHMANN ROBSON LLC	673.75
03-11-2024	248520	05739	RENEWABLE WORLD ENERGIES LLC	5,000.39
03-11-2024	248521	00035	RESCO	102.20
03-11-2024	248522	06467	SAMANTHA SETTERBLAD	40.00
03-11-2024	248523	05765	SELKING INTERNATIONAL	836.17
03-11-2024	248524	01840	ST JOSEPH CO ISD	125.00
03-11-2024	248525	01721	STURGIS BASEBALL DUGOUT CLUB	300.00
03-11-2024	248526	00936	STURGIS COMMUNITY POOL	610.00
03-11-2024	248527	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
03-11-2024	248528	00507	STURGIS OVERHEAD DOOR & LADDER	303.95
03-11-2024	248529	05855	STURGIS TROPHY HOUSE	522.00
03-11-2024	248530	04140	SWICK BROADCASTING COMPANY	2,370.00
03-11-2024	248531	06281	T MOBILE USA INC	216.06
03-11-2024	248532	06479	THE LAB TRAINING CENTER LLC	820.00
03-11-2024	248533	06291	THOMPSON CONSTRUCTION GROUP	240,263.71
03-11-2024	248534	06426	TRACY LIVELY LLC	40.00
03-11-2024	248535	01238	UNITED PARCEL SERVICE	275.19
03-11-2024	248536	06384	USA BLUEBOOK	106.38
03-11-2024	248537	03331	UTILITIES INSTRUMENTATION SERV	4,398.68
03-11-2024	248538	00183	W W GRAINGER INC	2,145.02
03-11-2024	248539	06107	YEOMAN, TALIA	65.00
03-11-2024	248540	06462	ZACHARY PERRY	30.00
03-11-2024	D02237	04066	BORDEN WASTE-AWAY SERVICE INC	6,401.18
03-11-2024	D02238	04965	BSN SPORTS INC	130.00
03-11-2024	D02239	00077	CARQUEST AUTO PARTS	107.09
03-11-2024	D02240	02983	CINTAS LOCATION #351	911.13
03-11-2024	D02241	03929	EMERGENCY MEDICAL PRODUCTS INC	444.70
03-11-2024	D02242	00019	KENDALL ELECTRIC INC	225.22
03-11-2024	D02243	01032	KONECRANES INC	1,750.00
03-11-2024	D02244	03944	LINDE GAS & EQUIPMENT INC	92.54
03-11-2024	D02245	06238	LUBRICATION ENGINEERS, INC	4,667.89
03-11-2024	D02246	06250	MARANA GROUP	2,460.18
03-11-2024	D02247	05121	MICKEY'S LINEN	792.59
03-11-2024	D02248	06069	NAPA AUTO PARTS	248.43
03-11-2024	D02249	03091	PRIME QUALITY ELECTRIC LLC	7,050.39
03-11-2024	D02250	06125	THE COPY IMAGE INC	255.00
Manual Total				\$1,461,150.63
Automatic Total				\$485,154.67
Grand Total				\$1,946,305.30

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 02/25/2024
PR0631M PAYROLL DATE 03/01/2024

GENERAL	\$154,836.92
MAJOR STREET	8,368.42
LOCAL STREET	8,093.62
CEMETERY	4,877.37
AIRPORT	0.00
BUILDING	3,502.82
STURGES-YOUNG CENTER FOR THE ARTS	6,098.84
RECREATION	2,970.55
DOYLE RECREATION CENTER	10,761.65
AMBULANCE	12,712.71
ELECTRIC	80,339.96
SEWER	16,843.50
WATER	10,614.84
MOTOR VEHICLE	2,628.65
Payroll Sub-Total	\$322,649.85

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A

NOTICE OF ESTIMATED SPECIAL ASSESSMENT

NOTICE IS HEREBY GIVEN that the CITY OF STURGIS, by Resolution passed by its City Commission at a meeting held on the ____ day of _____, 2024, has determined to make a public improvements consisting of (construction of new sidewalks and shared use path), and that said improvements will be assessed on the following described parcels of real estate in the estimated amounts indicated:

TAX I.D. #	OWNER	ADDRESS	Amount
75-052-777-064-02	Doug & Tina Stanke, LLC	406 N. Nottawa Street	\$2,700.00
75-052-777-064-01	City of Sturgis	200 W. Main Street	\$12,650.00
75-052-777-063-00	Economic Development Corporation	218 W. Main Street	\$5,350.00
75-052-040-025-10	Michigan Southern Railroad Co., Inc.	N. Clay Street	\$1,000.00

Executed as of the ____ day of _____, 2024.

THE CITY OF STURGIS

By: _____
Mayor

By: _____
Clerk

STATE OF MICHIGAN,)
) ss:
COUNTY OF ST. JOSEPH.)

On this ____ day of _____, 2024 personally appeared before me, a Notary Public in and for the County of St. Joseph, Michigan, Francisco Perez, Mayor of The City of Sturgis and Kenneth Rhodes, Clerk of The City of Sturgis and each say that they have executed the foregoing Notice of Special Assessments of their free act and deed.

Notary Public
St. Joseph County, Michigan
My Commission Expires: _____

Prepared in the offices of:
Bird, Scheske, Reed & Beemer
227 West Chicago Road
P.O. Box 7158
Sturgis, Michigan 49091
By: T.J. Reed
(269) 651-2445

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B

March 5, 2024
24-1578.01

Mr. Chris McArthur
Electric Superintendent
City of Sturgis Electric
206 E. West Street
Sturgis, MI 49091

**RE: Industrial & Central AEP Line Relay Upgrade
Relay Panel
Bid Evaluation & Recommendation**

Dear Chris:

GRP Engineering, Inc. has completed our evaluation of the bids received for procurement of two (2) relay panels. Of the four (4) manufacturers invited to submit bids, four (4) bids were received. Electrical Power Products (EP2) submitted the low bid in the amount of \$44,233.00 including delivery. A list of total bid prices from all manufacturers is shown below and a complete bid tabulation is attached.

<u>Manufacturer</u>	<u>Bid Price</u>	
EP2	\$44,233.00	<i>Low Bid</i>
Panelmatic	\$53,452.00	
SEL	\$46,930.00	
Rauhorn - REI	\$65,726.20	

GRP Engineering, Inc. sees no reason not to accept the bid from Electrical Power Products. Please contact me should you have any additional questions regarding this evaluation and recommendation.

Sincerely,
GRP Engineering, Inc.



Nicholas Winsemius
Project Engineer

BID TABULATION

Relay Panels

OWNER:

City of Sturgis
206 E. West Street
Sturgis, MI 49091

ENGINEER:

GRP ENGINEERING, INC.
459 Bay Street
Petoskey, MI 49770

Bidder	BID BOND	BASE BID	LEAD TIME (ARO)	REMARKS
Rauhorn - REI	10%	\$65,726.20		
EP^2	10%	\$44,233.00	19 - 21 wks	LOW BID
Panelmatic	10%	\$53,452.00	20 - 22 wks	
SEL	10%	\$46,930.00	25 - 27 wks	

This is to certify that at 4:00p.m., local time on Monday, March 4, 2024, the bids tabulated herein were publicly opened and read.

GRP Engineering, Inc.



Nicholas Winsemius