



AGENDA
CITY COMMISSION MEETING
WEDNESDAY, MARCH 27, 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
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 March 11, 2024 work session as presented.
 - **APPROVE** the minutes from the March 11, 2024 regular meeting as presented.
 - B. Pay Bills
 - **AUTHORIZE** the payment of the City bills in the amount of \$712,327.20 as presented.
9. UNFINISHED BUSINESS - None
10. NEW BUSINESS
 - A. Sidewalk Repair on Main Street Public Hearing – Barry Cox
 - B. Storm Sewer Cleaning/Video Bids – Barry Cox
 - C. Parking Lot #6 Improvement Bids – Andrew Kuk
 - D. LDFA Resolution – Kenneth Rhodes
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

Manager's Report

MARCH 27, 2024



CITY OF
Sturgis
MICHIGAN

Submitted by:

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

Andrew Kuk
City Manager

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for March 27, 2024 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the March 11, 2024 work session as presented.

APPROVE the minutes from the March 11, 2024 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$712,327.20 as presented.

10. New Business

A. Sidewalk Repair on Main Street Public Hearing

Staff: Barry Cox

OPEN PUBLIC HEARING

The City of Sturgis Engineering Department is initiating a Sidewalk Repair 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 reconstruction of W. Main and E. Main Streets between N. Clay Street and George Street. The intent of the assessment district is to repair existing sidewalk segments along both sides of West and East Main Street within the project boundaries. Attached is the preliminary Special Assessment district 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 district 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 the Special Assessment District #2024-02 for the Main Street Sidewalk Repair Program as presented.

Staff Recommendation:

APPROVE

Included in your Packet:

1. Resolution for Special Assessment

10. New Business

B. Storm Sewer Cleaning/Video Bids

Staff: Barry Cox

Prior to 2019, the City had not done significant storm sewer system cleaning for several years. Proper drainage of any road network is the most important element in maintaining the road network condition, and the storm sewer system is an important part of this effort. In order to improve the system's ability to accept stormwater runoff, the City began a program of cleaning all storm sewer structures, catch basin leads, and storm sewer mains 15 inches in diameter and smaller starting in 2019. This program began with work in Ward 4 and storm sewer cleaning and televising of 18 inch and smaller pipes occurred in 2021 in Ward 3. A map of the wards is included in your packet.

Working with Fleis and Vandenbrink Engineering, Inc., bidding documents were developed to complete the cleaning and televising of larger diameter pipes in Ward 3 (greater than 18 inch) and Ward 4 (greater than 15 inch). The project was advertised for bids in early February. Bids were received on February 26th. Nine bids were received ranging in cost from \$60,210.00 to \$464,675.00. Five bids were below the Engineer's Estimate of \$98,938.00. The low bid was from M&K Jetting & Televising, LLC in the amount of \$60,210.00. A Recommendation of Award letter from Fleis & VandenBrink Engineering, Inc. for the low bidder is included in your packet.

The Fiscal Year 2023-24 budget has \$200,000.00 allocated for the project; \$100,000.00 each from the Major and Local Street funds. Given the highly variable nature of storm sewer cleaning needs, staff is recommending a contingency budget of \$6,000.00, approximately 10% of the bid for the project.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid from M&K Jetting & Televising, LLC in the amount of sixty thousand, two hundred and ten dollars (\$60,210.00) for storm sewer CCTV and AUTHORIZE the City Manager to sign all necessary documents on behalf of the City.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY a contingency budget of six thousand dollars (\$6,000.00), approximately 10% of the project award, for the Storm Sewer CCTV 2024 project.

Staff Recommendation:

APPROVE, AUTHORIZE, and APPROVE

Included in your Packet:

1. Ward Map
2. Recommendation of Award
3. Bid Tabulation

10. New Business

C. Parking Lot #6 Improvement Bids

Staff: Andrew Kuk

The City has been working over several years to complete improvement to downtown parking lots and has budgeted for work to be completed in 2024. resolved to repair multiple downtown parking lots in 2024. The City received two large sources of funding to move forward with this project. One, a federal earmark for \$1 million dollars and two, a \$942,500.00 RAP Grant through the State of Michigan.

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

Design of Parking Lot #6 was prioritized in order to get the project out for bid over the winter and begin construction close to the completion of The Watershed project occurring in that same block. The remaining parking lots in the project will be bid out next month. Work in Lot #6 includes reconstruction of the lot itself, improvements to the alley walking area adjacent to businesses, and associated non-electric utility work.

Construction of Parking Lot #6 was advertised for bids on January 26, 2024. Bids were received on March 4th. Three bids were received for the project. The bid tabulation is included in your packet. A low bid of \$644,490.75 was submitted by Swarthout Excavating. The Engineer's Estimate for the project was \$741,900.00.

Neither Fleis and Vandenbrink Engineering, Inc. or the City has previous experience with Swarthout Excavating. F&V completed a post-bid interview to ascertain Swarthout's understanding of the project and their capability to complete the project. A letter of award recommendation has been received from

Fleis and Vandenbrink Engineering stating they believe Swarthout has the capability and capacity to complete the project.

The Fiscal Year 2023-24 budget has allocated \$2.6 million in Capital funds for the entire downtown parking lot project. A project and cost spreadsheet is included in your packet.

A contingency budget of \$64,000.00 (approximately 10% of the bid) is being recommended for the project. A construction engineering task order will be brought to the City Commission at the April 10th meeting.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the bid from Swarthout Excavating for Parking Lot #6 Improvements in the amount of six hundred forty-four thousand, four hundred, and ninety dollars and seventy-five cents (\$644,490.75) and AUTHORIZE the City Manager to sign all necessary documents on behalf of the City.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY a contingency budget of sixty-four thousand dollars (\$64,000.00), approximately 10% of the project award, for the Parking Lot #6 Improvements project.

Staff Recommendation:

APPROVE, AUTHORIZE, and APPROVE

Included in your Packet:

1. Parking Lot Map
2. Recommendation of Award
3. Bid Tabulation
4. Downtown Parking Lots Project Budget and Costs Spreadsheet

10. New Business

D. LDFA Resolution

Staff: Kenneth Rhodes

On December 13, 2023, the City Commission held a Public Hearing to consider amendments to the plans and boundaries for the Local Development Finance Authority. The amendments related solely to the addition of the two parcels comprising Stateline Business Park on South Centerville Road.

Although the Development and TIF plans can be approved immediately following the public hearing, the boundary changes cannot be approved until at least sixty days after the hearing.

With the sixty-day time period now complete, staff is recommending completing the proposed boundary changes. Included in your packet is a resolution to make the boundary changes to the LDFA.

Proposed Motion:

Move that the Sturgis City Commission ADOPT/NOT ADOPT the Resolution Approving Amendments to Development Plan and Tax Increment Financing Plan for the Local Development Finance Authority of the City of Sturgis as presented.

Staff Recommendation:

ADOPT

Included in your Packet:

1. Resolution

Noteworthy Meetings / Events

- Vitamin String Quartet | March 9th
- Shawarma Station Soft Opening | March 11th
- Bourbon, Bacon & Blues Meeting | March 12th
- MML Capital Conference | March 13th
- GOCC Presidential Search Committee | March 14th -March 15th
- MEDC Redevelopment Ready Site Readiness Walk Thru | March 21st
- SYCA Marketing Meeting | March 21st

Upcoming Events

- Deb Northrup Retirement Party | City Hall | 2pm-4pm | March 28th
- Farrand Hall – Spring into the Season | Farrand Hall | 6pm-8pm | April 3rd
- Business After Hours – Sigrist Furniture | 5pm-7pm | April 11th
- Sturgis Spring & Food Expo | SYCA | 5:30pm-9pm | April 19th
- Trippin' Billies | SYCA | 7:30pm | April 20th

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

WORK SESSION - STURGIS CITY COMMISSION
MONDAY, MARCH 11, 2024
WIESLOCH RAUM – CITY HALL

Mayor Perez called the meeting to order at 5:00 p.m.

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

Commissioners absent: Bir, Hile

Also present: City Manager, City Controller, City Clerk

City Manager Andrew Kuk provided details on the feedback collected from Commissioners on visions and goals for the next five years. Discussion followed. The goals will next be discussed at the planning session as a kickoff to the budget process.

The meeting was adjourned at 5:55 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

REGULAR MEETING - STURGIS CITY COMMISSION
MONDAY, MARCH 11, 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, Vice-Mayor Miller, Mayor Perez

Commissioners absent: Hile

Also present: City Attorney, City Manager, City Controller, Electric Department Superintendent, City Clerk

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

Voting yea: Eight Voting nay: None Absent: Hile MOTION CARRIED

Moved by Comm. Smith and seconded by Comm. Bir to approve the Consent Agenda of March 11, 2024 as presented.

8A. 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.

Voting yea: Eight Voting nay: None Absent: Hile MOTION CARRIED

Mayor Perez opened the Public Hearing related to the 2024 New Sidewalk & Shared Use Path Construction.

City Manager Andrew Kuk provided details on the new sidewalk that would be built on Main Street as part of the street reconstruction.

There were no comments from the public.

Mayor Perez closed the Public Hearing.

Moved by Comm. Harrington and seconded by Comm. Smith to approve Special Assessment District #2024-01 for the 2024 New Sidewalk Program as presented.

Voting yea: Eight Voting nay: None Absent: Hile MOTION CARRIED

Electric Department Superintendent Chris McArthur provided details on the bids for the Industrial & Central Substation Upgrades. Discussion followed.

Moved by Comm. Harrington and seconded by Comm. Smith to approve the bid from Electrical Power Products in the amount of forty-four thousand two hundred and thirty-three dollars (\$44,233.00) as presented.

Voting yea: Eight Voting nay: None Absent: Hile MOTION CARRIED

The City Commission had consensus to direct City Staff to review the provision of dogs running at large as it relates to a kennel and a front yard.

The meeting was adjourned at 6:29 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				
03-08-2024	248541M	02058	APWA, MICHIGAN CHAPTER - MPSI	775.00
03-15-2024	PR0632M	00061	CITY OF STURGIS PAYROLL	329,577.05
03-25-2024	T16559M	04389	FRONTIER COMMUNICATIONS A	286.25
03-22-2024	T16560M	03858	FARMERS STATE BANK	7,781.90
03-12-2024	T16561M	00449	CENTURY BANK & TRUST	3,402.13
03-16-2024	T16562M	06388	ALLIANCE BEVERAGE DISTRIBUTING	177.60
03-14-2024	T16563M	03245	IMPERIAL BEVERAGE	203.75
03-01-2024	T16564M	06138	MUTUAL OF OMAHA INSURANCE CO	5,573.07
03-18-2024	T16565M	06093	PEPSI BEVERAGES COMPANY	311.49
03-26-2024	T16566M	03770	MICHIGAN GAS UTILITIES	5,369.45
03-26-2024	T16567M	03770	MICHIGAN GAS UTILITIES	107.30
03-26-2024	T16568M	03770	MICHIGAN GAS UTILITIES	272.02
03-25-2024	T16569M	03770	MICHIGAN GAS UTILITIES	475.82
03-25-2024	T16570M	04389	FRONTIER COMMUNICATIONS A	53.70
03-25-2024	T16571M	03770	MICHIGAN GAS UTILITIES	70.71
03-12-2024	T16572M	00512	CAMOCO FUEL SYSTEM	12,642.39
03-25-2024	T16573M	03173	FIFTH THIRD BANK	21,798.15
03-10-2024	T16574M	00181	GORDON FOOD SERVICE	199.96
Automatic Checks				
03-27-2024	248542	00110	A & K PRINTING & POOLS	550.00
03-27-2024	248543	06156	AGILE TICKETING SOLUTIONS LLC	604.13
03-27-2024	248544	05634	ALLEN & KATHLEEN KUNCE	35.00
03-27-2024	248545	05103	BRIDGETTE ALLEY	250.00
03-27-2024	248546	06102	ALLIED FIRE SALES & SERVICE	6,672.00
03-27-2024	248547	06119	AMAZON.COM SALES INC	1,840.46
03-27-2024	248548	00340	AMERICAN SAFETY & FIRST AID	575.94
03-27-2024	248549	00624	AQUA BLAST CARWASH SYSTEMS INC	384.00
03-27-2024	248550	00296	ARIEL N AND RYAN J LANDESMAN	64.17
03-27-2024	248551	06368	ASCENSUS	6,050.00
03-27-2024	248552	06212	AUTHORS UNBOUND AGENCY	1,850.00
03-27-2024	248553	05656	AXON ENTERPRISE INC	28,759.45
03-27-2024	248554	06117	BENITA ANN LEWIS	45.00
03-27-2024	248555	00072	BIRD, SCHESKE, REED & BEEMER,	1,873.93
03-27-2024	248556	02749	HARLAN BLOOD	15.00
03-27-2024	248557	00132	BOFA INC	618.35
03-27-2024	248558	00006	BOLAND TIRE INC	287.00
03-27-2024	248559	05964	BREWHOUSE BBQ	144.00
03-27-2024	248560	03343	BYLER ELECTRIC INC	560.00
03-27-2024	248561	06304	C2AE	3,131.25
03-27-2024	248562	05125	CANNON TECHNOLOGIES	50,730.00
03-27-2024	248563	00296	CARLOS J LOPEZ NIEVES	6.26
03-27-2024	248564	00364	CAROL DUSTIN	400.00
03-27-2024	248565	06325	COTTIN'S HARDWARE	258.63
03-27-2024	248566	06158	CULLIGAN WATER OF STURGIS	18.00
03-27-2024	248567	05634	DEREK BETTS	30.00
03-27-2024	248568	06326	DLT SOLUTIONS LLC	3,306.76
03-27-2024	248569	06459	DRAKE HARKER	22.50
03-27-2024	248570	00160	DURY OIL CO	78.84
03-27-2024	248571	06361	ECOLAYERS INC	775.00
03-27-2024	248572	00296	EMEL HOLDINGS LLC	12.02
03-27-2024	248573	04955	ENVIRO-CLEAN	110.00

Date	Check#	Vendor	Vendor Name	Amount
03-27-2024	248574	05745	ERICA VARGAS SARCO	120.00
03-27-2024	248575	00169	FASTENAL COMPANY	66.28
03-27-2024	248576	05151	FAWN RIVER MECHANICAL LLC	3,185.00
03-27-2024	248577	05490	FERGUSON WATERWORKS #3386	5,880.30
03-27-2024	248578	02145	FIRE SUPPRESSION PRODUCTS	1,450.00
03-27-2024	248579	05583	FITNESS THINGS INC	152.00
03-27-2024	248580	00776	FLEIS & VANDENBRINK	17,797.00
03-27-2024	248581	04389	FRONTIER COMMUNICATIONS A	99.62
03-27-2024	248582	06468	GANNETT MICHIGAN LOCALiQ	247.60
03-27-2024	248583	04243	GRP ENGINEERING INC	16,170.00
03-27-2024	248584	06422	GZA GEOENVIRONMENTAL INC	8,400.00
03-27-2024	248585	02547	HOEKSTRA ROOFING COMPANY	989.38
03-27-2024	248586	03515	HYDROCORP	4,625.50
03-27-2024	248587	04543	J & B MEDICAL SUPPLY INC	126.60
03-27-2024	248588	05634	JAMES M KNISELY	325.00
03-27-2024	248589	01101	JANENE KOSMAN	120.00
03-27-2024	248590	00296	JEFFREY A AND LAUREN SHERMAK	100.00
03-27-2024	248591	06379	JM TEST SYSTEMS LLC	992.78
03-27-2024	248592	06314	JODIE M JOHNSON	40.00
03-27-2024	248593	05842	JOHN DEERE FINANCIAL	646.56
03-27-2024	248594	06217	JOHN J FLOWERS	60.00
03-27-2024	248595	00296	JOHN R SKINNER	75.23
03-27-2024	248596	06500	JS DESIGN GROUP LLC	650.00
03-27-2024	248597	06482	KENDRICK STATIONERS	174.71
03-27-2024	248598	00212	KSS ENTERPRISES	1,219.48
03-27-2024	248599	05145	LOCAL COMMUNITY STABILIZATION	2,273.29
03-27-2024	248600	06497	LUDDER'S CLEANERS LLC	97.20
03-27-2024	248601	06460	LUKE M FROST	50.00
03-27-2024	248602	04684	M TECH COMPANY	550.00
03-27-2024	248603	00296	MARK A GONZALEZ CORTEZ	30.92
03-27-2024	248604	03095	MARY DRESSER	60.00
03-27-2024	248605	06351	MELISSA ANDREWS	100.00
03-27-2024	248606	06155	MERCER SEPTIC AND EXCAVATING	160.00
03-27-2024	248607	03774	STATE OF MICHIGAN	300.00
03-27-2024	248608	03774	STATE OF MICHIGAN	129.75
03-27-2024	248609	03774	STATE OF MICHIGAN	198.00
03-27-2024	248610	00505	STATE OF MICHIGAN	200.00
03-27-2024	248611	04702	MILLER JOHNSON ATTORNEYS	1,279.05
03-27-2024	248612	04730	MILLER'S SIGN CO INC	1,732.50
03-27-2024	248613	06499	MUNICIPAL EMERGENCY SERVICES	525.40
03-27-2024	248614	05102	MCLEAN ENGINEERING CO	1,090.13
03-27-2024	248615	00256	NISSLEY DISPOSAL INC	1,912.50
03-27-2024	248616	05677	NORTH BREATHING AIR LLC	530.00
03-27-2024	248617	05932	O'REILLY AUTO ENTERPRISES LLC	144.99
03-27-2024	248618	05671	PACE ANALYTICAL SERVICES LLC	391.50
03-27-2024	248619	05042	PLANT GROWTH MANAGEMENT SYSTEM	15,145.13
03-27-2024	248620	00485	POWER LINE SUPPLY	7,909.30
03-27-2024	248621	05739	RENEWABLE WORLD ENERGIES LLC	6,474.29
03-27-2024	248622	05682	ROBERT TAYLOR	160.00
03-27-2024	248623	05379	S & S INDUSTRIAL SUPPLY	225.93
03-27-2024	248624	05765	SELKING INTERNATIONAL	194.11
03-27-2024	248625	00296	SHELENE S LUCE	100.00
03-27-2024	248626	05168	SLS PRODUCTION SERVICES LLC	3,090.00

Date	Check#	Vendor	Vendor Name	Amount
03-27-2024	248627	00604	ST JOSEPH CO CLERK	155.90
03-27-2024	248628	00488	STATE SYSTEMS RADIO INC	195.00
03-27-2024	248629	03214	STRYKER	40,501.04
03-27-2024	248630	06487	STURGIS ACE HARDWARE	1,014.62
03-27-2024	248631	00936	STURGIS COMMUNITY POOL	230.00
03-27-2024	248632	00290	STURGIS HOSPITAL	9,009.00
03-27-2024	248633	05855	STURGIS TROPHY HOUSE	35.00
03-27-2024	248634	06498	SUMMIT FIRE PROTECTION CO	540.00
03-27-2024	248635	02819	T & R SERVICE COMPANY	27,383.00
03-27-2024	248636	06384	USA BLUEBOOK	675.00
03-27-2024	248637	03331	UTILITIES INSTRUMENTATION SERV	891.00
03-27-2024	248638	04453	VERIZON WIRELESS	2,265.69
03-27-2024	248639	00183	W W GRAINGER INC	145.82
03-27-2024	248640	03511	WASTE MANAGEMENT	6,881.53
03-27-2024	248641	04994	W MICHIGAN INTERNATIONAL LLC	283.48
03-27-2024	248642	06451	WILCOX NEWSPAPERS	100.00
03-27-2024	248643	06107	YEOMAN, TALIA	165.00
03-27-2024	248644	06462	ZACHARY PERRY	30.00
03-27-2024	D02251	00335	ALTEC INDUSTRIES, INC.	1,543.82
03-27-2024	D02252	05462	AUTOZONE STORES LLC	125.13
03-27-2024	D02253	02983	CINTAS LOCATION #351	1,812.32
03-27-2024	D02254	00157	JACK DOHENY COMPANIES INC	2,368.33
03-27-2024	D02255	03929	EMERGENCY MEDICAL PRODUCTS INC	416.25
03-27-2024	D02256	00019	KENDALL ELECTRIC INC	133.76
03-27-2024	D02257	05716	KUBOTA KINGS	32.48
03-27-2024	D02258	03944	LINDE GAS & EQUIPMENT INC	265.49
03-27-2024	D02259	06250	MARANA GROUP	3,470.23
03-27-2024	D02260	05121	MICKEY'S LINEN	233.24
03-27-2024	D02261	06026	MID-CITY SUPPLY CO INC	16.05
03-27-2024	D02262	06069	NAPA AUTO PARTS	965.01
03-27-2024	D02263	00279	RATHCO SAFETY SUPPLY	1,898.05
03-27-2024	D02264	06125	THE COPY IMAGE INC	573.00
03-27-2024	D02265	05777	TRACE ANALYTICAL LABORATORIES	70.50
Manual Total				\$389,077.74
Automatic Total				\$323,249.46
Grand Total				\$712,327.20

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 03/10/2024
PR0632M PAYROLL DATE 03/15/2024

GENERAL	\$158,941.95
MAJOR STREET	9,804.34
LOCAL STREET	9,535.88
CEMETERY	5,516.11
AIRPORT	0.00
BUILDING	3,568.55
STURGES-YOUNG CENTER FOR THE ARTS	6,360.12
RECREATION	2,737.20
DOYLE RECREATION CENTER	10,646.56
AMBULANCE	12,146.82
ELECTRIC	81,966.71
SEWER	17,314.66
WATER	8,636.13
MOTOR VEHICLE	2,402.02
Payroll Sub-Total	\$329,577.05

**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 improvement consisting of (the repair of existing sidewalks), and that said improvement may be assessed on the following described parcels of real estate in the estimated amounts indicated:

<u>Tax I.D. #</u>	<u>OWNER</u>	<u>ADDRESS</u>	<u>Amount</u>
75-052-040-047-00	John Lewis	506 N. Nottawa	\$330.00
75-052-040-055-00	Miranda McCann	105 W. Main	\$160.00
75-052-040-056-00	Shawn & Kaitlyn Forsyth	107 W. Main	\$569.00
75-052-040-057-00	Charlan Hamilton	109 W. Main	\$472.00
75-052-040-028-00	Ceasar Lopez Garcia	201 W. Main	\$80.00
75-052-040-029-00	Kenneth Barrett	203 W. Main	\$1,078.00
75-052-040-032-00	Burke & Kimberly Kaylor	205 W. Main	\$1,340.00
75-052-040-036-00	Affalter Rentals, Inc.	209 W. Main	\$642.00
75-052-040-037-00	Richard Walters	211 W. Main	\$970.00
75-052-040-040-00	Fidel Sanchez & Estefany Ruiz	213 W. Main	\$1,168.00
75-052-040-041-00	Fidel Sanchez	215 W. Main	\$810.00
75-052-040-046-00	Mayuiers Home Rentals, LLC	217 W. Main	\$584.00
75-052-430-037-00	David & Matilde Hernandez	104 E. Main	\$418.00
75-052-430-035-00	Jesus Lopez Garcia	106 E. Main	\$392.00
75-052-430-041-00	Courtney Reingardt	107 E. Main	\$2,270.00
75-052-430-034-00	John Fair Jr. & Ryan Parker	108 E. Main	\$320.00
75-052-430-017-00	Larry Benton	200 E. Main	\$460.00
75-052-430-040-15	Jesus Medina-Munoz	201 E. Main	\$480.00
75-052-430-039-00	Cuauhtemoc Rodriguez	205 E. Main	\$240.00
75-052-430-038-00	Jose Noe Munoz-Carmona	207 E. Main	\$1,198.00
75-052-250-038-00	Adolfo Quiroz & Maria Bucio	211 E. Main	\$240.00
75-052-430-016-00	Cole Fisher	402 George	\$930.00

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

WARD MAP

3

4

2

1

Disclaimer: This map is a representation to be used exclusively for reference purposes. This map is not to be used as a survey product. The City of Sturgis makes no warranty as to the accuracy of this map, either expressed or implied. Users of this map do so at their own risk and acknowledge and accept the limitations of this map.

RECOMMENDATION OF AWARD

March 13, 2024

Barry Cox, P.E., City Engineer
City of Sturgis Engineer Department
130 N. Nottawa Street
Sturgis, MI 49091

RE: Storm Sewer CCTV 2024

Dear Barry:

We have reviewed the bids received on February 26, 2024, for the above referenced project. Nine bids were received and tabulated. The low bidder is M&K Jetting with a bid amount of \$60,210.00, which is below the Engineer's opinion of cost (bid summary is attached).

We believe M&K Jetting is a qualified firm capable of completing the work. Their equipment can submit the required documentation in the format required (MP4). We discussed their current workload and capacity to complete the project on time and M&K indicated they can complete the project per the specifications on time.

M&K did not provide a bid unit price for item #1 (General Conditions, Bonds, and Insurance). We discussed the bid unit price with M&K, and they indicated the bid item was left blank on purpose, and the bid unit cost is \$0.00. M&K's cost to complete this item of work was included in other bid items.

We recommend that the City award the Storm Sewer CCTV 2024 project for the amount of \$60,210.00 to M&K Jetting.

Please feel free to call me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Matt Johnson, P.E.
Project Manager



City of Sturgis
St. Joseph County, Michigan

Storm Sewer CCTV 2024
Project # 862840

BID SUMMARY

Bidder (listed below from low to high)	Total
1. M&K Jetting & Televising	\$60,210.00
2. Monchilov Sewer Service	\$66,942.00
3. Elite Pipeline Services	\$68,034.00
4. Safeway Transport	\$70,982.52
5. Rogue Industrial Services	\$95,120.50
6. Duke's Root Control, Inc.	\$119,355.50
7. Waste Recovery Systems	\$129,255.00
8. Pipeline Management Company	\$251,740.00
9. National Power Rodding	\$464,675.00

City of Sturgis
City of Sturgis - Storm Sewer CCTV 2024
BID TABULATION



Date 2/26/2024
PM MGJ
Project No. 862840

Item No.	Item Description	Unit	Estimated Quantity	Engineer's Estimate		M&K Jetting & Televising		Monchilov Sewer Service		Elite Pipeline Services		Safeway Transport		Rogue Industrial Services		Duke's Root Control		Waste Recovery Systems		Pipeline Management Co.		National Power Rodding	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	General Conditions, Bonds, Insurance, Max 10%	LSum	1	\$9,000.00	\$9,000.00		\$0.00	\$6,200.00	\$6,200.00	\$3,300.00	\$3,300.00	\$3,380.12	\$3,380.12	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00	\$11,750.00	\$11,750.00	\$22,000.00	\$22,000.00	\$42,200.00	\$42,200.00
2	Construction Signing & Barricading	LSum	1	\$10,000.00	\$10,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$3,500.00	\$3,500.00	\$1,500.00	\$1,500.00	\$7,500.00	\$7,500.00
3	Televise Storm Sewer; Less than 15 inch	Ft	3,200	\$1.50	\$4,800.00	\$1.50	\$4,800.00	\$1.00	\$3,200.00	\$0.90	\$2,880.00	\$1.50	\$4,800.00	\$2.00	\$6,400.00	\$1.85	\$5,920.00	\$3.00	\$9,600.00	\$4.00	\$12,800.00	\$5.00	\$16,000.00
4	Televise Storm Sewer; 15 to 30 inch	Ft	8,100	\$2.00	\$16,200.00	\$1.50	\$12,150.00	\$1.10	\$8,910.00	\$1.05	\$8,505.00	\$2.00	\$16,200.00	\$3.00	\$24,300.00	\$2.65	\$21,465.00	\$4.50	\$36,450.00	\$4.50	\$36,450.00	\$10.00	\$81,000.00
5	Televise Storm Sewer; 36 inch	Ft	3,050	\$2.00	\$6,100.00	\$1.50	\$4,575.00	\$1.10	\$3,355.00	\$1.40	\$4,270.00	\$2.50	\$7,625.00	\$4.00	\$12,200.00	\$2.90	\$8,845.00	\$6.00	\$18,300.00	\$6.00	\$18,300.00	\$25.00	\$76,250.00
6	Standard Cleaning Storm Sewer; Less than 15 inch	Ft	2,500	\$2.00	\$5,000.00	\$1.50	\$3,750.00	\$1.00	\$2,500.00	\$0.90	\$2,250.00	\$1.21	\$3,025.00	\$2.00	\$5,000.00	\$2.30	\$5,750.00	\$2.00	\$5,000.00	\$4.00	\$10,000.00	\$1.00	\$2,500.00
7	Standard Cleaning Storm Sewer; 15 to 30 inch	Ft	8,910	\$2.50	\$22,275.00	\$1.50	\$13,365.00	\$1.50	\$13,365.00	\$1.05	\$9,355.50	\$1.71	\$15,236.10	\$3.00	\$26,730.00	\$3.15	\$28,066.50	\$2.25	\$20,047.50	\$11.00	\$98,010.00	\$10.00	\$89,100.00
8	Standard Cleaning Storm Sewer; 36 inch	Ft	2,440	\$2.50	\$6,100.00	\$1.50	\$3,660.00	\$1.80	\$4,392.00	\$5.50	\$13,420.00	\$2.61	\$6,368.40	\$4.00	\$9,760.00	\$3.60	\$8,784.00	\$2.50	\$6,100.00	\$16.00	\$39,040.00	\$25.00	\$61,000.00
9	As-Needed: Heavy Cleaning Storm Sewer; Less than 15 inch	Ft	630	\$2.60	\$1,638.00	\$3.00	\$1,890.00	\$1.00	\$630.00	\$2.40	\$1,512.00	\$1.64	\$1,033.20	\$0.10	\$63.00	\$7.50	\$4,725.00	\$3.50	\$2,205.00	\$1.00	\$630.00	\$2.50	\$1,575.00
10	As-Needed: Heavy Cleaning Storm Sewer; 15 to 30 inch	Ft	2,230	\$3.00	\$6,690.00	\$3.00	\$6,690.00	\$1.00	\$2,230.00	\$4.40	\$9,812.00	\$2.32	\$5,173.60	\$0.25	\$557.50	\$7.50	\$16,725.00	\$3.75	\$8,362.50	\$2.00	\$4,460.00	\$10.00	\$22,300.00
11	As-Needed: Heavy Cleaning Storm Sewer; 36 inch	Ft	610	\$3.50	\$2,135.00	\$3.00	\$1,830.00	\$1.00	\$610.00	\$4.40	\$2,684.00	\$3.51	\$2,141.10	\$1.00	\$610.00	\$7.50	\$4,575.00	\$4.00	\$2,440.00	\$5.00	\$3,050.00	\$25.00	\$15,250.00
12	Final Televising Report	LSum	1	\$1,500.00	\$1,500.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$100.00	\$100.00	\$10,000.00	\$10,000.00
13	Cleaning and Waste Management	LSum	1	\$7,500.00	\$7,500.00	\$4,000.00	\$4,000.00	\$15,000.00	\$15,000.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$5,400.00	\$5,400.00	\$40,000.00	\$40,000.00
Total:				\$ 98,938		\$60,210.00		\$66,392.00		\$68,488.50		\$70,982.52		\$95,120.50		\$119,355.50		\$129,255.00		\$251,740.00		\$464,675.00	
As-Read:																							
Difference:								\$550.00		\$454.50													

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C



RECOMMENDATION OF AWARD

March 20, 2024

Barry Cox, P.E.
City Engineer
City of Sturgis
130 N. Nottawa Street
Sturgis, MI 49091

RE: Parking Lot No. 6 Improvements

Dear Barry:

We have reviewed the bids received on March 4, 2024 for the Parking Lot No. 6 Improvements project. Three bids were received and tabulated. The low bidder is Swarthout Excavating with a bid amount of \$644,490.75. This is below our engineer's opinion of probable construction cost. The bid summary is attached to this letter.

Fleis & VandenBrink conducted a post-bid interview with Swarthout Excavating on March 13, 2024. We discussed their past work experience, current workload, and capacity to complete the project on schedule. Swarthout Excavating indicated they have the experience and workforce available to complete the project in accordance with the specifications and schedule.

We recommend the city award the Parking Lot No. 6 Improvements project to Swarthout Excavating in the amount of \$644,490.75.

Please contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Nate Torrey, P.E.
Project Manager

Enclosures

CITY OF STURGIS

PARKING LOT NO. 6 IMPROVEMENTS

BID TABULATION



Date March 4, 2024
PM Nate Torrey
Project No. 852461

Item No.	Item Description	Unit	Estimated Quantity	Swarthout Excavating		Frederick Construction		Owen Ames Kimball	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization, Bonds, and Insurance, Max. 5%	LSum	1	\$ 30,690.00	\$30,690.00	\$36,560.00	\$36,560.00	\$39,538.00	\$39,538.00
2	Traffic Control	LSum	1	\$ 5,000.00	\$5,000.00	\$7,300.00	\$7,300.00	\$9,711.00	\$9,711.00
3	Soil Erosion and Sedimentation Control	LSum	1	\$ 2,000.00	\$2,000.00	\$12,166.00	\$12,166.00	\$7,214.00	\$7,214.00
4	Remove HMA Pavement	Syd	5,060	\$ 3.50	\$17,710.00	\$12.17	\$61,580.20	\$6.38	\$32,282.80
5	Remove Concrete Pavement	Syd	10	\$ 100.00	\$1,000.00	\$121.70	\$1,217.00	\$174.80	\$1,748.00
6	Remove Concrete Curb & Gutter	Ft	440	\$ 9.10	\$4,004.00	\$19.47	\$8,566.80	\$9.23	\$4,061.20
7	6" Storm Sewer	Ft	210	\$ 52.00	\$10,920.00	\$48.67	\$10,220.70	\$76.16	\$15,993.60
8	12" Storm Sewer	Ft	250	\$ 52.00	\$13,000.00	\$60.83	\$15,207.50	\$49.94	\$12,485.00
9	24" Storm Manhole	Each	2	\$ 3,187.75	\$6,375.50	\$5,663.50	\$11,327.00	\$4,813.81	\$9,627.62
10	24" Storm Catch Basin	Each	1	\$ 3,812.75	\$3,812.75	\$5,663.00	\$5,663.00	\$5,347.91	\$5,347.91
11	48" Storm Manhole	Each	1	\$ 3,857.75	\$3,857.75	\$7,488.00	\$7,488.00	\$5,486.63	\$5,486.63
12	48" Storm Catch Basin	Each	1	\$ 3,857.75	\$3,857.75	\$7,488.00	\$7,488.00	\$6,041.54	\$6,041.54
13	Parking Lot Grading	LSum	1	\$ 25,000.00	\$25,000.00	\$24,698.00	\$24,698.00	\$104,461.00	\$104,461.00
14	Subbase, CIP	Cyd	1,610	\$ 15.00	\$24,150.00	\$20.69	\$33,310.90	\$37.80	\$60,858.00
15	8" Aggregate Base, 21AA	Syd	4,040	\$ 19.31	\$78,012.40	\$17.04	\$68,841.60	\$29.48	\$119,099.20
16	Subgrade Undercutting, Type II	Cyd	500	\$ 13.00	\$6,500.00	\$36.50	\$18,250.00	\$70.06	\$35,030.00
17	Concrete Curb & Gutter	Lft	520	\$ 54.25	\$28,210.00	\$64.48	\$33,529.60	\$72.14	\$37,512.80
18	HMA Pavement, 13A	Ton	440	\$ 118.00	\$51,920.00	\$128.97	\$56,746.80	\$147.05	\$64,702.00
19	HMA Pavement, 36A	Ton	440	\$ 123.00	\$54,120.00	\$133.83	\$58,885.20	\$152.60	\$67,144.00
20	4" Concrete Sidewalk	Sft	1,020	\$ 17.67	\$18,023.40	\$20.63	\$21,042.60	\$24.35	\$24,837.00
21	6" Concrete Pavement	Sft	5,860	\$ 16.27	\$95,342.20	\$18.92	\$110,871.20	\$22.96	\$134,545.60
22	6" Concrete Pavement (Colored Pattern)	Sft	760	\$ 50.00	\$38,000.00	\$53.98	\$41,024.80	\$63.98	\$48,624.80
23	Adjust Valve Box	Each	5	\$ 500.00	\$2,500.00	\$365.00	\$1,825.00	\$832.36	\$4,161.80
24	Site Electrical Distribution	LSum	1	\$ 24,750.00	\$24,750.00	\$23,867.00	\$23,867.00	\$27,745.00	\$27,745.00
25	Site Light Pole and Fixture	Each	3	\$ 8,200.00	\$24,600.00	\$10,608.00	\$31,824.00	\$16,704.98	\$50,114.94
26	Table and Chairs	Each	6	\$ 3,860.00	\$23,160.00	\$3,912.00	\$23,472.00	\$4,283.69	\$25,702.14
27	Trash Receptacle	Each	3	\$ 2,000.00	\$6,000.00	\$2,275.00	\$6,825.00	\$2,871.11	\$8,613.33
28	Bollard	Each	3	\$ 3,500.00	\$10,500.00	\$2,042.00	\$6,126.00	\$2,624.24	\$7,872.72
29	Planter Pot	Each	4	\$ 2,750.00	\$11,000.00	\$1,874.00	\$7,496.00	\$2,812.68	\$11,250.72
30	Remove and Salvage Signs	Each	1	\$ 1,000.00	\$1,000.00	\$243.00	\$243.00	\$28.00	\$28.00
31	ADA Parking Sign	Each	4	\$ 1,968.75	\$7,875.00	\$1,187.00	\$4,748.00	\$1,387.26	\$5,549.04
32	Pavement Marking	LSum	1	\$ 2,500.00	\$2,500.00	\$2,433.00	\$2,433.00	\$2,774.53	\$2,774.53
33	Landscaping Trees	Each	11	\$ 500.00	\$5,500.00	\$1,582.00	\$17,402.00	\$1,803.44	\$19,837.84
34	Surface Restoration	Syd	500	\$ 7.20	\$3,600.00	\$24.33	\$12,165.00	\$27.75	\$13,875.00
Total:					\$644,490.75	Total:	\$790,410.90	Total:	\$1,023,876.76
As-Read:					\$644,490.75	As-Read:	\$790,410.90	As-Read:	\$1,023,868.00
Difference:					\$0.00	Difference:	\$0.00	Difference:	\$8.76

Downtown Parking Lots

		101 - General Fund	TOTAL PROJECT
Prior FY Costs			
PROJECT COSTS			
Design Services	Approved 10/21	\$ 16,500.00	\$ 16,500.00
Lot 6 Visioning Proposal	Staff Approved 4/22	\$ 13,000.00	\$ 13,000.00
Concept Cost Opinions	Staff Approved 7/22	\$ 2,000.00	\$ 2,000.00
TOTAL FY 2020-2021		\$ 31,500.00	\$ 31,500.00

Notes
Task Order #02
Task Order #4a Visioning work for Lot 6
Task Order #02a; Information needed to apply for grants

FY 2023-2024			
BUDGETED FUNDS		\$2,610,000.00	\$2,610,000.00
PROJECT COSTS			
Design and Bidding Services	Approved 9/13/23	\$ 171,600.00	\$ 171,600.00
Phase I (Lot #6) Construction	Recommended 3/27/24	\$ 644,490.75	\$ 644,490.75
Phase I (Lot #6) Contingency Budget	Recommended 3/27/24	\$ 64,000.00	\$ 64,000.00
Phase I (Lot #6) Construction Engineering	Estimated	\$ 84,400.00	\$ 84,400.00
Phase II Construction	Estimated	\$ 532,000.00	\$ 532,000.00
Phase II Contingency	Estimated	\$ 54,000.00	\$ 54,000.00
Phase II Construction Engineering	Estimated	\$ 107,000.00	\$ 107,000.00
TOTAL FY 2022-2023		\$ 1,657,490.75	\$ 1,657,490.75
OVER (UNDER) BUDGET FY 2023-2024		\$952,509.25	\$952,509.25

Notes
Task Order #2b
Swarthout Excavating
Approximately 10% of Award
Based on December/January estimates
Approximately 10% of Award
Based on December/January estimates

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10D

**RESOLUTION APPROVING AMENDMENTS TO DEVELOPMENT PLAN AND TAX
INCREMENT FINANCING PLAN FOR THE LOCAL DEVELOPMENT FINANCE
AUTHORITY OF THE CITY OF STURGIS**

WHEREAS, the Recodified Tax Increment Financing Act, Act 57 of the Public Acts of Michigan of 2018, Document 57-2018-4. (collectively, the "Act") authorizes the City to establish and amend the Local Development Finance Authority of the City of Sturgis (LDFA); and

WHEREAS, the LDFA was established in 2008 and previously amended in 2018; and

WHEREAS, the LDFA is amending its boundaries, Development Plan, and Tax Increment Financing (TIF) Plan to include the two parcels at Stateline Business Park for the benefit of the eligible properties within the Authority District; and

WHEREAS, on December 13, 2023, the City Commission held a public hearing on the Plan Amendments pursuant to Act 57, Public Acts of Michigan, 2018, as amended; and,

WHEREAS, the City Commission has given the taxing jurisdictions in which the District is located an opportunity to meet with the City Commission and to express their views and recommendations regarding the Plan Amendments, as required by the Act; and

WHEREAS, the LDFA Board has recommend for approval the amendments to the District boundaries, Development Plan and TIF Plan attached here as Exhibit A (the "Plan Amendments").

NOW THEREFORE BE IT RESOLVED, the Sturgis City Commission approves amendments to the LDFA District Boundaries, LDFA Development Plan, and LDFA TIF Plan as presented.