



AGENDA
CITY COMMISSION MEETING
WEDNESDAY, MAY 8, 2024
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM

REGULAR MEETING 6:00 P.M.

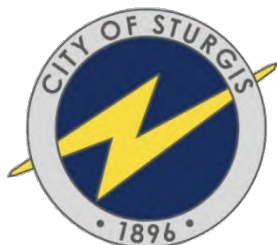
1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. ROLL CALL
5. PROCLAMATIONS / PRESENTATIONS
 - A. Downtown Lighting Project – Jeffrey Coney
 - B. Public Works Week Proclamation – Thomas Sikorski
 - C. Drinking Water Week Proclamation – Barry Cox
6. VISITORS – (Public comments for items 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 April 24, 2024 regular meeting as presented.**
 - B. Pay Bills
 - **AUTHORIZE the payment of the City bills in the amount of \$1,328,132.28 as presented.**
 - C. Fireworks Approvals
 - **AUTHORIZE Deputy Public Safety Director – Fire Division Andrew Strudwick or his designated representative to complete all necessary permit reviews and SIGN all necessary documents for a community fireworks display.**
 - **APPROVE closure of West Lafayette and temporary no parking on North Centerville as presented.**
 - D. Annual PA 95 Opt-Out
 - **APPROVE the recommendation to opt-out of Public Act 95 of 2013 for the 2024-2025 heating season.**
9. UNFINISHED BUSINESS
 - A. Commission Procedural Policy – Andrew Kuk
 - B. Dog At Large Ordinance Amendment Second Reading – Andrew Kuk
10. NEW BUSINESS
 - A. Amendment of Downtown Social District – Andrew Kuk
 - B. Lot 6 Bids & Construction Engineering Task Order – Andrew Kuk
 - C. Milsoft Outage Management Software – Chris McArthur
 - D. MDOT 2025 US-12 Improvements – Barry Cox
 - E. Source Water Resolution – Barry Cox
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

STURGIS HOUSING DEVELOPMENT CORPORATION MEETING

1. CALL TO ORDER
2. CONSENT RESOLUTIONS
3. MDOT SIDEWALK CONSTRUCTION
4. ADJOURN

Manager's Report

MAY 8, 2024



CITY OF
Sturgis
MICHIGAN

Submitted by:

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

Andrew Kuk
City Manager

5. Presentation

A. Downtown Lighting Project

Staff: Jeffrey Coney

The Sturgis Downtown Development Authority (DDA) and some interested downtown business owners have been investigating a project to light downtown Sturgis buildings over the last few years.

In investigating the project, the DDA looked into several options to support the project with grant funding, leading to an expansion of the scope of the project around a theme of “The Electric City”. The DDA board took this theme as inspiration while looking for new and different way to highlight downtown Sturgis.

As stated above, the core of the project is over 2,900 lineal feet of LED lighting accentuating the skyline of the downtown along Chicago Rd.; this will be a collaboration with downtown building owners to install the lights.

In addition, several other elements are included in the proposed project, including:

- A new Food Truck hub just south of Sturgis-Young Center for the Arts, with 4 electrical hook ups, a new outdoor seating area including ADA picnic tables, as well as beautifying the old pumphouse including new lighting, paint, and murals on the East and West sides.
- The creation of the Electric Alley behind Five Lakes Coffee; providing new outdoor seat areas, lighting attractions between the neighboring buildings, and a public art installation.
- A DDA website, which will include QR codes that will be located at all public art and historical sites throughout the downtown. These QR codes will be linked to the DDA website and an interactive map to encourage exploring over 25 locations in the district.

The proposed project is projected to be funded with grant support and community donations. The Franks Fund choose to support the project with a gift of over \$125,000.00. The DDA is also applied for and has been approved to use the

Michigan Economic Development Corporation's (MEDC's) Public Spaces, Community Places match grant, previously used by the City for the Splash Pad and Bark Park. This program provides a \$50,000.00 grant to communities that are able to raise \$50,000.00 in donations. The DDA is working to solicit interested downtown building owners and businesses to reach this match amount.

Staff wanted to provide the Commission an update on this effort before the match grant was publicly kicked off. The City is not being asked to provide any funding support for the project, but would need to provide permission for use of the alley way and parking lot for the food hub.

5. Proclamation

B. Public Works Week Proclamation

Staff: Thomas Sikorski

Included in your packet is a Proclamation declaring May 19th-May 25th as Public Works Week.

Information Included in Packet:

1. Proclamation

5. Proclamation

C. Drinking Water Week Proclamation

Staff: Barry Cox

Included in your packet is a Proclamation declaring May 5th-May 11th as Drinking Water Week.

Information Included in Packet:

1. Proclamation

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for May 8, 2024 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the April 24, 2024 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$1,328,132.28 as presented.

8C. Fireworks Approvals

This year the annual community fireworks display is planned for Saturday, June 22nd at Kirsch Municipal Airport. The fireworks show is funded primarily with local donations.

Per Michigan law, all display fireworks shows require a permit from the local legislative body of the community. In order to complete the permitting process, City staff is recommending the Commission authorize Deputy Public Safety Director - Fire Division Andrew Strudwick or his designee to complete all necessary permit reviews and sign all necessary documentation.

Due to the location of the fireworks at the airport, City staff is also requesting some additional items from the Commission related to crowd control. This includes the closure of West Lafayette from North Centerville Road to the intersection of Broadus Street from 8:00 p.m. until the end of the fireworks.

This closure request allows staff to better restrict access to airport property during the show.

Other requests include use of airport property for the fireworks display, and temporary no parking on North Centerville in the area around the airport starting Friday night.

If necessary, the rain date for the fireworks show would be Sunday, June 23rd.

Consent Agenda Motion:

AUTHORIZE Deputy Public Safety Director – Fire Division Andrew Strudwick or his designated representative to complete all necessary permit reviews and SIGN all necessary documents for a community fireworks display.

APPROVE closure of West Lafayette Street and temporary no parking on North Centerville Rd. as presented.

8D. Annual PA 95 Opt-Out

On July 1, 2013, Governor Snyder signed Public Act 95 of 2013 into law. The legislation created the Low-Income Energy Assistance Fund. Funds are generated by assessing up to one dollar per month per electric meter. Funds so generated are distributed to low-income households by the Department of Human Services to help pay energy bills. The Act affects every electric utility in the State. In lieu of collecting the surcharge, Section 7 of the Act allows utilities to opt-out. This choice prohibits the shut-off of residential electric service for non-payment of a delinquent account from November 1st through April 15th. The utility must notify the Michigan Public Service Commission each year of its intent to opt-out.

If the choice is to opt-in, the City would have to collect a surcharge and send it to the State; the cost to its electric customers would be up-to approximately \$85,000.00. The State would distribute the funds. If the City were to opt-out, the State mandated surcharge is waived.

Since establishment of the law the City has chosen to opt-out of Public Act 95.

Consent Agenda Motion:

APPROVE the recommendation to opt-out of Public Act 95 of 2013 for the 2024-2025 heating season.

9. Unfinished Business

A. Commission Procedural Policy

Staff: Andrew Kuk

At the April 10th work session, the Commission discussed draft changes to the Commission Procedural Policy and asked for the issue to be placed on the agenda at a future meeting. Included in your packet is the most recent draft of the proposed changes. The only changes since the previous draft was an alteration to the language regarding eligible shirts to make it more inclusive of women's styles and a minor change to clarify additional shirts would be made available after every re-election. The language changed has been highlighted in the redlined draft.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Commission Procedural Policy as presented.

Information Included in Packet:

1. Commission Procedural Policy Draft Changes 5-3-24

9. Unfinished Business

B. Dog At Large Ordinance Amendment Second Reading

Staff: Andrew Kuk

At the April 24th City Commission meeting, the Commission considered a first reading for changes to the City's ordinance relating to dogs running at large to require more control of dogs on private property.

The language considered by the Commission amended Chapter 10 - Animals of the City Code of Ordinances, sections 10-1 through 10-31. This language places greater requirements on dogs on private property, requiring they be located in a house, in a legally fenced area, or be securely tethered on that property in order to not be considered "at large".

Additional amendments include adding two conditions of when a dog is not at large: first, if the dog is within a motor vehicle and second, if it is within a space designated by the City as an "off leash area" (i.e. a dog park).

The only proposed change since the first reading is an alteration to the length of the leash required in section 10-31 (b.) 2. Previously it had required a 6-foot leash, and the recommend language now references a "reasonable" length. The change is due to the popular use of retractable leashes, which generally are more than 6-feet long. The proposed change has been highlighted in the resolution included in your packet.

Proposed Motion:

Move that the Sturgis City Commission CONSIDER/NOT CONSIDER this the second reading of and APPROVE/DENY an amendment to the City Code of Ordinances, Chapter 10 – Animals, Sections 10-2 and 10-31 pertaining to dogs running at large effective May 28, 2024.

Staff Recommendation:

CONSIDER and APPROVE

Included in your Packet:

1. Dog Ordinance Amendment Resolution
2. Ordinance Review Spreadsheet

10. New Business

A. Amendment of Downtown Social District

Staff: Andrew Kuk

At the April 10th meeting, the Two-Wheel Tuesdays Bike Night event was approved in parking lots 9 and 11. As part of this event, Sturges-Young Center for the Arts will be providing alcohol sales. Parking lots 9 and 11 are currently part of the Downtown Social District, however, in order to legally carry alcohol into this area, they must be included as a Common Area of the District. As with other parking lots and areas periodically used for events, staff is recommending a Sub-Area be established in the City of Sturgis Downtown Social District Plan for this space. These sub-areas can be activated as part of Commission approval of events.

Included in your packet is the amended Downtown Social District Plan as well as an updated map.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the amendment to the City of Sturgis Downtown Social District Plan as presented.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the activation of the Parking Lots 9 and 11 Sub Area during Two-Wheel Tuesdays in 2024.

Staff Recommendation:

APPROVE and APPROVE

Information Included in Packet:

1. Downtown Social District Plan – Redlined
2. Updated Downtown Social District Map

10. New Business

B. Lot 6 Bids & Construction Engineering Task Order

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 are in the process of being bid out. 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.

Also included in your packet is Task Order 02c for construction phase services from Fleis and Vandenbrink. The task order cost of \$84,400.00 includes administration and engineering consultation throughout the construction period, onsite observation during the construction, quality assurance materials testing, final review meeting with contractor and City staff, required construction staking and as-recorded drawings based on as-built records.

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.

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 Task Order 02c with Fleis and Vandenbrink to provide construction oversight and administration for parking lot #6 in the amount of eighty-four thousand four hundred dollars (\$84,400.00) as presented.

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, APPROVE, and APPROVE

Included in your Packet:

1. Parking Lot Map
2. Recommendation of Award
3. Bid Tabulation
4. Task Order 02c
5. Downtown Parking Lots Project Budget and Costs Spreadsheet

10. New Business

C. Milsoft Outage Management Software

Staff: Chris McArthur

As included in in the FY 2023-2024 budget, the Electric Department is looking to expand our current Milsoft Outage Management platform. The proposed expansion includes additional software for engineering and analysis which will allow staff to perform load studies in-house and look at how new load additions will affect the system. Currently, the department needs to hire consultants to run these analyses, which both takes time and costs money.

The expansion will also include WindMilMap and an updated version of the Milsoft Dispatch Outage Management System currently used by the City allowing for personnel to see outages on a map. This will give outage predictions and allow for better and quicker troubleshooting by line crews, thereby allowing for quicker restorations.

Currently the City pays \$500.00 per month for Milsoft software and services. The proposed expansions will have a monthly charge of \$4,258.33. The contract term for these subscriptions are five years. This is an annual expense of \$51,099.96. Staff anticipates that implementation of the new software and hardware will result in monthly charges having impact starting with the FY 2024-2025 budget year this fall. If approved, the full amount of the monthly charges will be incorporated into that budget.

In addition to the monthly software costs, there will be two one-time costs associated with the project. The first is the addition of a server to house the new software. Staff requested an evaluation of the current computer network to be performed by Sonit Systems. With this evaluation, it was requested that they provide a recommendation for equipment to house this software with the capacity to also house other electric department and City software needs in the future. Sonit recommended a Scale server with all the supporting hardware. This solution is \$59,887.42 including labor, materials, and licenses. Also included in your packet

is a price comparison from other vendors on like-kind servers (hardware only, no labor for installation).

The second one-time cost associated with this project is staff training for the new software package. The proposed training is a three-day session in four separate sections. We expect to train seven staff members on the WindMilMap (GIS), Dispatch Outage Management (OMS), and Field Syte Staking software and two to three staff members on the engineering and analysis (EA) software. The cost of this training is a total of \$62,000.00. City staff is still working with Milsoft on proposed alterations to this training package that may bring this cost down. They anticipate being able to provide a revised plan by the meeting.

As discussed above, this project was included in the FY 2023-2024 capital budget under part of the 2024 capital budget, listed as “Integrated Voice Response Sys (IVR) & OMS” and budgeted at \$150,000.00. The total one-time costs of the server and training are not-to-exceed \$126,145.75 pending changes to the training plan.

Staff is also proposing a \$12,000.00 contingency budget for the project, to cover any unanticipated hardware costs. This still puts the project under budget.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY a five (5) year agreement with Milsoft Utility Solutions for outage management, engineering analysis, WindMilMap, and field solutions software with a monthly cost of four thousand, two hundred and fifty-eight dollars and thirty-three cents (\$4,258.33) as presented.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY training with Milsoft Utility Solutions for outage management and associated software in an amount not-to-exceed sixty-two thousand dollars (\$62,000.00) as presented.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the purchase and installation of a Scale server from Sonit Systems in the amount of fifty-nine thousand, eight hundred eighty-seven dollars and forty-two cents (\$59,887.42) as presented.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY a contingency budget for the project of twelve thousand dollars (\$12,000.00).

Staff Recommendation:

APPROVE, APPROVE, APPROVE, and APPROVE

Information Included in Packet:

1. 2024 Sturgis Municipal Outage Management System
2. Server Quote from Sonit Systems
3. Quote Comparisons

10. New Business

D. MDOT 2025 US-12 Improvements

Staff: Barry Cox

MDOT completed the reconstruction of US-12 through Sturgis from Centerville Road to East of Franks Avenue in 2006-2007. In 2025, MDOT is going to mill and resurface the entire stretch of road and complete ADA sidewalk ramp improvements as needed throughout the US-12 project length. The City has been a part of design discussions over the last year and MDOT has presented two items where the cost of the work would fall to the City of Sturgis to fund.

First, the downtown, on-street parking areas will be a City cost to have milled, resurfaced, and re-striped. Cost for this work is estimated at \$17,359.44. MDOT wants a commitment from the City on this portion of the project before the project goes out for bid, likely sometime this summer.

Second, currently there are segments between Lakeview Avenue and Maplecrest Avenue on the south side of US-12 that do not currently have sidewalk. Installing sidewalk in this area has been a high priority for City staff and previous City Commissions. As part of the project, MDOT could contract to complete the sidewalk and bill the cost to the City. If the City desired to move forward with this project, the Commission could decide to set up a special assessment district for the new sidewalk. If this alternative is chosen, the property owners within the district would be assessed 50% of the cost to construct the sidewalk. Having MDOT complete this work will likely save property owners and City money compared with constructing it as a separate project where traffic control and permitting would have to be included. Estimated cost to connect a five foot wide sidewalk from Lakeview to Maplecrest is \$16,219.42.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY completing milling, resurfacing and re-striping of parking areas on US-12 as part of the Michigan Department of Transportation's 2025 improvement project as presented.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the installation of new sidewalk along the south side of US-12 from Lakeview Ave. to Maplecrest Ave. as part of the Michigan Department of Transportation's 2025 improvement project as presented.

Staff Recommendation:

APPROVE and APPROVE

10. New Business

E. Source Water Resolution

Staff: Barry Cox

The City received a 50% matching grant for FY 2023-24 to update our Wellhead Protection Program Plan. The grant award to the City was \$10,000.00. One of the seven aspects of the plan is to define Wellhead Protection Area Management activities. The Wellhead Protection Team, which consists of 11 team members including; Director of Public Services, Fire Marshal, Building Official, City Engineer, Tri-County Health Department, and individuals from the education, industry, agriculture, environmental, public and adjacent government sectors, recently held a quarterly meeting to determine activities and plan updates. Under management activities, the team suggested the City Commission adopt a resolution in support of Source Water Protection. Approval of the resolution would constitute an intent to protect the drinking water supply by the City and complete a management activity task.

Proposed Motion:

Move that the Sturgis City Commission ADOPT/NOT ADOPT the Source Water Resolution as presented.

Staff Recommendation:

ADOPT

Information Included in Packet:

1. Resolution

SHDC MEETING

2. Consent Resolutions

Staff: Andrew Kuk

The City is the sole shareholder of Sturgis Housing Development Corp. By law, it is required to hold an annual meeting. In lieu of a meeting, it can sign written consents. Proposed consent resolutions are included the packet, along with a new set of Bylaws. The only substantive change to the Bylaws is the annual meeting date. City Staff proposes that the annual meeting be held at the annual organizational meeting in November.

In approving the Consent in Lieu of Annual Meeting of Shareholders, the City is appointing each commissioner and the City Manager as its Board of Directors. The Directors then sign the Consent in Lieu of Annual Meeting of Board of Directors to appoint the officers and adopt the new Bylaws, which the Mayor will then sign.

Proposed Motion:

Move that the Sturgis Housing Development Corporation Directors ADOPT/NOT ADOPT the Consent Resolutions In Lieu of a Special and Annual Meeting as presented.

Staff Recommendation:

ADOPT

Information Included in Packet:

1. Consent In Lieu of Special Meeting of Shareholders of SHDC
2. Consent In Lieu of Annual Meeting of Board of Directors of SHDC
3. Amended Bylaws

SHDC MEETING

3. MDOT Sidewalk Construction

Staff: Barry Cox

The Michigan Department of Transportation (MDOT) has an upcoming project along US-12 in 2025. MDOT is interested in acquiring Consent to Construct/Reconstruct Sidewalk rights to the property located at 606 W. Chicago Rd. If agreed, MDOT will purchase the rights to this property to construct/reconstruct the sidewalk in the amount of \$300.00.

Proposed Motion:

Move that the Sturgis Housing Development Corporation Directors APPROVE/DENY the Consent to Construct/Reconstruct Sidewalk at 606 W. Chicago Rd. and ACCEPT/NOT ACCEPT the offer of three hundred dollars (\$300.00) and AUTHORIZE President Andrew Kuk to sign all necessary documents.

Staff Recommendation:

APPROVE, ACCEPT, and AUTHORIZE

Information Included in Packet:

1. MDOT Offer to Purchase

Noteworthy Meetings / Events

- Chamber Board of Directors Meeting | April 23rd
- Chamber Public Policy Committee Meeting | April 24th
- Sturgis High School Mock Interviews | April 30th
- DDA Meeting | May 1st
- MMEA Spring Meeting | May 2nd
- Midwest Electric & Communication Tour | May 3rd

Upcoming Events

- Spring Car Cruise In & Eats | Downtown | 5pm-9pm | May 10th
- Bourbon, Bacon & Blues | Downtown | 5:30pm | May 24th
- Out of Office | May 16th-May 31st

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 5B



PROCLAMATION OF THE CITY OF STURGIS

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of Sturgis, Michigan; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Sturgis to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association;

NOW, THEREFORE, BE IT RESOLVED, I, Frank Perez, Mayor of City of Sturgis, do hereby designate the week May 19–25, 2024, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

Frank Perez, Mayor

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 5C



PROCLAMATION OF THE CITY OF STURGIS

WHEREAS, water is our most valuable natural resource; and

WHEREAS, drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for the quality of life our citizens enjoy; and

WHEREAS, tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, the hard work performed by the entire water sector, designing capital projects, operators ensuring the safety and quality of drinking water or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality drinking water from its source to consumers' taps; and

WHEREAS, we are all stewards of the water infrastructure upon which current and future generations depend; and

WHEREAS, the citizens of our city are called upon to help protect our source waters from pollution, practice water conservation and get involved with their water by familiarizing themselves with it;

NOW, THEREFORE, I, Frank Perez, Mayor of City of Sturgis, do hereby designate the week May 5–11, 2024, as Drinking Water Week.

Frank Perez, Mayor

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

**REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, APRIL 24, 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, Smith, Harrington, Hile, Vice-Mayor Miller, Mayor Perez

Commissioners absent: None

Also present: City Attorney, City Manager, City Controller, City Engineer, Community Development Director, City Clerk

Commissioners discussed the resignation of Alan Albarran as 2nd Precinct Commissioner and whether the position should be filled at this time.

Moved by Comm. Mullins and seconded by Comm. Hile to leave the 2nd Precinct Commissioner open position vacant until the November election.

Voting yea: Seven

Voting nay: Bir

MOTION CARRIED

Josh Harter provided his qualifications as a candidate for St. Joseph County Drain Commissioner.

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

Voting yea: Eight

Voting nay: None

MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Smith to approve the Consent Agenda of April 24, 2024 as presented.

8A. Action of Minutes of Previous Meetings

APPROVE the minutes from the April 10, 2024 work session as presented.

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

B. Pay Bills

AUTHORIZE the payment of the City bills in the amount of \$1,788,488.34 as presented.

C. 2024 Memorial Day Parade

APPROVE the 2024 Memorial Day Parade and activities as presented.

D. Board Resignation

ACCEPT the resignation of Lee Austermann from the Zoning Board of Appeals, Sister City Committee, and Cemetery Board and SEND a letter of resignation for his service.

Voting yea: Eight

Voting nay: None

MOTION CARRIED

Community Development Director Will Prichard provided information on the ballot and ordinance language related to the allowance of urban chickens. Discussion followed.

Moved by Comm. and seconded by Comm. to approve ballot language as presented for the November 2024 election to amend the City Code of Ordinances related to the keeping, regulation, and permitting of urban chickens.

Voting yea: Seven

Voting nay: Smith

MOTION CARRIED

Moved by Comm. and seconded by Comm. to approve this the first reading of amendments to the City Code of Ordinances, Section 10.64, Appendix A - Zoning Code (Sections 1.1105 and 1.1401), and Appendix B - Fine Schedule regarding Urban Chickens as presented.

Voting yea: Seven

Voting nay: Smith

MOTION CARRIED

Sturgis Area Chamber of Commerce Director Kari Hatt provided details on the upcoming Sturgis Fest events. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve the requests for Sturgis Fest 2024 as presented.

Voting yea: Eight

Voting nay: None

MOTION CARRIED

City Engineer Barry Cox provided details on the bids related to the Main Street reconstruction. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Bir to approve the contract for the Main Street Utility and Street Improvements Project with Concord Excavating and Grading, Inc. in the amount of two million, two hundred eighteen thousand, one hundred eighty-two dollars and thirty-six cents (\$2,218,182.36) and authorize the City Manager to sign all necessary documents.

Voting yea: Seven

Voting nay: Smith

MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Mullins to approve a contingency budget of two hundred twenty-two thousand dollars (\$222,000.00) for the Main Utility and Street Improvements Project.

Voting yea: Seven

Voting nay: Smith

MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Mullins to approve Task Order 11b with Fleis and VandenBrink Engineering, Inc. for construction phase services on the Main Street Utility and Street Construction Project in the amount of two hundred thirty-four thousand dollars (\$234,000.00) as presented.

Voting yea: Seven

Voting nay: Smith

MOTION CARRIED

City Engineer Barry Cox provided information on the parcels to be transferred into the City based on the Fawn River Township Agreement #3. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to adopt the resolution as presented.

Voting yea: Eight

Voting nay: None

MOTION CARRIED

City Manager Andrew Kuk provided information on a review of the ordinance related to dogs running at large. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to consider this the first reading of an amendment to the City Code of Ordinances, Chapter 10 – Animals, Sections 10-2 and 10-31 pertaining to dogs running at large as presented.

Voting yea: Eight

Voting nay: None

MOTION CARRIED

City Clerk/Treasurer Kenneth Rhodes explained that one application has been received, from John Carmichael, for the vacancy on the EDC/BRA and LDFA Board of Directors. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Mullins to appoint John Carmichael to fill the unexpired term of Eric Eishen on the EDC/BRA and LDFA Board of Directors.

Voting yea: Eight

Voting nay: None

MOTION CARRIED

Mayor Perez explained that he had been asked and has accepted the invitation to run for the Michigan legislature as State Representative.

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

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8B

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 5/8/2024 Month: 08

Date	Check#	Vendor	VendorName	Amount
04/23/2024	248861M	06507	SPECTRA TECH LLC	102,995.55
04/26/2024	PR0635M	00061	CITY OF STURGIS PAYROLL	341,180.69
04/09/2024	T16670M	00181	GORDON FOOD SERVICE	1,102.68
04/01/2024	T16671M	06138	MUTUAL OF OMAHA INSURANCE CO	5,573.07
04/18/2024	T16672M	06093	PEPSI BEVERAGES COMPANY	411.04
04/24/2024	T16673M	05903	WEST SIDE BEER DISTRIBUTING	319.00
04/26/2024	T16674M	00321	STATE OF MICHIGAN	11,981.00
05/02/2024	T16675M	06121	GB SOLAR TE 2020 HOLDINGS LLC	108,697.56
05/04/2024	T16676M	00197	CITY OF STURGIS UTILITIES	19,509.83
05/12/2024	T16677M	00197	CITY OF STURGIS UTILITIES	11,963.98
05/06/2024	T16678M	03770	MICHIGAN GAS UTILITIES	45.96
05/06/2024	T16679M	03770	MICHIGAN GAS UTILITIES	177.58
05/01/2024	T16680M	04389	FRONTIER COMMUNICATIONS A	121.42
05/20/2024	T16681M	00197	CITY OF STURGIS UTILITIES	9,487.62
05/10/2024	T16682M	03770	MICHIGAN GAS UTILITIES	755.99
05/10/2024	T16683M	03770	MICHIGAN GAS UTILITIES	118.22
05/13/2024	T16684M	03770	MICHIGAN GAS UTILITIES	49.89
05/13/2024	T16685M	03770	MICHIGAN GAS UTILITIES	854.84
05/20/2024	T16686M	00197	CITY OF STURGIS UTILITIES	5,635.68
05/10/2024	T16687M	04421	AT&T MOBILITY	863.62
05/11/2024	T16688M	02909	CHARTER COMMUNICATIONS	781.88
05/16/2024	T16689M	04389	FRONTIER COMMUNICATIONS A	604.00
05/13/2024	T16690M	04389	FRONTIER COMMUNICATIONS A	202.64
05/13/2024	T16691M	04389	FRONTIER COMMUNICATIONS A	101.44
05/13/2024	T16692M	04389	FRONTIER COMMUNICATIONS A	242.70
05/13/2024	T16693M	04389	FRONTIER COMMUNICATIONS A	26.08
05/13/2024	T16694M	04389	FRONTIER COMMUNICATIONS A	62.95
05/14/2024	T16695M	04389	FRONTIER COMMUNICATIONS A	54.13
04/26/2024	T16696M	00062	CITY OF STURGIS-EMPLOYEE INS	71,291.02
04/26/2024	T16697M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,112.77
04/26/2024	T16698M	00065	DOYLE MEMBERSHIP TRANSFER	2,817.70
04/26/2024	T16699M	00063	CITY OF STURGIS TAX TRANSFER	19,118.82
04/26/2024	T16700M	05123	COMERICA BANK-INST TRUST SERV	30,579.13
04/26/2024	T16701M	03229	CITY OF STURGIS-WORKERS COMP	3,094.86
04/26/2024	T16702M	00064	INTL CITY MGMT ASSOC RETR CORP	9,726.91

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 5/8/2024 Month: 08

05/01/2024	T16703M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
05/01/2024	T16704M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
05/01/2024	T16705M	00449	CENTURY BANK & TRUST	6,221.68
05/01/2024	T16706M	04088	BLUE CROSS BLUE SHIELD OF MI	21,844.17
Manual Total				798,664.29
05/08/2024	248862	00275	A B'S GLOVE & ABRASIVES INC	127.00
05/08/2024	248863	00296	ABIGAIL L METZGER	53.35
05/08/2024	248864	06519	AFFORDABLE EQUIPMENT RENTAL	331.00
05/08/2024	248865	00332	ALEXANDER CHEMICAL CORP	3,684.07
05/08/2024	248866	00002	ALL-PHASE ELECTRIC SUPPLY	430.03
05/08/2024	248867	06102	ALLIED FIRE SALES & SERVICE	4,974.80
05/08/2024	248868	05986	ALPHA BUILDING CENTER-NOTTAWA	227.51
05/08/2024	248869	06502	ALPHA OMEGA UTILITY SERVICES	1,921.00
05/08/2024	248870	06119	AMAZON.COM SALES INC	4,128.40
05/08/2024	248871	00340	AMERICAN SAFETY & FIRST AID	148.83
05/08/2024	248872	06514	ANCHOR AUDIO OUTLET	3,399.00
05/08/2024	248873	03576	ARROW SERVICES INC	83.00
05/08/2024	248874	02292	ASPLUNDH TREE EXPERT CO	14,893.40
05/08/2024	248875	00379	AUTO PARK FORD	1,482.28
05/08/2024	248876	05192	AVENTRIC TECHNOLOGIES LLC	477.00
05/08/2024	248877	00296	AYDEN T MARKS	71.82
05/08/2024	248878	06117	BENITA ANN LEWIS	45.00
05/08/2024	248879	00072	BIRD, SCHESKE, REED & BEEMER,	7,750.00
05/08/2024	248880	00006	BOLAND TIRE INC	45.00
05/08/2024	248881	03327	BOUND TREE MEDICAL LLC	635.28
05/08/2024	248882	06474	BROWN EQUIPMENT COMPANY	1,522.02
05/08/2024	248883	00138	BS & A SOFTWARE	3,422.00
05/08/2024	248884	05125	CANNON TECHNOLOGIES	498.16
05/08/2024	248885	00364	CAROL DUSTIN	320.00
05/08/2024	248886	01323	CITY OF COLDWATER	200.00
05/08/2024	248887	06296	CIVICPLUS LLC	7,547.40
05/08/2024	248888	01861	CORE COMM	129.00
05/08/2024	248889	06523	CORE TECHNOLOGY CORP	12,238.00
05/08/2024	248890	06325	COTTIN'S HARDWARE	478.55
05/08/2024	248891	06019	CRONKHITE CEMETERY SERVICES	3,500.00
05/08/2024	248892	06516	CSM MECHANICAL LLC	1,405.00
05/08/2024	248893	06158	CULLIGAN WATER OF STURGIS	43.00

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 5/8/2024 Month: 08

05/08/2024	248894	05694	CUMMINS INC	414.33
05/08/2024	248895	03109	DOWNTOWN DEVELOPMENT AUTHORITY	216.00
05/08/2024	248896	06014	EGANIX INC	840.00
05/08/2024	248897	00578	EMCOR SERVICES SHAMBAUGH	5,370.00
05/08/2024	248898	04955	ENVIRO-CLEAN	6,158.00
05/08/2024	248899	05745	ERICA VARGAS SARCO	20.00
05/08/2024	248900	00296	FAUSTINO ARIAS PEREZ	38.94
05/08/2024	248901	05151	FAWN RIVER MECHANICAL LLC	5,862.30
05/08/2024	248902	05841	FERGUSON FACILITIES SUPPLY	1,459.73
05/08/2024	248903	05490	FERGUSON WATERWORKS #3386	425.15
05/08/2024	248904	00776	FLEIS & VANDENBRINK	19,362.43
05/08/2024	248905	04389	FRONTIER COMMUNICATIONS A	1,034.50
05/08/2024	248906	06505	GALLS LLC	75.00
05/08/2024	248907	02082	GECKO SECURITY LLC	85.00
05/08/2024	248908	00296	GEORGE WASHBURN	129.75
05/08/2024	248909	00183	GRAINGER INC	319.41
05/08/2024	248910	03806	GREAT LAKES PEST CONTROL	250.00
05/08/2024	248911	01436	GRIFFITH ELECTRIC LLC	357.50
05/08/2024	248912	04243	GRP ENGINEERING INC	2,300.00
05/08/2024	248913	03566	HAMMERSMITH EQUIPMENT CO	885.00
05/08/2024	248914	04588	HI-TECH ELECTRIC COMPANY	6,405.46
05/08/2024	248915	00296	HIDDEN MICHIGAN HOMEGOODS LLC	179.03
05/08/2024	248916	03357	HILLSDALE BOARD OF PUBLIC	3,078.65
05/08/2024	248917	05349	HEATHER SWINSICK	572.40
05/08/2024	248918	04922	HUTSON ASSESSING INC	5,047.50
05/08/2024	248919	06421	J COREY EXCAVATION LLC	5,075.00
05/08/2024	248920	01101	JANENE KOSMAN	80.00
05/08/2024	248921	06199	JANSEN PLUMBING, HEATING &	6,225.25
05/08/2024	248922	06314	JODIE M JOHNSON	20.00
05/08/2024	248923	05842	JOHN DEERE FINANCIAL	813.78
05/08/2024	248924	06217	JOHN J FLOWERS	60.00
05/08/2024	248925	00296	JOSHUA J PORTER	37.83
05/08/2024	248926	06500	JS DESIGN GROUP LLC	1,400.00
05/08/2024	248927	06482	KENDRICK STATIONERS	25.63
05/08/2024	248928	00212	KSS ENTERPRISES	506.25
05/08/2024	248929	01846	LAGRANGE CO CHAMBER OFCOMMERCE	275.00
05/08/2024	248930	04039	LAKELAND ASPHALT CORP	587.17

Accounts Payable Bill Proof - CITY OF STURGIS, MI

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05/08/2024	248931	05977	LAKELAND INTERNET LLC	106.94
05/08/2024	248932	00394	LAWSON-FISHER ASSOCIATES PC	5,467.87
05/08/2024	248933	03256	LIMA ELEVATOR COMPANY INC	1,417.50
05/08/2024	248934	06227	LINDCO EQUIPMENT SALES	4,839.78
05/08/2024	248935	06497	LUDDERS CLEANERS LLC	145.80
05/08/2024	248936	06515	MARIBELLA & CO	750.00
05/08/2024	248937	03095	MARY DRESSER	60.00
05/08/2024	248938	01391	MCLEAN ENGINEERING	4,321.00
05/08/2024	248939	06351	MELISSA ANDREWS	200.00
05/08/2024	248940	06155	MERCER SEPTIC AND EXCAVATING	11,630.00
05/08/2024	248941	01641	MICHIGAN RURAL WATER ASSOC	360.00
05/08/2024	248942	00296	MIKE LEDYARD & KATHLEEN MILLER	100.00
05/08/2024	248943	04730	MILLER'S SIGN CO INC	290.00
05/08/2024	248944	04825	MML WORKERS COMP FUND	120,536.00
05/08/2024	248945	05932	O'REILLY AUTO ENTERPRISES LLC	30.63
05/08/2024	248946	05042	PLANT GROWTH MANAGEMENT SYSTEM	8,626.64
05/08/2024	248947	00485	POWER LINE SUPPLY	4,620.16
05/08/2024	248948	06085	PRESIDIO NETWORKED SOLUTIONS	3,178.01
05/08/2024	248949	01110	PRO-TECH SALES	4,750.00
05/08/2024	248950	04481	PROF SPORTS SPECIFIC TRAINING	270.00
05/08/2024	248951	04251	RAI JETS LLC	1,260.00
05/08/2024	248952	04433	REAL VNC LTD	1,434.82
05/08/2024	248953	00035	RESCO	3,000.82
05/08/2024	248954	06038	REVOLUTION HEALTH, P.C.	60.00
05/08/2024	248955	00296	RICARDO AND ROSA CISNEROS	50.00
05/08/2024	248956	06521	RICKETT'S LAWN CARE	1,528.00
05/08/2024	248957	05765	SELKING INTERNATIONAL	357.30
05/08/2024	248958	06458	SEMI ACADEMY	3,160.00
05/08/2024	248959	01197	SHERWIN-WILLIAMS COMPANY	224.79
05/08/2024	248960	05168	SLS PRODUCTION SERVICES LLC	7,185.00
05/08/2024	248961	06507	SPECTRA TECH LLC	46,513.25
05/08/2024	248962	00604	ST JOSEPH CO CLERK	528.77
05/08/2024	248963	00099	ST JOSEPH COUNTY	529.85
05/08/2024	248964	00488	STATE SYSTEMS RADIO INC	1,643.32
05/08/2024	248965	06520	STORMWIND LLC	1,880.00
05/08/2024	248966	06487	STURGIS ACE HARDWARE	324.22
05/08/2024	248967	05826	STURGIS GLASS LLC	446.15

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 5/8/2024 Month: 08

05/08/2024	248968	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
05/08/2024	248969	00507	STURGIS OVERHEAD DOOR & LADDER	1,655.25
05/08/2024	248970	05855	STURGIS TROPHY HOUSE	106.00
05/08/2024	248971	06281	T MOBILE USA INC	441.75
05/08/2024	248972	06107	TALIA YEOMAN	280.00
05/08/2024	248973	06245	TANNER E PARSHALL	200.00
05/08/2024	248974	06426	TRACY LIVELY LLC	60.00
05/08/2024	248975	05664	TREECORE LLC	100,121.30
05/08/2024	248976	01238	UNITED PARCEL SERVICE	78.31
05/08/2024	248977	06150	UNITED WHOLESALE GROCERY	1,986.61
05/08/2024	248978	06072	WALSH MARINE PRODUCTS INC	1,088.00
05/08/2024	248979	04994	W MICHIGAN INTERNATIONAL LLC	4,576.46
05/08/2024	248980	06451	WILCOX NEWSPAPERS	200.00
05/08/2024	D02295	04066	BORDEN WASTE-AWAY SERVICE INC	6,401.18
05/08/2024	D02296	02983	CINTAS LOCATION #351	1,549.18
05/08/2024	D02297	00019	KENDALL ELECTRIC INC	567.80
05/08/2024	D02298	03944	LINDE GAS & EQUIPMENT INC	103.14
05/08/2024	D02299	06250	MARANA GROUP	6,110.20
05/08/2024	D02300	05121	MICKEY'S LINEN	256.99
05/08/2024	D02301	06026	MID-CITY SUPPLY CO INC	43.72
05/08/2024	D02302	06069	NAPA AUTO PARTS	294.84
05/08/2024	D02303	00279	RATHCO SAFETY SUPPLY	757.50
05/08/2024	D02304	06125	THE COPY IMAGE INC	463.67
05/08/2024	D02305	05777	TRACE ANALYTICAL LABORATORIES	3,063.25
Automatic Total				529,467.99
Grand Total				1,328,132.28

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 04/21/2024
PR0635M PAYROLL DATE 04/26/2024

GENERAL	\$160,272.65
MAJOR STREET	4,320.51
LOCAL STREET	3,979.84
CEMETERY	3,784.09
AIRPORT	830.66
BUILDING	3,568.54
HOUSING DEPARTMENT	58.26
STURGES-YOUNG CENTER FOR THE ARTS	6,862.93
RECREATION	3,252.70
DOYLE RECREATION CENTER	9,397.70
AMBULANCE	13,572.92
ELECTRIC	89,830.91
SEWER	19,648.33
WATER	19,431.19
MOTOR VEHICLE	2,369.46
Payroll Sub-Total	\$341,180.69

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 9A

POLICY STATEMENT



COMMISSION PROCEDURAL POLICY

01-CCM-10

Effective Date: 11-8-2010
Last Revised: 11-10-23

Office of Origin: City Commission
Authorized By: City Commission

Applicable Departments:
Policy Keywords: *Procedural Policy; City Commission;*

Policy Statement and Form of Government

This Commission Procedural Policy outlines the expectations and guidelines for the Sturgis City Commission. The Policy provides both standards and guidance for carrying out the duties of office.

The City of Sturgis has a council-manager form of government established pursuant to the Michigan Home Rule Cities Act. In this form of local government, the City Commission appoints a professionally trained and experienced City Manager to administer the day-to-day operations of the City and to make recommendations to the City Commission. The City Commission as a whole, through resolutions and ordinances, establishes basic policy that the City Manager and City staff implement and administer. One of the major roles of the City Commission is to review, revise, and finally approve the proposed annual budget. The council-manager form of local government requires administrative sensitivity to the policy-making role of the City Commission, as well as Commission sensitivity and regard for the administrative role of the City Manager and City administrative staff.

Section 1: Responsibilities and Regulations for City Commissioners

The specific duties of City Commissioners are spelled out in the City of Sturgis Charter. However, all elected officials share certain responsibilities. First, you must remember you are elected to make decisions as a collective body, not to act as individuals or apart from the City Commission.

Observe the Community

Take a tour of the community with the City Manager and department heads. Such a tour is especially valuable for you as newly elected Commissioners. You just might discover areas never seen before, learn where legal boundaries are and see where major trouble spots are now and where they might develop. Keep your eyes open as you go back and forth to work or to City Hall, taking the opportunity to look for problems. Use a different route to see more than just one area. There is really no substitute for first-hand observation.

Talk with Citizens

Direct interaction with your constituents is both politically and practically prudent. Commissioners need to be accessible, concerned and open minded – and you will be if you talk not only with your friends, but also with people you do not know well or at all. Be sure to include people representing various economic levels, professions, occupations and cultural backgrounds. In talking with citizens, be concerned primarily with listening. Avoid arguing or defending existing positions. Your attitude should

reflect a genuine desire to secure information. In addition to seeking information in a person-to-person setting of your choice, you should also be prepared to receive unsolicited information and criticism from citizens who seek you out.

Study Pertinent Literature

As an elected official, you will receive a large amount of printed material: minutes, articles, letters, Manager's Reports, and other background information on issues. Much of this relates to problems and possible solutions, and some of it may help you discover the needs and wishes of your constituents. A letter or a newspaper article may reveal a problem that had not surfaced previously. Problems in other communities that are spelled out in journals or other printed sources may raise the question, "Do we have the same problem in our community?"

Establish Priorities

Now that you have observed what you believe to be possible problems or needs within the City of Sturgis, it is important to establish the priority of each of these. How is this done – remembering that the resources, both human and financial, of any municipality are limited? Even if resources were unlimited, there are a number of activities that would not – and should not – be engaged in by our local government. Each request should be examined in terms of citizen demand, financial cost, benefit to the city, availability from other sources and even political expediency. A balance should be maintained between the flexibility required to reorder priorities when conditions require and the firmness required to resist changing programs to meet the momentary whims of special interest groups in the community. The Sturgis City Commission holds a special meeting early in each calendar year at which you will work with your fellow Commissioners to outline the goals and priorities for the upcoming year. This list will be your tool for providing direction to the City Manager and City staff. It is important for you as a Commissioner to take this responsibility very seriously, as it is one of the most effective ways to communicate the issues you find important to City staff and the community.

Participate in Formal Commission Meetings

The Commission meeting is the final step in determining the projects and programs required to meet community needs. Here, under public scrutiny, a Commissioner must transact the business of the community based on established priorities and data that have been gathered and analyzed. In Commission meetings, it is important to:

- Look attentive, sound knowledgeable and be straightforward and honest.
- Be familiar with a systematic and efficient way to handle business brought before the City Commission. The clerk will have prepared a concise and easily understood agenda outlining for you – and the general public – the order in which items will be considered during our meetings. This agenda may allow the general public and you to bring up additional items of business for discussion. Your copy of the agenda will come with a packet of background material and a report from the City Manager. These will be given to you before the meeting, to assist you in making knowledgeable decisions.
- Bring all appropriate documents, notes and memoranda to the meeting. Arrange the material in the same order as the agenda so pertinent information can be found easily.
- Have a reasonable knowledge of parliamentary procedure and the Modern Rules of Order, which the Sturgis City Commission has adopted. This will keep the meeting moving smoothly and efficiently, with a clear indication of each item's disposition. However, too much attention can slow down the meetings with complicated rules.

- Eliminate personal remarks intended to ridicule other people. Regardless of the actual relationships between the Commissioners, the general atmosphere should be relaxed, friendly, efficient and dignified. Sarcasm, innuendos and name-calling should be avoided in interactions with other Commissioners, staff and the public. This does not mean falsehoods, misinterpretations, distortions and challenges to your integrity or honesty should be left unanswered. They should be answered – and sometimes vigorously – but these rejoinders should address the facts rather than the qualities, or lack of them, of the person being addressed.

Cooperate with Other Governmental Units

More and more of the problems the Commission must face extend beyond the legal boundaries of the municipality. Many – water and wastewater treatment, solid waste disposal, healthcare and drug abuse, for example – cross municipal, township, county or state boundaries and must be solved either at a higher level or cooperatively by several different units.

City Negotiations

The City is regularly involved in negotiations, including labor negotiations with employee organizations, leases, development issues, land transfers, and other similar matters. The City Commission's proper role is to provide overall policy direction to the City Manager or other negotiators. The City Commission as a body and individual City Commissioners should not try to conduct negotiations nor should the City Commission intercede in negotiations being conducted by the City staff except in policy-making formats.

City Commission Lobbying

Lobbying of the City's administrative staff by City Commission members is inappropriate. Staff members should be allowed to objectively study or review matters under consideration to which a report is presented to the City Commission. Due to concerns with potential Open Meetings Act violations, Commissioners should refrain from lobbying each other for a potential consensus vote outside of official public meetings.

Attorney Client Communications

The City Commission may require guidance from the City Attorney from time to time and may require that this guidance be communicated privately. Letters from the City Attorney to the City Commission and to the City Manager and City staff are privileged communications between legal council and client. They may be marked confidential or privileged, and if confidential or privileged, they are not to be released to any party without prior authorization of the City Manager or the City Commission. To do so unilaterally would unnecessarily compromise the City's legal position and prevents the City Commission from discussing those opinions in a closed session. All requests or communications to the City Attorney by individual City Commissioner members should be processed through the City Manager or Mayor.

All meetings of the City Commission are subject to the Open Meetings Act. A closed session may be held for specific purposes authorized by the Open Meetings Act upon a successful two-third roll call vote of the commissioners. All discussions and information provided during a closed session should remain confidential and should not be disclosed by a Commissioner to any individual not present during the closed session. No formal action of the Commission can be taken in a closed session. A violation of the Open Meetings Act can subject a public official to personal liability and any intentional violation can be the grounds for a misdemeanor conviction.

Committee Reports to the City Commission

As a part of their positions, City Commissioners are appointed to serve as representatives and liaisons on City Boards and Commissions. While sitting on these Boards and Commissions, they are responsible to represent the City Commission as a whole. This representation should consist of clear, constant and open communication with the rest of the City Commission so that they might best understand what is happening within the City of Sturgis.

City Commission Members' Involvement in Administrative Meetings

City staff may be involved in various preliminary project meetings with citizens, consultants, and prospective developers and so forth at any point in time. The City Commission hires the City Manager to perform these preliminary functions. There are occasionally some situations that call for meetings between the Mayor or designated City Commissioner(s) and the City staff where they will all be involved.

Trust and Team Building between City Commissioners and City Staff

Boundaries should be put in place for department heads, other members of City staff, boards and commissions and the City Commission. City Commission members often have different definitions and levels of trust for each other and city staff. Through the development of boundaries or limits, trust increases. City Commissioners do not want to read about issues or topics in the local newspaper without being advised first. The City Commission recognizes in some instances that the city staff does not always control or know about issues that are publicly reported. During City Commission meetings, the Mayor should deter City Commissioners from becoming disrespectful, creating a situation, interrogating City staff members, making rude comments or in any way appearing to be less than civil toward each other, City staff, petitioners, and the general public. City Commissioners should advise the City Manager, in private, if they have problems with any department head or City staff member. If City Commissioners are not satisfied with the solution or if problems continue, the City Commissioner may bring it to the attention of the entire City Commission in order to get it on the public record, but they should do so in a very polite, civil manner.

City Commissioner ~~Expenses and Pay~~

City Commissioners are paid on the second City payroll of the month in March, June, September, and December. The annual rate of pay is \$3,400.00 for the Mayor and \$2,750.00 for Commissioners. The City also provides an annual family membership to the Doyle Community Center.

City Commissioner Expenses

The City will be responsible for paying for or reimbursing certain expenses related to official duties of a City Commissioner. These are:

- ~~The City will be responsible for paying for Commissioners Attending Michigan Municipal League (MML) conferences and classes, such as those put on by the Michigan Municipal League~~the MML Capital Conference, MML Annual Convention, and Elected Officials Academy.
- Attending official meetings, tours, or fact-finding actions arranged by City staff and offered to all Commissioners OR such opportunities attended by specific Commissioners appointed by the Commission to serve as a representative of the group.
- Attending other training or City-business related travel opportunities with prior approval by the City Commission.

In cases where Commissioners are traveling under the above circumstances, where practical, travel expenses for the Commissioner will be arranged and paid for by City staff (including booking of trainings, booking of hotel rooms, and payment for meals). In cases of vehicular travel, all efforts will be made to carpool and otherwise limit expenses incurred. Where City staff cannot directly pay for an expense or where a Commissioner must drive their personal vehicle, expenses incurred will be reimbursed as per the Business Travel Expenses section of the City Employee Handbook. Expenses are to be detailed and provided with documentation (receipts, distance calculations) to the City Manager for processing and payment. If there are any questions regarding applicability, the reimbursement request shall be presented to the City Commission for consideration at the next regular meeting.

In addition, Ffor a limited number of Community events (typically dinners) each year, Commission participation is desired, and thus the City ~~reimburses~~ pays for meal or event expenses accrued by both Commissioners and their spouses or significant others.

Commissioner Apparel and Business Cards

In order to facilitate their representation as a Commissioner, the City will provide apparel featuring the City logo to Commissioners at certain points during their term/terms. City Commissioners will be provided two (2) items upon their initial election or appointment. Commissioners will have their choice of a polo shirt, button-up dress shirt, blouse, or ¼ zip pullover (or similar item) of a value not-to-exceed \$50.00 per item. Upon re-election after their first full term (and each subsequent term), Commissioners will be provided one (1) additional apparel item of a value not-to-exceed \$50.00 (with the exception of the At-Large Commissioner, who will be provided an additional item after their second full term). Periodically the Commission may choose to purchase City-branded coats for its members; such a purchase can be initiated by Commission action at a public meeting or as part of the budgeting process. Commissioners may choose to make purchases of additional apparel with the City logo at their own expense; they can contact the City Manager's office regarding where such apparel is available.

The City will also pay for business cards for City Commissioners. These business cards are to be provided in a standard template and identify the Commissioner's name, contact information, and title.

Section 2: City Commission Meetings

General Rules of Order for Sturgis City Commission Meetings

The Mayor, or in the Mayor's absence the Vice-Mayor or appropriate designee, shall preside over the City Commission Meeting. The State of Michigan Open Meetings Act and the Modern Rules of Order shall govern the conduct of the meeting except as modified pursuant to provisions of the City Charter or special rules adopted by the City Commission.

Regular Meetings

Regular City Commission meetings will be held in the Wiesloch Raum of City Hall on the second and fourth Wednesday of each month beginning at 6:00 p.m. local time.

Special Meetings

From time to time, the City Commission may need to call a Special Meeting to address an issue that cannot wait until the next regularly scheduled meeting. These meetings and public notices will comply with all provisions of the State of Michigan's Open Meetings Act. The City Commission will hold most

Special Meetings at City Hall and will limit any offsite meetings to a location within St. Joseph County. Electronic or virtual public meetings will only be utilized in compliance with the State of Michigan's Open Meetings Act and when utilized will be conducted as per the City's Electronic/Virtual Public Meetings policy.

Work Sessions

The City Commission will also hold Work Sessions which will provide an opportunity to obtain information and discussing a particular issue prior to final consideration which would take place at a Regular or Special Meeting. Work Sessions will also comply with all provisions of the State of Michigan's Open Meetings Act.

Rules To Govern Debate at a Commission Meeting

- The maker of the motion is entitled to speak first.
- A Commissioner may not speak against his or her own motion, but may vote against it.
- All remarks must be limited to the merits of the subject immediately under discussion.
- All remarks must be addressed to and/or through the Mayor.
- Personal comments about other individuals should be avoided.
- Commissioners are seldom referred to by name; rather by title.
- No Commissioner may comment adversely on any prior act of the council that is not under consideration.
- A two-thirds vote is required to close debate.
- A Commissioner may abstain when there is a conflict of interest. A Commissioner who intends on abstaining must announce his or her intentions to the Mayor. He or she may not debate the issue but may be called upon for information.
- A Commissioner may request a full roll call vote for any motion which will then be called in random order, with the Mayor being called last. A Commissioner who is present and is silent during any vote will have their vote counted as a "Yea", unless abstaining according to the previous provision.
- A Commissioner may bring before the City Commission any business that he or she feels should be elaborated upon by the Commission. These matters need not be specifically listed on the City Commission Agenda, but formal action on such matters should be deferred until a subsequent City Commission meeting, except that immediate action may be taken upon a vote of two-thirds of all members.

Rules to Govern Debate during Public Comments

- The speaker should state name and address before speaking.
- Remarks must be confined to the pending issue.
- Remarks shall be limited to two minutes.
- No person shall speak a second time on an issue as long as another is requesting recognition to speak for a first time on the issue. The cumulative time for remarks shall not exceed four minutes by any one speaker.
- Speakers shall not enter into debate with other members of the audience, but shall always address

the Mayor.

- During open debate, the Mayor shall make an effort to alternate between supporting and opposing arguments.
- Rights in regard to debate are not transferable.
- Only members of the Commission or City Staff may advance in front of the podium without permission of the Mayor.

All rules in this section may be suspended or modified by the Mayor upon a showing of just cause and shall be suspended or modified upon a two-third (2/3) majority vote of the Commission.

Voting

The affirmative vote of a majority of the members of the City Commission shall be necessary to adopt any ordinance or resolution. The vote upon the passage of all ordinances, and upon the adoption of all such resolutions as this charter or the City Commission by its rules shall prescribe, shall be taken by "YEA" and "NAY" vote and entered upon the record. (*City Charter, Chapter III, Section 7(b)*)

Section 3: Guidelines for Conduct of City Commissioners

Informational Briefing

As new City Commissioners are elected, it is vital to give them some training and background information before they are introduced to their responsibilities. For this reason, newly elected Commissioners will be strongly advised to participate in an informational session, put on by the City Manager shortly after they are elected or appointed. In the session, Commissioners will review a variety of material regarding the position of Commissioner and the operation of the City of Sturgis. New Commissioners, whether elected or appointed, are also encouraged to meet with the Mayor soon after taking their seat as Commissioner in order to discuss the Commission and review any material the Mayor deems necessary.

Being Well Informed

There is no substitute for thoroughly understanding the issues as well as the federal, state and local laws affecting these issues. As a public official, you will receive an enormous amount of information. It is important to be able to handle this material efficiently and effectively.

- Become familiar with the City of Sturgis Charter. It is our governing document and you can think of it as the constitution of Sturgis.
- Know the duties and limitations of your office and of the municipality. This requires familiarity with the state and federal constitutions, local ordinances, and the court cases interpreting them – as well as your City Charter.
- Know the City of Sturgis. Know its history, its operations, and its finances. Review all reports from the Mayor, City Manager, department heads, and citizen boards and commissions.
- Become familiar with Sturgis' plans. Review the documents provided by the City Manager or Mayor outlining the goals, objectives and plans for Sturgis. These may include the City's Master Plan, as well as Commission priority document(s) such as a Strategic Plan, or specific departmental plans.

- Be aware of current state and federal legislation, pending court cases and other factors that affect local issues. The Michigan Municipal League (MML) and the National League of Cities frequently send materials to help you stay up-to-date.
- Talk to people with differing points of view and relevant information. Your constituents, officials in neighboring villages, cities and townships, and county and state officials will all have important and different perspectives on each issue.

Listening

Although seventy percent of our waking day is spent in some form of communication, and at least six hours a day is spent listening to some form of oral communication, we do not always do this well. Yet, it is imperative for you to listen actively and accurately in order to be an effective City Commission member.

Making Decisions

No governmental official can always make decisions that please everyone. Honest people have honest differences of opinion. Making decisions is not always easy; it takes hard work and practice. However, you, as a Commissioner, must eventually “stand up and be counted.” It is this process by which your constituency judges you and for which it holds you accountable.

A City Commissioner has a legal duty to faithfully fulfill his or her obligations as a City Commissioner. That includes participation at City Commission meetings and discussing and voting upon matters properly brought before the Commission. A City Commissioner should abstain from voting only where he or she has a direct personal or pecuniary interest relating to an issue before the Commission not common to the other Commissioners. If a Commissioner believes that an abstention is necessary, he or she should inform the Mayor that he or she will be abstaining from voting on the matter at hand and should refrain from any discussion of the matter. If a Commissioner is uncertain as to whether or not he or she should abstain from voting on an issue, the question can be presented to the other Commissioners who are authorized by the City Charter to pass upon the qualifications of each Commissioner. Absent a voluntary and proper abstention, or as the result of action taken by the City Commission as a whole, a Commissioner should not abstain from voting on an issue.

While there may be no legal conflict of interest, a City Commissioner also has a duty to avoid the appearance of impropriety or conflict of interest. For example, because the Commission sets the budget for the City and approves expenditures of tax revenues, a Commissioner who is applying for a poverty exemption with respect to the payment of property tax on real estate located within the City may have the appearance of a conflict. In such a situation the affected Commissioner should notify the City Manager at the time the application is submitted and further notify the City Commission in writing if it is approved. The written notification will be presented to the City Commission at a regularly scheduled meeting. Similar notice should be given of any other situation that may call into question the integrity or impartiality of a Commissioner. The other Commissioners could then review the matter and pass on the qualifications of the affected Commissioner to properly serve the City.

Communicate with the Media

If you have had little or no experience with members of the press, whether newspaper, radio or television, you may suddenly realize that public figures live in a different world than the everyday public.

Anything you say in public – whether seriously or jokingly – can appear in the paper or on the TV screen the same day. An unguarded comment about a person or about someone’s idea may be indelibly printed, much to your embarrassment. A poor choice of words, made on the spur of the moment, may be used to distort your opinion on a public issue. It is important to learn to work with the press effectively and comfortably.

Tips for Working with the Media

- Be honest. Covering up, lying and distorting statements and actions are guaranteed to establish poor relations with the press.
- Never say, “No comment.” It is always better to say that you do not have all the facts yet and are not prepared to publicly discuss the issue at this time.
- If you do not know the answer to a question, say so. Offer to refer the reporter to a staff person with more information, or offer to call back later with more details. If you are going to call later, be sure to ask when the reporter’s deadline is, and call promptly.
- Be consistent. Do your best to maintain the same position on public matters from one meeting to the next. If the facts change or you think through an issue and come to a rational change in opinion, be sure to carefully explain that to the media.
- Be cautious. Even though you may trust a reporter, remember that reporters have a story to get and that what you as a public official say, think or do, is news.
- Do not make statements “off the record.” They will only come back to haunt you later.
- Be positive in your attitude toward the press. The media can help the Mayor, manager and Commission communicate the work of the municipality to the citizens of Sturgis. A good working relationship can be established if the commission is open in its dealings with the press. Under the Open Meetings Act, the press is entitled to attend all public meetings. Provide members of the press with copies of reports, recommendations and other documents related to the business of the City and initiate contact with reporters rather than waiting for them to come to you.
- Speaking on behalf of the City Commission. Commissioners should remember that they speak with one voice through the actions taken at a Commission meeting. When one Commissioner speaks to the press however, that Commissioner should remind the press that they are speaking to them on their own behalf, and not on behalf of the Commission as a whole. A single Commissioner should not attempt to interpret the thoughts of their fellow Commissioners.

Commission Meeting Dress Code for City Commissioners and Staff

In order to show respect and dignity for City Commission proceedings, a certain level of dress is expected from Commissioners and staff at meetings of the City Commission. A minimum of “business casual” dress will be expected of Commissioners and staff at all regular City Commission meetings, with more formal attire such as suits and ties for men or skirts and dresses for women optional.

Training

City Commissioners are encouraged to take advantage of the many training opportunities that are offered throughout the State. The Michigan Municipal League, which the City of Sturgis is a member, offers different types of seminars throughout the year and in many locations. Newly elected or appointed Commissioners are encouraged to attend the League’s elected official’s academies which can provide information about the responsibilities of the office, knowledge of critical rules and procedures,

and insight on being an effective leader. Experienced Commissioners can continue to gain knowledge on specific topics and changing regulations and are encouraged to attend seminars totaling at least two hours per year.

The City of Sturgis adopted a resolution designating the National Incident Management System (NIMS) as the basis for all incident management in the city. As a part of this program, many City officials are required to be trained on parts of the system, specifically IS 100/200 and 700/800. As part of NIMS, the Mayor and Vice-Mayor are required to receive this training.

Section 4: Commissioner Resignation / Appointment Guidelines

Resignations from the City Commission and subsequent appointments by the Commission to fill vacancies will follow the following guidelines:

- City Commissioners are asked to provide as much notification time as possible if they anticipate the need to resign from the City Commission. This will allow time to seek a replacement. The City Commission will, when reasonably feasible, make the appointment within 20 days of the effective date of the resignation. If the resignation will take place within the last six months of a Commissioner's term, no replacement will be sought.
- After official notification of a resignation is provided at a City Commission meeting, the City Clerk will prepare a media release and place the following ad in the local newspaper twice:

NOTICE

**The Sturgis City Commission is seeking applications
for ____ Precinct Commissioner.**

In order to apply, you will need to:

- 1) Ensure that you are a registered voter in the ____ Precinct. You may contact the City Clerk's office to find out that information, (269) 651-2321.
- 2) Provide your name, address, home phone, employer, employer address, and employer phone.
- 3) Provide a short essay expressing your reasons for seeking appointment as ____ Precinct Commissioner. Please include a resume, any special qualifications, references, and any potential conflicts of interest in serving on the Sturgis City Commission.

When you are finished assembling this information, please forward it to the attention of the City Clerk, 130 N. Nottawa, Sturgis, MI 49091. The deadline to receive all applications is ____ **at 12:00 p.m. (Noon).**

- Interviews, (led by the Mayor and with the involvement of the entire City Commission), of the interested candidates will take place at a work session, prior to a regular meeting, as soon as practical after notice of a resignation. Interviews will be held in the City Hall Conference Room. A decision will be made by the City Commission at their next regular meeting following the work session. The appointee will be sworn in and seated as a Commissioner at the following regular meeting unless the resignation becomes effective at a later date.

Signatures (section to be completed by City Manager or City Clerk)

CITY MANAGER Reviewed <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Michael L. Hughes City Manager	CITY COMMISSION Approved <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> City Commission Meeting Date: 11/8/10 Motion: Comm. Malone Second: Comm. Littman Vote: 8 Yea ; 1 Nay
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Revision History

Revision Date	Section(s) Revised	City Manager Reviewed / Approved	Commission Approved
xx/xx/xx	List headings with revisions	Include initials and date	Indicate either N/A or date of approval
11/8/2010	Added: Commissioner Resignation / Appointment Guidelines (previously separate policy); changed meeting time to 7:30 from 7:00; incorporated General Rules of Order (prev. separate policy)		
11/12/2012	Added: Provisions for Special Meetings and Work Sessions		11/12/2012
11/25/2013	Added: Dates for Commissioner Payment and adjusted pay amounts per Elected Officials Compensation Commission recommendation; Added Commissioner notice if receiving tax exemption benefits		11/25/2013
12/09/15	Change to dress code section. Clarifies staff dress at Commission Meetings		12/09/15
6/19/19	Meeting time change from 7:30 p.m. to 6:00 p.m.		6/19/19
8/11/21	Changed the appointment and seating of a new Commissioner to subsequent meetings		8/11/21

11/10/23	Changed Special Meetings Section to remove language inconsistent with Open Meetings Act and add language to reflect electronic meetings policy; added language on voting for Commission action consistent with Charter		11/10/23
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**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 9B

Ordinance Review - Dogs Running at Large

Coldwater	No owner of any female dog shall permit that female dog to go beyond the premises of the owner when she is in heat, unless the female dog is held properly in leash, and no owner shall allow any dog to stray beyond his or her premises unless it is under the reasonable control of some person. For purposes of this chapter, a dog shall be deemed to be under "reasonable control" when the dog is on leash, in an enclosed vehicle or container, or with the owner, or some member of the owner's family, or some other person with the permission of the owner, provided the dog is amenable to orders and comments of the person in charge thereof.
Three Rivers	<p>4-21.5 Dogs under Reasonable Control of Owner or Keeper.</p> <p>(A) It is unlawful for any person who owns or keeps a dog to allow the dog to be upon the streets, alleys, or other places, public or private within the City, unless the dog is at all times, under reasonable control of its owner, keeper, or some member of the owner's family. Any person harboring, keeping, possessing, or in charge of a dog shall immediately collect and dispose of in a sanitary manner all excrement or droppings left by such dog on any public property or on any private property not owned or lawfully occupied by such person.</p> <p>(B) It is unlawful for the owner or keeper of any female dog to permit it to go beyond the premises of the owner or keeper when it is in heat unless the dog is held properly in leash.</p>
Marshall	<p>At large means an animal off the premises of the owner and not under reasonable control.</p> <p>Reasonable control means having an animal on a suitable leash or under the oral control of the owner or custodian in all cases other than on private property with permission or in the event the animal is confined in an automobile or suitable cage.</p>
Niles	<p>At large means off the premises of the owner, harbinger, keeper, possessor, or person in charge of the dog, cat, or animal, and not under restraint by leash, controlled by a person of suitable age and size.</p> <p>An owner, harbinger, keeper, possessor or person in charge of any animal which runs at large or is upon any highway, street, lane, alley, court, or other public place, or upon any private property or premises other than those of the person owning or having charge, care, custody, or control of such animal, within the city, unless such animal is restrained by a substantial chain or leash not exceeding six feet in length and is in the charge, care, custody, or control of a person with the ability to restrain it is guilty of a misdemeanor.</p>
Paw Paw	<p>It shall be unlawful for any person owning, possessing or having charge of any dog to permit or allow such dog to run at large or stray beyond the premises of such owner, unless under reasonable control of some person. For the purpose of this section, a dog shall be deemed under such reasonable control only:</p> <ol style="list-style-type: none"> 1. When such dog is off the property of the owner, held properly on a leash such that the person having charge of the dog is able to restrain the dog; 2. When such dog is within the boundary lines of the premises of the owner; or 3. Where such dog is in a motor vehicle; or 4. In a public location where by resolution of the village council and by appropriate signage the area is designated as an "off leash area" with such rules and regulations as defined by the council for the keeping of dogs posted.
Tecumseh	<p>No dog shall be allowed to run at large in the city unless the dog is under the reasonable control of the owner. For the purposes of this section, a dog shall be deemed under such reasonable control:</p> <ol style="list-style-type: none"> 1. When the dog is with the owner or some member of the owner's family; or 2. When the dog is on the premises of the owner, and not with the owner or some member of the owner's family.

AMENDMENT TO THE CITY CODE OF ORDINANCES
PERTAINING TO KEEPING OF DOGS

An Ordinance to amend Chapter 10 – Animals, Article I. – In General, Sections 10-2 – “Notice to owner of dog or cat violation” and 10-31 – “Owner not to allow dog to run at large; impounding”; of the Ordinances of the City of Sturgis pertaining to keeping of dogs and to provide for an effective date of this Ordinance.

WHEREAS, the City Commission has determined that it is in the best interest of the residents of the City to modify Section 10-31 regarding the keeping of dogs.

NOW, THEREFORE, the City of Sturgis, St. Joseph County, Michigan ordains:

Chapter 10 – Animals, Article I. – In General, Sections 10-2 and 10-31 of the Ordinances of the City of Sturgis are hereby modified as follows effective May 28, 2024:

Sec. 10-2. Notice to owner of dog or cat violation.

The Public Safety Director or his designate may serve, or cause to be served, upon the owner or person harboring any dog or cat in violation of the provisions of this chapter a written notice, setting forth the time, date, place and circumstances of the violation and directing such owner or person harboring the dog or cat to comply with the provisions of this chapter.

Sec. 10-31. Owner not to allow dog to run at large; impounding.

- (a) No person shall own, harbor, or keep a dog which runs at large at any time..
- (b) For the purpose of this section, a dog shall not be considered to be running loose or at large whenever one of the following conditions are met:
 - 1. It is within the limits of the lands owned or possessed by its owner, keeper, or harbinger or is on other private property with permission of that property’s owner and is:
 - i. Inside a structure that the dog cannot freely exit; or
 - ii. Is in an outdoor area that is legally physically or electronically fenced in such a way that the dog cannot freely exit the area; or
 - iii. Is legally securely tethered outdoors by means of a leash, chain, cord, or rope such that the dog cannot go beyond the limits of those lands, including onto public sidewalk.
 - 2. It is under control at all times of any person by means of a leash, chain, cord, or rope of reasonable length.
 - 3. It is within a motor vehicle and secured in such a way that the dog cannot freely exit the vehicle.
 - 4. It is within a public space designated by the City and identified by appropriate signage as an "off leash area" with rules and regulations of the area for the keeping of dogs posted.
- (c) Any dog found running at large may be impounded by any police officer and turned over to the county animal control officer for disposition as prescribed by the statutes of the state and policies adopted by the city and county.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 9B

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A

City of Sturgis Downtown Social District Plan

APPROVED BY THE STURGIS CITY COMMISSION:..... August 26, 2020
AMENDED BY THE STURGIS CITY COMMISSION:July 14, 2020

Introduction

In accordance with Public Act 124 of 2020 (MCL Section 436.1551), which authorizes the issuance of Social District Permits for the sale of alcohol by the MLCC, the governing body of a local governmental unit may designate a Social District within its jurisdiction and establish Commons Areas. Qualified licensees whose licensed premises are contiguous to the Commons Area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within a Commons Area of the Social District.

The City of Sturgis has developed this Social District Plan and associated Social District Plan Maps to establish the City of Sturgis Downtown Social District, one or more Commons Areas, and provide for the administration of these areas. The Plan and associated Maps define the Downtown Social District, Commons Area(s), and hours of operation as well plans for signage, security, and sanitation, and other considerations.

- (A) Management.** The Downtown Social District will be managed by the City of Sturgis through the City Manager's Office. Policy will be made in consultation with the Downtown Development Authority. Day-to-day Operations will be assisted by the Sturgis Police Department and Sturgis Parks Department.
- (B) Social District Boundaries.** The Downtown Social District area is generally located in downtown Sturgis, running east and west from the railroad tracks east of S. Jefferson to N. Fourth St. The district has a variable northern boundary, the farthest point running just north of the Sturges-Young Center for the Arts and a southern boundary generally a half-block south of US-12/Chicago Road. A Downtown Social District Plan Map defining the exact boundaries of Social District is included as Appendix A to this plan.
- (C) Commons Areas.** The Commons Areas within the Downtown Social District are defined on the Downtown Social District Commons Area(s) and Sub-Areas Map included as Appendix B.
- (1) Sub-Areas.** Within a Commons Area, designated Sub-Areas may be defined. These Sub-Areas may have different operating conditions from the overall Commons Area. When active, these areas are included as part of the overall Commons Area of which they are a part.
- (2) Crossing of Streets.** Where a Commons Area crosses an active street, that street will remain open for traffic and parking unless otherwise indicated. Those using a Commons Area that crosses an active street are expected to follow all laws relating to pedestrian use of the crossing.
- (3) Commons Area(s) and Sub-Areas Listed.** Commons Area(s) and any associated Sub-Areas for the Downtown Social District are listed below.

City of Sturgis Downtown Social District Plan

- i. **Downtown Commons Area.** Includes the property surrounding the Sturges-Young Center for the Arts, Free Church Park, Wieslochweg, the alley behind parking lot 6, the area directly behind the businesses of parking lots 5 and 7, and a network of sidewalks throughout the Downtown Social District (as shown on the Downtown Social District Commons Area(s) and Sub-Areas Map).
 - a) **North St. Sub-Area.** The entirety of North St. from US-12 through the John St. Intersection.
 - b) **John St. Sub-Area.** The entirety of John St. from North St. to N. Clay St.
 - c) **Pleasant Ave. Sub-Area.** The entirety of Pleasant Ave. from US-12 to the south edge of the City parking lots.
 - d) **Sturges-Young Center for the Arts Sub-Area.** City-Owned Parcels at 202 E. West St., 204 N. Maple St., 206 N. Maple St., 208 N. Maple St., and 211 N. Nottawa St.
 - e) **Parking Lot 4 Sub-Area.** The entirety of City parking lot 4, located north of US-12 from N. Nottawa to North St.
 - e)f) **Parking Lots 9 and 11 Sub-Area.** The entirety of City parking lots 9 and 11, located at the northeast corner of N. Nottawa and West St.

- (4) **Amendment of Commons Area(s).** Commons Area(s) may be amended from time-to-time as per Section 436.1551 of Act 58 of 1998.

(D) Businesses within the Downtown Social District.

- (1) **Liquor Licensees Eligible for Social District Permit.** As of August 1, 2020 the following businesses located within the Downtown Social District are eligible to receive a Social District Permit:
 - i. Wings, Etc. – 111 W. Chicago Rd.
 - ii. City of Sturgis (Sturges-Young Center for the Arts) – 201 N. Nottawa
- (2) **Businesses Ineligible to allow Alcohol on Premises.** As per MCL 436.1913, downtown commercial establishments that sell food but are not licensed under the Michigan Liquor Control Code (Act 58 of 1998) are not permitted to allow the consumption of alcoholic liquor on its premises. Other businesses, including those licensed under Act 58 of 1998 may be otherwise restricted by one or more sections of the Act.
- (3) **Businesses Eligible to allow Alcohol on Premises.** Other businesses located in the Downtown Social District that are not otherwise restricted from allowing alcohol on their premises by the Michigan Liquor Control Code or other State or local law may allow beverages from the Downtown Social District in their store if their business is accessible from a Commons Area in the District. Such businesses choosing to allow alcohol in their establishment will be provided a window cling or other identifier by the City.

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City of Sturgis Downtown Social District Plan

(E) Commons Area(s) Hours of Operation. Below are the hours of operation and other operational triggers for Commons Area(s) in the Downtown Social District and any designated Sub-Areas.

(1) Downtown Commons Area. The Downtown Commons Area, other than Sub-Areas identified below, is open year-around, seven days a week, from the earliest time a participating Social District Permit holder opens for alcohol sales until 11:00 pm. Sales of Downtown Social District beverages for consumption in the Downtown Commons Area must cease at 10:00 pm; after 11:00 pm consumption of alcoholic beverages must be contained within the license holders' service areas. For an individual Social District Permit holder, sale of Downtown Social District beverages for consumption in a Commons Area may only occur during the legal hours for sale of the Permittee as per section Section 436.1551 of Act 58 of 1998.

i. **North St., John St., and/or Pleasant Ave. Sub-Areas.** These Sub-Areas will be active only during days and hours when the road area defining the Sub-Area has been closed by the Sturgis City Commission for events or activities that do not include an issued special license by Michigan Liquor Control. When active, a Sub-Area will be open during the approved hours of the event or the operating hours of the Downtown Commons Area, whichever is more restrictive.

ii. **Sturges-Young Center for the Arts Sub-Area.** The Sub-Area will be active only during days and hours specifically approved by the Sturges-Young Center for the Arts Board. When active, the Sub-Area will be open during the approved hours or the operating hours of the Downtown Commons Area, whichever is more restrictive.

iii. **Parking Lot 4 Sub-Area.** The Sub-Area will be active only during days and hours when the parking lot has been closed by the Sturgis City Commission for events or activities that do not include an issued special license by Michigan Liquor Control. When active, the Sub-Area will be open during the approved hours of the event or the operating hours of the Downtown Commons Area, whichever is more restrictive.

iii.iv. **Parking Lots 9 and 10 Sub-Area.** The Sub-Area will be active only during days and hours when the parking lot has been closed by the Sturgis City Commission for events or activities that do not include an issued special license by Michigan Liquor Control. When active, the Sub-Area will be open during the approved hours of the event or the operating hours of the Downtown Commons Area, whichever is more restrictive.

(F) Commons Area(s) Signage and Markings. All Commons Area(s) in the Downtown Social District will be identified with signage and/or other markings. Flyers identifying the boundaries of the Commons Area(s) will be available at all Social District Permit Holders as well as other strategic locations. When Sub-Areas are active, temporary signage or markings will be placed to identify the expanded or changed boundaries.

(G) Commons Area(s) Beverage Container Identification. The City of Sturgis will license to all Participating Social District Permit Holders a Commons Area logo. This logo must be used on a beverage container compliant with Section 436.1551 of Act 58 of 1998 in order to be removed by a

City of Sturgis Downtown Social District Plan

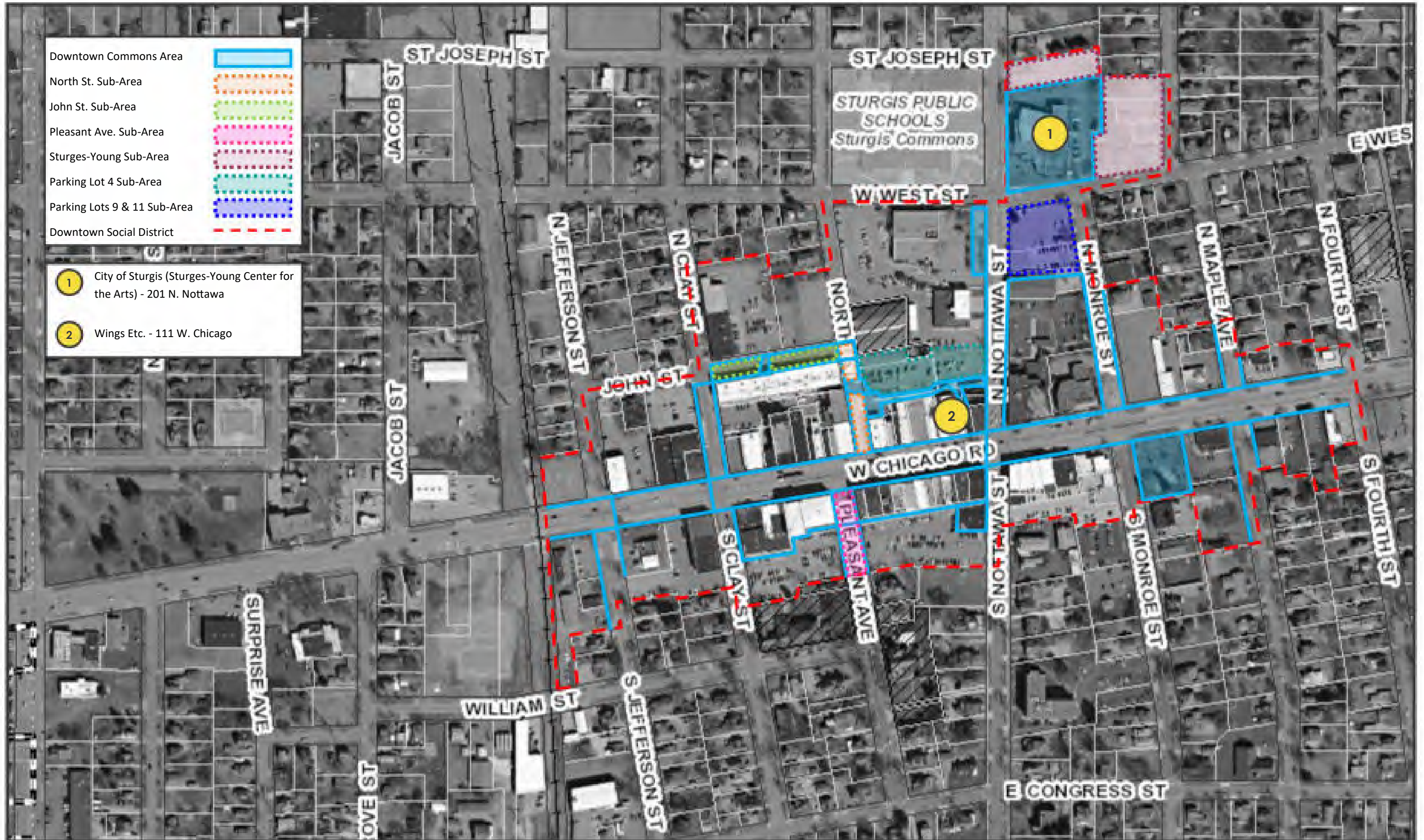
patron into the Commons Area. The City may work with Social District Permit Holders to design the format of the beverage container itself, including but not limited to color.

- (1) **Commons Area Logo Licensing Fee.** The City will license the use of a Commons Area logo to each Participating Social District Permit Holders for a fee of \$0.35 per beverage container sold. Per a license agreement, Permit Holders will maintain records of beverage containers sold and pay the City quarterly based on these counts. The Licensing Fee will be used to offset expenses incurred in operation of all Social Districts and Commons Areas or the improvement of community assets within the Social District boundaries.

(H) Operational Considerations.

- (1) **Public Safety Enforcement.** All Commons Areas will be monitored by the Sturgis Police Department as part of regular patrol shifts. Patrol needs will be evaluated over the course of time as well as enhanced during activities that would be expected to draw large crowds.
 - (2) **Sanitation.** All Commons Areas will have public trash receptacles positioned as needed. Trash collection will be handled by the Sturgis Parks Department on a regular basis. Sanitation needs, including placement of additional receptacles and/or additional collection times will be evaluated over the course of time as well as enhanced during activities that would be expected to draw large crowds.
 - (3) **Insurance.** The City will insure its management and operation of the Downtown Social District and its Commons Area(s) through its municipal umbrella insurance policy. Participating Social District Permit holders are responsible for their own liability insurance.
- (I) **Festivals/Special Events.** During festivals or special events that do not include issuance of a special license by Michigan Liquor Control, all Commons Area(s) in the Downtown Social District will remain open. As approved by the Sturgis City Commission, this may also include some or all of the Sub-Areas of a Commons Area. Where a festival or event located in the Downtown Social District includes issuance of a special license by Michigan Liquor Control, as per Section 436.1551 of Act 58 of 1998, holders of a Social District Permit in the District shall not sell or serve alcoholic liquor to be consumed in a Commons Area.

Downtown Social District Commons Area(s) and Sub-Areas



**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B





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		\$790,410.90		\$1,023,876.76	
As-Read:				\$644,490.75		\$790,410.90		\$1,023,868.00	
Difference:				\$0.00		\$0.00		\$8.76	

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated February 27, 2014 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: City of Sturgis
Parking Lot No. 6 Improvements
Construction Phase
- B. Background/Description:
The purpose of this task order is to provide construction oversight and administration for the Parking Lot No. 6 Improvements Project bid on March 4th 2024. The task order assumes the project will be awarded to Swarthout Excavating, LLC in the amount of \$644,490.75 at the May 8, 2024 City Commission meeting.
- C. Work Scope:

CONSTRUCTION PHASE

1. Provide project administration and engineering consultation throughout the construction period, including:
 - Schedule and attend progress meetings with the Contractor and City staff. Prepare and distribute meeting minutes. We have budgeted one (1) progress meeting during construction.
 - Review Contractor's pay estimates, grant paperwork, and recommend for payment.
 - Prepare contract modifications, if necessary, and submit recommendation to City for authorization.
 - Review Contractor wage rates, staffing, and other paperwork for conformance with Section 3 requirements.
2. Provide on-site observation during construction. Our budget includes 45 hours per week full-time for 11 weeks. The inspector's duties shall also include:
 - Provide record keeping of construction activities.
 - Address complaints filed with the City.
 - Maintain as-built records.
3. Complete quality assurance materials testing with assistance from a subcontracted firm.
4. Conduct a final review meeting on-site with the Contractor and City Staff to review the completed work. Prepare a final punch list of remaining work items. Provide one (1) follow-up inspection to verify that the punch list items have been completed.
5. Complete required construction staking to provide the contractor with construction grades and offsets. We budgeted four (4) rounds of construction staking.
6. Complete As-Recorded drawings based on as-built records. F&V will provide two (2) paper copies and one (1) electronic (PDF) copy.

2. Services of Engineer

A. Work Scope:

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

A1.05 – Construction Phase, include the following paragraphs.

A.1

A.2 – RPR services based on time indicated in work scope. Site time for RPR services to be determined based on contractor operations.

A.3 through A.19 – F&V will subcontract with testing firms directly.

B.

A1.06 – Commissioning Phase –

A.5 – Prepare Records Drawings

A2.01 – Other Services

A.5 – Construction Line and Grade staking

3. Owner's Responsibilities

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

4. Times for Rendering Services

The time for rendering services is the term of the Agreement, as identified in Article 3.01.A of the Agreement. The times for rendering services are as follows:

Phase

Proposed Completion Date

Construction Phase

November 1, 2024 (Final Acceptance)

5. Payments to Engineer

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

Category of Services	Compensation Method	<i>Estimate of Compensation for Services</i>
<i>Construction Phase</i>	<i>Standard Unit Rates</i>	<i>\$84,400</i>
TOTAL FEES =		\$84,400

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

6. Other Modifications to Master Agreement:

None.

7. Attachments:

None

8. Documents Incorporated by Reference:

None.

9. Terms and Conditions:

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

The Effective Date of this Task Order is May 9, 2024

OWNER
City of Sturgis

ENGINEER
Fleis & VandenBrink Engineering, Inc.

Signature _____ Date _____

Andrew Kuk
Name

City Manager
Title

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Barry Cox
Name

City Engineer
Title

130 N. Nottawa
Address

bcox@sturgismi.gov
E-Mail Address

(269) 659-7249
Phone

(269) 659-7295
Fax

Sturgis Purchase Order No.: _____

Signature _____ Date 5-2-2024

Matt Johnson, P.E.
Name

Regional Manager
Title

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Matt Johnson, PE
Name

Project Manager
Title

4798 Campus Drive
Address

mjohnson@fveng.com
E-Mail Address

(269) 532-7396
Phone

(269) 382-6972
Fax

F&V Vendor No.: 00776

Downtown Parking Lots

		101 - General Fund	TOTAL PROJECT	
Prior FY Costs				Notes
PROJECT COSTS				
Design Services	Approved 10/21	\$ 16,500.00	\$ 16,500.00	Task Order #02
Lot 6 Visioning Proposal	Staff Approved 4/22	\$ 13,000.00	\$ 13,000.00	Task Order #4a Visioning work for Lot 6
Concept Cost Opinions	Staff Approved 7/22	\$ 2,000.00	\$ 2,000.00	Task Order #02a; Information needed to apply for grants
TOTAL FY 2020-2021		\$ 31,500.00	\$ 31,500.00	
FY 2023-2024				Notes
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	Task Order #2b
Phase I (Lot #6) Construction	Recommended 5/8/2024	\$ 644,490.75	\$ 644,490.75	Swarthout Excavating
Phase I (Lot #6) Contingency Budget	Recommended 5/8/2024	\$ 64,000.00	\$ 64,000.00	Approximately 10% of Award
Phase I (Lot #6) Construction Engineering	Recommended 5/8/2024	\$ 84,400.00	\$ 84,400.00	Task Order 02c
Phase II Construction	Estimated	\$ 532,000.00	\$ 532,000.00	Based on December/January estimates
Phase II Contingency	Estimated	\$ 54,000.00	\$ 54,000.00	Approximately 10% of Award
Phase II Construction Engineering	Estimated	\$ 107,000.00	\$ 107,000.00	Based on December/January estimates
TOTAL FY 2022-2023		\$ 1,657,490.75	\$ 1,657,490.75	
OVER (UNDER) BUDGET FY 2023-2024		\$952,509.25	\$952,509.25	

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C



Bill To

Scott Keiser
Sturgis Municipal Electric Plant
PO Box 280
Sturgis, MI, 49091-0280
USA

Quote Number: **53039**

Date Created: 04/24/2024

Valid Until: 05/26/2024

Account Manager: Brad Brockway

Outage Management

Quantity	Quoted Line Item	Contract Term	Price (Monthly)
1	OMS Subscription w/ OMS Test System Subscription of Milsoft DisSPatch [®] OMS, Milsoft Streaming LandBase [®] , Milsoft Weather Streaming, and a Milsoft DisSPatch [®] Test System. Milsoft Support included.	5 Year(s)	\$925.00

Outage Management Total: \$925.00

Engineering Analysis

Quantity	Quoted Line Item	Contract Term	Price (Monthly)
1	Milsoft Engineering Analysis Subscription Subscription of one (1) seat each: WindMil [®] , LightTable [®] , LandBase [®] , Behind the Meter, Streaming LandBase [®] , Contingency Study and Reliability Analysis. Milsoft Support included.	5 Year(s)	\$583.33

Engineering Analysis Total: \$583.33

GIS

Quantity	Quoted Line Item	Contract Term	Price (Monthly)
1	WindMilMap [®] 5-Seat Subscription Subscription for five (5) seats of WindMilMap. Milsoft Support included.	5 Year(s)	\$625.00

GIS Total: \$625.00

Services

Quantity	Quoted Line Item	Contract Term	Price (1-Time)
1	Database Conversion: Provided By Customer No data conversion is included or implied in this quotation. A specific requirements review and separate quote will be provided if any conversion services are found necessary. Milsoft Support not applicable.		\$0.00

Services Total: \$0.00

Field Solutions

Quantity	Quoted Line Item	Contract Term	Price (Monthly)
1	FieldSyte Base - Up to 50 Users FieldSyte Viewer Includes: Milsoft Model Data, Open Street Map Background, Satellite Maps, Manual Fault Locate, RC Notes, Tracing, Sketch, Measure, Navigation, User Device Locations, Location Services, External GPS Integration	5 Year(s)	\$625.00
1	FieldSyte Staking without Accounting Integration Includes project posting to WindMilMap. SOW required.	5 Year(s)	\$1,250.00
1	Map Assessments Cautions, Tailgates, Places, Incidents, Jobsite Observations	5 Year(s)	\$250.00
Field Solutions Total:			\$2,125.00

Training

Quantity	Quoted Line Item	Contract Term	Price (1-Time)
1	Initial OMS Training Includes: three (3) days of initial on-site OMS training and all travel-related expenses.		\$15,500.00
1	Initial EA Training Includes: three (3) days of initial on-site EA training and all travel-related expenses.		\$15,500.00
1	Initial GIS Training Includes: three (3) days of initial on-site GIS training and all travel-related expenses.		\$15,500.00
1	Initial FieldSyte Staking Training Includes: three (3) days of initial on-site FieldSyte Staking training and up to three (3) hours of virtual follow-up training. Travel expenses included.		\$15,500.00
Training Total:			\$62,000.00

Non-Recurring Total:	\$62,000.00
Recurring Monthly Total:	\$4,258.33
Total:	\$66,258.33

Quote Acceptance:

This Quote comprises all material representations and constitutes the entire understanding between the parties to date with respect to the subject matter hereof and supersedes any and all prior representations, offers or agreements either oral or written between the parties with respect to such subject matter. This Quote shall serve as Schedule A to the Customer's contract for procurement of the Product, Training, Service and Support Program as described when applicable, or as an addendum to Customer's existing Milsoft license agreement when applicable.

Terms & Conditions – EA and/or GIS Products or Add-ons, - by Subscription**Payment Terms**

- Payment due in USD upon receipt of invoice
- Subscription invoiced monthly or annually, as preferred, in advance

Price Inclusion

- Initial Setup and Testing
- Remote installation
- Subscription includes Support Program

Subscription Term

- Five (5) year initial term*, unless otherwise specified in Quote Description; commencing upon installation
- Automatic yearly renewals after initial term, unless/until canceled in writing by notice given before the end of the current term; renewal pricing may be subject to change
- *Ancillary products being added during an existing term of Subscription or Support will be coordinated by proration via partial year until the next annual invoicing anniversary, and will merge within the current primary multi-year term if applicable, unless otherwise specified

Terms & Conditions – FieldSyte™ (powered by RC MapEngine™) - System or Add-ons -- Subscription**Subscription Term**

- Five (5) year initial term unless otherwise specified on the face of this Quote; commencing upon installation
- Automatic (1) year renewals after initial term, unless / until canceled in writing by notice given before the next contract year; renewal pricing may be subject to change.
- *Ancillary FieldSyte products being added during an existing FieldSyte Subscription will be coordinated by proration and merging within the current term, unless otherwise specified.

Payment Terms

- Payment due in USD upon receipt of invoice
- Configuration & Setup charges (if any) covered by initial invoice.
- Subscription fees invoiced Monthly or Annually, as preferred, in advance.

Price Inclusion

- Initial Setup and Testing.
- Subscription includes Support Program.

Price Exclusion

- Underlying Milsoft® system required; sold or subscribed separately.

Terms & Conditions – OMS / DisSPatch® - by Subscription**Payment Terms**

- Payment due in USD upon receipt of invoice
- Subscription invoiced monthly

Price Inclusion

- Initial setup and first month (Quoted price is per month)
- Access to both DisSPatch® OMS and DisSPatch Test™ systems
- Remote installation
- Support Program

Subscription Term

- Subscription invoicing commences upon installation
- Five (5) year initial term, unless otherwise specified in Quote Description
- Automatic renewals after initial term unless/until canceled in writing by notice given before the end of the current term; renewal pricing may be subject to change

Terms & Conditions – Training - Lump Sum Package Pricing**Payment Terms**

- Payment due in USD upon receipt of invoice
- 75% invoiced upon quote acceptance
- 25% invoiced upon completion of the training

Price Inclusion

- Trainers' travel costs, meals, lodging for onsite presentation, if applicable

Price Exclusions

- Customer-requested changes
- Software sold separately

Terms & Conditions - Integration, Texting Configuration, DB Conversion, Migration Tool, Special Script**Payment Terms**

- Payment due in USD upon receipt of invoice
- 100% invoiced upon quote acceptance, unless otherwise specified in description

Price Exclusions

- Underlying standard-edition Software product, sold or subscribed separately
- Any Customer-requested changes to the scope of work
- Support Program, if applicable as noted in description (for custom development or tool)
 - Annual support at the rate of 20% of the retail price
 - Support invoiced separately upon installation, may be prorated to coordinate account

IMPORTANT! Hardware and Operating System (OS) Requirements

Customer, before signing below, please check online to ensure that you have current compatibility and the latest recommendations for optimum functionality of this and all Milsoft® software with your computers and devices.

Account Name: _____

Accepted By: _____

Printed Name: _____

Date: _____

PO# (if applicable): _____

Quote SONQ17987

Prepared For:

City of Sturgis
Scott Keiser
Phone: (269) 659-7251
130 N. Nottawa
Sturgis, MI 49091
SKeiser@sturgismi.gov

Prepared By:

Don Lawson
Technical Solutions Advisor
Phone: 419-446-6456
Fax:
Email: donl@sonit.com



Print this page

Line Item Detail

Qty	Description	Unit Price	Ext Price
Scale Server Options (choose one)			\$47,892.42
<input type="radio"/> 1	Scale - Hybrid Flash	\$41,625.72	\$41,625.72
	<ul style="list-style-type: none"> 3 Hosts - Each having: <ul style="list-style-type: none"> Intel Xeon E-2334G @ 3.4 GHz (4 Cores) 128 GB Memory (256 for solution) 2 x 1G Ethernet Ports Redundant Power Supplies 2 TB Spinning HDD + 1.92 TB SSD = 3.96 Usable TB (8 TB Usable for solution) 5-Years of licenses and support 		
<input checked="" type="radio"/> 1	Scale - All Flash	\$47,892.42	\$47,892.42
	<ul style="list-style-type: none"> 3 Hosts - Each having: <ul style="list-style-type: none"> Intel Xeon E-2334G @ 3.4 GHz (4 Cores) 128 GB Memory 2 x 1G Ethernet Ports Redundant Power Supplies 4 x 1.92 TB SSD = 7.68 Usable TB (15 TB for entire solution) 5-Years of licenses and support 		
Microsoft Licenses			\$7,675.00
--- Windows Server ---			
<input type="text" value="1"/>	Windows Server 2022 - 1 User CAL	\$46.00	\$46.00
	* Change the quantity to match the number of users accessing this server		
<input type="text" value="3"/>	Windows Server 2022 Standard - 16 Core	\$1,069.00	\$3,207.00
	* Licenses for 4 Windows virtual operating systems (up to two on each host)		
--- SQL Server ---			
<input type="radio"/>	SQL Option 1: Core Based Licensing - Without Software Assurance	\$7,888.00	\$7,888.00

2	Microsoft SQL Server 2022 Standard Core - 2 Core License Pack	\$3,944.00	\$7,888.00
<ul style="list-style-type: none"> Each license is for 2-cores. You need two licenses for a VM with 4 vCPU's (minumum of 4 cores must be licensed per VM). 			
<input checked="" type="radio"/>	SQL Option 2: User Based Licensing - Without Software Assurance	\$4,422.00	\$4,422.00
1	Microsoft SQL Standard Edition - 1 Server	\$987.00	\$987.00
15	Microsoft SQL - 1 User CAL	\$229.00	\$3,435.00
* Change the quantity to match the number of user who have access to data on this server (directly or indirectly via an application or website)			
Labor			\$4,320.00
32	Professional Services: Estimated	\$135.00	\$4,320.00
* Time will be dependent on the final scope of the project. Estimates will be update before final draft is ready for approval.			

Server Notes

- VM 1 : SQL
 - CPU: 4-Core Intel® Xeon® processor, 3.0GHz or higher
 - RAM: 32 GB
 - Network: 1 Gbps
 - OS: Windows Server 2022
 - SQL : SQL Server 2022 Standard
 - Storage: ???
- VM 2 : OMS Server
 - CPU: 4-Core Intel® Xeon® processor, 3.0GHz or higher
 - RAM: 32 GB
 - Network: 1 Gbps
 - OS: Windows Server 2022
 - Storage: OS Logical Drive 160 GB; Application Logical Drive 200 GB (SSD is recommended for optimal performance)
- VM 3 : EA/GIS
 - CPU: 4-Core Intel® Xeon® processor, 3.0GHz or higher
 - RAM: 32 GB
 - Network: 1 Gbps
 - OS: Windows Server 2022
 - Storage: OS Logical Drive 160 GB; Application Logical Drive 200 GB (SSD is recommended for optimal performance)
- VM 4 : WOV 11
 - CPU: 4-Core Intel® Xeon® processor, 3.0GHz or higher
 - RAM: 16GB
 - Network: 1 Gbps
 - OS: Windows Server 2022
 - Storage: OS Logical Drive 160 GB; Application Logical Drive 200 GB (SSD is recommended for optimal performance)
- Notes from the software vendor (Milsoft Utility Solutions) :
 - For virtual machines, we currently test using VMware vSphere 7+. Resources such as CPU and RAM must be reserved, not just allocated. Customers who have only allocated resources on the host machine have seen significant problems occur.

Notes

- A down payments will be required before ordering of hardware, licenses. The down payment will be 50% of the pre-tax total minus Sonit labor.
- Additional equipment to to be considered with further conversation: UPS, Rack, Switch
- Do we need to plan to manage backups?
- These prices are provided for budgetary purposes and are subject to change.
- Time for labor is an estimate only. We work hard to stay within or under our estimates. We charge only for actual time . Delays in responses can delay the completion of this project and increase time spent. Time quoted does not include travel time, of which we normally charge the hourly rate for one-way. Hours are assumed to be during regular business hours of 8am to 5pm M-F. Any work that needs to be done after hours will be billed at a higher rate.
- Freight and taxes are estimates or not included

SubTotal:	\$59,887.42
Sales Tax:	\$0.00
Total:	\$59,887.42

Ready to Accept?

Order Confirmation

- We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.
- Freight and taxes are estimates or not included.
- Quotes are valid for 30 days, subject to supplier pricing and product availability at the time of shipping. Standard payment terms are Net 20, and some orders may require a down payment prior to placing the order.
- Sonit Systems does not accept hardware or software returns for items that have been used. Sonit will work with the supplier to try and return items that have not been used, and fees for processing, restocking, and shipping will be billed to the customer. Liability is limited to the cost of products and services.
- Time for labor is an estimate only. Delays in responses can delay the completion of projects and increase time spent. Time quoted does not include travel time, of which we normally charge the hourly rate for one-way. Hours are assumed to be during regular business hours of 8 am to 5 pm M-F. Any work that needs to be done after hours will be billed at a higher rate.

☐ I agree to the terms and conditions of the above document and any attachments with an electronic signature below.

IP Address 50.124.29.170

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

Email

Address

SKeiser@sturgismi.gov

Printed Name

Signature

"signatures" could include: /john smith/; /js/; /js123/, etc

[Click to Accept](#)

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Have Questions?

Not Ready To Accept? Have Questions?

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(Note, you will receive a copy of your message by email.)

No questions posted yet.

Time expressed in Eastern Daylight Time UTC-04:00

Quote SONQ17987

Prepared For:

City of Sturgis
Scott Keiser
Phone: (269) 659-7251
130 N. Nottawa
Sturgis, MI 49091
SKeiser@sturgismi.gov

Prepared By:


Don Lawson
Technical Solutions Advisor
Phone: 419-446-6456
Fax:
Email: donl@sonit.com



Print this page

Line Item Detail

Qty	Description	Unit Price	Ext Price
Scale Server Options (choose one)			\$47,892.42
<input type="radio"/> 1	Scale - Hybrid Flash	\$41,625.72	\$41,625.72
	<ul style="list-style-type: none"> 3 Hosts - Each having: <ul style="list-style-type: none"> Intel Xeon E-2334G @ 3.4 GHz (4 Cores) 128 GB Memory (256 for solution) 2 x 1G Ethernet Ports Redundant Power Supplies 2 TB Spinning HDD + 1.92 TB SSD = 3.96 Usable TB (8 TB Usable for solution) 5-Years of licenses and support 		
<input checked="" type="radio"/> 1	Scale - All Flash	\$47,892.42	\$47,892.42
	<ul style="list-style-type: none"> 3 Hosts - Each having: <ul style="list-style-type: none"> Intel Xeon E-2334G @ 3.4 GHz (4 Cores) 128 GB Memory 2 x 1G Ethernet Ports Redundant Power Supplies 4 x 1.92 TB SSD = 7.68 Usable TB (15 TB for entire solution) 5-Years of licenses and support 		
Microsoft Licenses			\$7,675.00
--- Windows Server ---			
<input type="text" value="1"/>	Windows Server 2022 - 1 User CAL	\$46.00	\$46.00
	* Change the quantity to match the number of users accessing this server		
<input type="text" value="3"/>	Windows Server 2022 Standard - 16 Core	\$1,069.00	\$3,207.00
	* Licenses for 4 Windows virtual operating systems (up to two on each host)		
--- SQL Server ---			
<input type="radio"/>	SQL Option 1: Core Based Licensing - Without Software Assurance	\$7,888.00	\$7,888.00

2	Microsoft SQL Server 2022 Standard Core - 2 Core License Pack	\$3,944.00	\$7,888.00
<ul style="list-style-type: none"> Each license is for 2-cores. You need two licenses for a VM with 4 vCPU's (minumum of 4 cores must be licensed per VM). 			
	SQL Option 2: User Based Licensing - Without Software Assurance	\$4,422.00	\$4,422.00
1	Microsoft SQL Standard Edition - 1 Server	\$987.00	\$987.00
15	Microsoft SQL - 1 User CAL	\$229.00	\$3,435.00
<p>* Change the quantity to match the number of user who have access to data on this server (directly or indirectly via an application or website)</p>			
Labor			\$4,320.00
32	Professional Services: Estimated	\$135.00	\$4,320.00
<p>* Time will be dependent on the final scope of the project. Estimates will be update before final draft is ready for approval.</p>			

Server Notes

- VM 1 : SQL
 - CPU: 4-Core Intel® Xeon® processor, 3.0GHz or higher
 - RAM: 32 GB
 - Network: 1 Gbps
 - OS: Windows Server 2022
 - SQL : SQL Server 2022 Standard
 - Storage: ???
- VM 2 : OMS Server
 - CPU: 4-Core Intel® Xeon® processor, 3.0GHz or higher
 - RAM: 32 GB
 - Network: 1 Gbps
 - OS: Windows Server 2022
 - Storage: OS Logical Drive 160 GB; Application Logical Drive 200 GB (SSD is recommended for optimal performance)
- VM 3 : EA/GIS
 - CPU: 4-Core Intel® Xeon® processor, 3.0GHz or higher
 - RAM: 32 GB
 - Network: 1 Gbps
 - OS: Windows Server 2022
 - Storage: OS Logical Drive 160 GB; Application Logical Drive 200 GB (SSD is recommended for optimal performance)
- VM 4 : WOV 11
 - CPU: 4-Core Intel® Xeon® processor, 3.0GHz or higher
 - RAM: 16GB
 - Network: 1 Gbps
 - OS: Windows Server 2022
 - Storage: OS Logical Drive 160 GB; Application Logical Drive 200 GB (SSD is recommended for optimal performance)
- Notes from the software vendor (Milsoft Utility Solutions) :
 - For virtual machines, we currently test using VMware vSphere 7+. Resources such as CPU and RAM must be reserved, not just allocated. Customers who have only allocated resources on the host machine have seen significant problems occur.

Notes

- A down payments will be required before ordering of hardware, licenses. The down payment will be 50% of the pre-tax total minus Sonit labor.
- Additional equipment to to be considered with further conversation: UPS, Rack, Switch
- Do we need to plan to manage backups?
- These prices are provided for budgetary purposes and are subject to change.
- Time for labor is an estimate only. We work hard to stay within or under our estimates. We charge only for actual time . Delays in responses can delay the completion of this project and increase time spent. Time quoted does not include travel time, of which we normally charge the hourly rate for one-way. Hours are assumed to be during regular business hours of 8am to 5pm M-F. Any work that needs to be done after hours will be billed at a higher rate.
- Freight and taxes are estimates or not included

SubTotal:	\$59,887.42
Sales Tax:	\$0.00
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Printed Name

Signature

"signatures" could include: /john smith/; /js/; /js123/, etc

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Have Questions?

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(Note, you will receive a copy of your message by email.)

No questions posted yet.

Time expressed in Eastern Daylight Time UTC-04:00



Thank you for contacting Ingram Micro. We value your business greatly and will continue to deliver the services you need to retain it. This quote is not intended to represent the entire conversation; only what was solution you requested. We make every effort to provide a complete and correct solution. However, the accuracy of the solution provided is dependent on the information gathered. If relevant information is not provided by the customer, Ingram Micro cannot be held responsible. We urge you to review this quote fully, to ensure it reflects all of your required specifications. If you have additional questions, please contact your designated contact. Remember to reference your Quote Number.

Call reference # QUO-18145154-D4S7Q4
This Quote includes Multiple Configuration options for your consideration. Any configuration marked as Alternate is not included in calculating Totals for quote. To ensure fastest and most accurate pricing of your order please provide the quote# at the time of purchase.

Quote: QUO-18145154-D4S7Q4 -0

Name: City of Sturgis - Scale

Customer Name: City of Sturgis

Quote Amount: \$50,285.17

Currency: US Dollar

Effective From: 4/17/2024

Effective To: 4/30/2024

Send Date: 4/17/2024

Configuration Name: 551F (All Flash) 5yr

Item #	SKU	Manufacturer	Mfr. Part #	Qty	Description and Product Info	Discount**	Avail. Qty	MSRP	Ext MSRP	Price	Ext Price
1	07HR93	SCALE COMPUTING	CHA-2-16	3	2X XEON E-2000 CPU 4X SSD CTLR HE551F CHASSIS		0	\$7,688.00	\$23,064.00	\$7,316.88	\$21,950.64
2	RZ1346	SCALE COMPUTING	ADTM	4	SCALE COMPUTING MOVE POWERED BY LICS WINDOWS		0	\$199.00	\$796.00	\$182.96	\$731.84
3	07HT00	SCALE COMPUTING	CPU-2-18	3	4C/8T 4.8GHZ 3200MT/S CTLR INTEL E-2334		0	\$0.01	\$0.03	\$0.01	\$0.03
4	07HT43	SCALE COMPUTING	RAM-2-11	12	3200MT/S DDR4 ECC UDIMM MEM 32GB DDR4 ECC UDIMM		0	\$0.01	\$0.12	\$0.01	\$0.12
5	00ZG07	SCALE COMPUTING	SSD-2-04	12	1.92TB 3.5IN SATA SSD 1.92TB INT 3.5IN SATA SSD		0	\$0.01	\$0.12	\$0.01	\$0.12
6	07HT32	SCALE COMPUTING	NIC-2-0D	3	2PORT INTEL/DELL X710 CTLR 2PORT 10GB RJ45		0	\$0.01	\$0.03	\$0.01	\$0.03
7	00ZH51	SCALE COMPUTING	HCOS-S-5-4C	3	5YR LICS AND SW SC//HYPERCORE -LICS 4C		0	\$8,245.24	\$24,735.72	\$8,245.24	\$24,735.72
8	00ZG11	SCALE COMPUTING	HW-5	1	5YRS HW WARRANTY SVCS <small>Product stocked by manufacturer.</small>		0	\$2,306.40	\$2,306.40	\$2,015.06	\$2,015.06
9	7FG133	SCALE COMPUTING	QSRN	3	NODE INSTALL REMOTE SUP REMOTE SVCS INSTALLATION		0	\$330.00	\$990.00	\$283.87	\$851.61
Sub-Total				44					\$51,892.42		\$50,285.17
Products / Services				88					\$51,892.42		\$50,285.17

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provided by our
Ingram Micro

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Enter CDW# or MFG#

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ITEM	AVAILABILITY	PRICE	QUANTITY	ITEM TOTAL
 <div>Intel Xeon E-2334 / 3.4 GHz processor - Box MFG Part: BX80708E2334 CDW Part: 7555729 UNSPSC: 43201503</div>	In Stock Orders placed today ship the next business day by a CDW partner.	\$598.52 \$333.99 Advertised Price	9	\$3,005.91
Top Recommendations				
 <div>Scale Computing HE551F Chassis MFG Part: CHA-2-16 CDW Part: 7170588 UNSPSC:</div>	4-6+ Weeks Expected in-stock date for this item is between 4-6 weeks. Item will ship once it is in stock.	\$11,559.99 Advertised Price	3	\$34,679.97
Top Recommendations				
 <div>Lenovo - DDR4 - module - 32 GB - SO-DIMM 260-pin - 3200 MHz / PC4-25600 - u MFG Part: 4X71D09536 CDW Part: 6562561 UNSPSC: 32101602</div>	In Stock Ships today if ordered within 3 hrs 39 mins	\$299.99 \$289.99 Advertised Price	12	\$3,479.88
Top Recommendations				
 <div>Samsung PM897 MZ7L31T9HBNA - SSD - 1.92 TB - SATA 6Gb/s MFG Part: MZ7L31T9HBNA-00A07 CDW Part: 6815481 UNSPSC: 43201830</div>	In Stock Orders placed today ship the next business day by a CDW partner.	\$463.99 Advertised Price	12	\$5,567.88
Top Recommendations				

Order Summary

Subtotal: **\$46,733.64**

Tax and Shipping calculated at checkout.

Lease Option Pricing ?
\$1,350.60 / Month

Checkout

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**Prepared For:**

Norm Allen
(norm.allen@sturgismi.gov)
269-659-7244
City of Sturgis
Michigan

Comments: This is a budgetary/due diligence/competitive quote only.
How did you hear about Scale Computing?: Sonit

Quote#: 240416.135833 (sent)**Date:** 2024-04-16**Expires:** 2024-04-26**Quote Type:** USA-CANADA[New Quote \(click here\)](#)

ITEM DESCRIPTION	QTY	PRICE (USD)	EXTENDED (USD)
------------------	-----	-------------	----------------

Group: HE500

HE551F - 11.52TB Raw Storage/5.76TB Usable - 96GB RAM
Scale Computing Platform - HE550F 3 Node Cluster Ideal for
Edge Deployments by Providing Enterprise-Class Features to
Remote Locations

3 \$31,643.22 \$94,929.66

Software Specifications: HCOS-S-3-4C (x3): Scale Computing HyperCore - 4 Core Pack, 3-Year Standard license and Software Support | 24/7 Critical phone support | Phone/Web/Email/LiveChat support (English Only) | Online self-service portal access |

*MSP monthly subscription pricing also available

Hardware Specifications: 11.52 TB Raw Storage/5.76 TB Usable | SSD: 12 x 960GB | RAM: 96GB | CPU: 3 x Intel Xeon E-2324G (4C/4T, 3.1GHz Per Node) | Network: Redundant 10Gb SFP+ LAN and backplane NIC ports | Redundant power supplies | 3U Rack | Integrated storage/servers/virtualization | Purchase includes 1 year of ScaleCare Support | MSP purchase requires HC3 software subscription | Build to Order | 3 year HW Warranty

SC// Fleet Manager 3 year Subscription

Group Total (USD): \$94,929.66**Total (USD): \$94,929.66**

Thank you for considering Scale Computing for your infrastructure needs. Please note that all pricing is budgetary and should be used for planning purposes only. Our team is happy to discuss the many financing options available to you as well.

****Please inquire about our VMware take-out program for additional discount authorization.****

For more information or to schedule a demonstration of Scale Computing products, please contact:

Scale Computing
Inside Sales Team
1-877-SCALE-59 (722-5359)
insidesales@scalecomputing.com

OR

Blake Dickmeyer
Director of Sales
Direct: (317) 981-6032
bdickmeyer@scalecomputing.com

We would love to know how you heard about us!

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We reserve the right to recall this quote via e-mail notification.
Pricing powered by EchoQuote.io

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10E

Resolution in Support of Source Water Protection

WHEREAS, the City of Sturgis recognizes the importance of its groundwater supply as a natural resource used for drinking; and

WHEREAS, it is within the responsibility of the City of Sturgis as a public water supplier, to consider the health, safety, and welfare of its customers; and

WHEREAS, groundwater contamination can and does occur as a consequence of a variety of land use activities; and

WHEREAS, it is desirable to preserve and protect the quality of our groundwater resources to assure a continued safe, adequate, and useable supply, now and in the future; and

WHEREAS, the protection of current and potential future sources of groundwater used for drinking water is worthwhile from the standpoint of resource protection; and

WHEREAS, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) has established rules and guidelines for establishing a Wellhead Protection Program,

NOW, THEREFORE, BE IT RESOLVED, that the Sturgis City Commission hereby commits to supporting approval, renewal, and implementation of the City of Sturgis' Wellhead Protection Plan developed for protection of the City's source water.

ADOPTED THIS _____ day of _____, 2024

**CONSENT IN LIEU OF SPECIAL MEETING
OF SHAREHOLDERS OF STURGIS HOUSING DEVELOPMENT CORP.**

All of the shareholders of Sturgis Housing Development Corp., a Michigan non-profit corporation (the "Corporation"), consent to the following actions:

1. The following persons are elected to serve as the directors of the Corporation until the next annual meeting of shareholders (or written consent in lieu of such a meeting), or until their successors are duly elected and qualified, or until their resignation or removal:

Richard Bir
Linda Harrington
Robert Hile
Aaron Miller
Jeff Mullins
Emmanuel Nieves
Frank Perez
Marvin Smith
Andrew Kuk

2. The shareholders received a report from City Staff on significant developments, major corporate transactions, certain related party transactions, and the operations and financial results of the Corporation for the preceding fiscal year. All actions of the Corporation's officers, directors and agents on behalf of the Corporation since the last annual meeting of shareholders (or written consent in lieu of such a meeting) are ratified.

This consent is given in lieu of a formal annual meeting of the Corporation's shareholders.

City of Sturgis

Dated: May 8, 2024

By: _____
Frank Perez
Mayor

**CONSENT IN LIEU OF ANNUAL MEETING
OF BOARD OF DIRECTORS
OF STURGIS HOUSING DEVELOPMENT CORP.**

All of the members of the Board of Directors of Sturgis Housing Development Corp., a Michigan non-profit corporation (the "Corporation"), consent to the following actions:

1. The following persons are elected as officers of the Corporation to serve in the offices set forth opposite their names until further Board action or until their resignation or removal:

Andrew Kuk – President

Holly Keyser – Treasurer

Kenneth Rhodes – Secretary

2. The Bylaws attached to this Consent and dated May 8, 2024 are approved as the Bylaws of the Corporation, effective immediately.

3. The directors received a report from City Staff on significant developments, major corporate transactions, and the operations and financial results of the Corporation for the preceding year. All actions of the Corporation's officers and agents on behalf of the Corporation since the last annual meeting of the Board (or written consent in lieu of such a meeting) are ratified.

This consent is given in lieu of a formal annual meeting of the Corporation's Board of Directors.

Richard Bir

Linda Harrington

Robert Hile

Aaron Miller

Jeff Mullins

Emmanuel Nieves

Frank Perez

Marvin Smith

Andrew Kuk

Dated: May 8, 2024

**BYLAWS OF
STURGIS HOUSING DEVELOPMENT CORP.**

PREAMBLE

Sturgis Housing Development Corp. (the “corporation”) has been incorporated by the City of Sturgis pursuant to Act 37 of 2001 (Section 117.4o of Michigan’s Home Rule City Act). Under the Act, the corporation may be organized only for purposes that are valid public purposes for cities in the state of Michigan. The corporation’s primary purpose is the development of residential, commercial, and industrial real estate, including development in accordance with guidelines and financial assistance provided by the Michigan State Housing Development Authority. The City of Sturgis has determined that such a purpose is a valid public and governmental purpose and that, for administrative reasons, it is useful to form the corporation to carry out the purpose. The City of Sturgis will be the sole owner of the corporation, and ultimate control and supervision of the corporation will vest with the City.

ARTICLE I

OFFICES

- 1.01 *Principal Office.* The principal office of the corporation shall be at such place within the state of Michigan as the board of directors may determine from time to time.
- 1.02 *Other Offices.* The board of directors may establish other offices in or outside the state of Michigan.

ARTICLE II

SHAREHOLDERS

- 2.01 *Shareholder Eligibility.* Only the City of Sturgis may hold stock in the corporation.
- 2.02 *Annual Meeting.* The annual meeting of the shareholders shall be held on the second ~~Wednesday of May~~ Monday of November. At each annual meeting, directors shall be elected and any other business shall be transacted that may come before the meeting.
- 2.03 *Special Meetings.* Special meetings of the shareholders may be called by the board of directors or by the president. Such meetings shall also be called by the president or secretary at the written request of shareholders representing not less than 10 percent of the issued and outstanding shares.
- 2.04 *Place of Meetings.* All shareholder meetings shall be held at the corporation’s principal office or at any other place determined by the board of directors and stated in the notice of the meeting.
- 2.05 *Notice of Meetings.* Except as otherwise provided by statute, written notice of the time, place, and purposes of a shareholder meeting shall be given not less than 10 days nor more than 60 days before the date of the meeting. Notice shall be given either personally or by mail to each shareholder of record entitled to vote at the meeting at his or her last address as it appears on the books of the corporation.
- 2.06 *Record Dates.* The board of directors may fix in advance a record date for the purpose of determining shareholders entitled to notice of and to vote at a shareholders meeting or an adjournment of the meeting, or to express consent to or to dissent from a proposal without a meeting, or for the purpose of any other action. The date fixed shall not be more than 60 days nor less than 10 days before the date of the meeting, nor more than 60 days before any other action.
- 2.07 *List of Shareholders.* The secretary of the corporation shall make and certify a complete list of the shareholders entitled to vote at a shareholder meeting or any adjournment. The list shall include the number of shares each shareholder holds. The list shall be arranged

- alphabetically by shareholder surname and include each shareholder's address, be produced at the time and place of the shareholder meeting, be subject to inspection by any shareholder during the whole time of the meeting, and be prima facie evidence as to who are the shareholders entitled to examine the list or to vote at the meeting.
- 2.08 *Quorum.* Unless a greater or lesser quorum is required by statute, shareholders present in person or by proxy who, as of the record date, represented fifty percent of the shares entitled to vote at a shareholders meeting shall constitute a quorum at the meeting. Whether or not a quorum is present, the meeting may be adjourned by a vote of the shareholders present.
- 2.09 *Proxies.* A shareholder entitled to vote at a shareholders meeting or to express consent or dissent without a meeting may authorize other persons to act for the shareholder by proxy. A proxy shall be signed by the shareholder or the shareholder's authorized agent or representative and shall not be valid after the expiration of three years, unless otherwise provided in the proxy. A proxy is revocable at the pleasure of the shareholder executing it except as otherwise provided by statute.
- 2.10 *Voting.* Each outstanding share is entitled to one vote on each matter submitted to a vote. A vote may be cast either orally or in writing. When an action, other than the election of directors, is to be taken by a vote of the shareholders, it shall be authorized by a majority of the votes cast by the holders of shares entitled to vote, unless a greater vote is required by statute.
- 2.11 *Participation by Conference Telephone.* A shareholder may participate in a shareholder meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting may hear each other, provided that all participants are advised of the communications equipment and the names of the participants in the conference are divulged to all participants. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.
- 2.12 *Open Meetings Act and Freedom of Information Act.* All shareholder meetings shall be conducted in conformance with Michigan's Open Meetings Act (including the notice of provisions of said) and copies of the minutes shall be kept in a manner that complies with Michigan's Freedom of Information Act.

ARTICLE III

BOARD OF DIRECTORS

- 3.01 *General Powers.* The business, property, and affairs of the corporation shall be managed by the board of directors.
- 3.02 *Number.* There shall be not less than five nor more than twelve directors on the board as shall be fixed from time to time by the board of directors.
- 3.03 *Tenure.* Directors shall be elected at each annual shareholder meeting to hold office until the next annual shareholder meeting and until the director's successor is elected and qualified, or until the director's death, resignation, or removal.
- 3.04 *Resignation.* A director may resign at any time by providing written notice to the corporation. Notice of resignation will be effective on receipt or at a later time designated in the notice. A successor shall be appointed as provided in section 3.06 of the bylaws.
- 3.05 *Removal.* Any director may be removed with or without cause by a majority vote of the shareholders entitled to vote at an election of directors.
- 3.06 *Board Vacancies.* A vacancy on the board may be filled with a person selected by the remaining directors of the board, though less than a quorum of the board of directors,

unless filled by proper action of the shareholders. Each person so elected shall be a director for a term of office continuing until the next election of directors by the shareholders.

- 3.07 *Annual Meeting.* An annual meeting shall be held each year immediately after the annual shareholder meeting. If the annual meeting is not held at that time, the board shall cause the meeting to be held as soon thereafter as is convenient.
- 3.08 *Regular Meetings.* Regular meetings of the board may be held at the time and place as determined by a board resolution without notice other than the resolution.
- 3.09 *Special Meetings.* Special meetings of the board may be called by the president or any two directors at a time and place as determined by those persons authorized to call special meetings. Notice of the time and place of special meetings shall be given to each director in any manner at least three days before the meeting.
- 3.10 *Statement of Purpose.* Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice for that meeting.
- 3.11 *Waiver of Notice.* The attendance of a director at a board meeting shall constitute a waiver of notice of the meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. In addition, the director may submit a signed waiver of notice that shall constitute a waiver of notice of the meeting.
- 3.12 *Meeting by Telephone or Similar Equipment.* A director may participate in a meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.
- 3.13 *Quorum.* A majority of the directors then in office constitutes a quorum for the transaction of any business at any meeting of the board. Actions voted on by a majority of directors present at a meeting where a quorum is present shall constitute authorized actions of the board.
- 3.14 *Consent to Corporate Actions.* Any action required or permitted to be taken pursuant to board authorization may be taken without a meeting if, before or after the action, all directors consent to the action in writing. Written consents shall be filed with the minutes of the board's proceeding.
- 3.15 *Open Meetings Act and Freedom of Information Act.* All board of director meetings shall be conducted in conformance with Michigan's Open Meetings Act (including the notice of provisions of said) and copies of the minutes shall be kept in a manner that complies with Michigan's Freedom of Information Act.

ARTICLE IV

COMMITTEES

- 4.01 *General Powers.* The board, by resolution adopted by a vote of a majority of its directors, may designate one or more committees, each committee consisting of one or more directors. The board may also designate one or more directors as alternate committee members who may replace an absent or disqualified member at a committee meeting. If a committee member is absent or disqualified from voting, then members present at a meeting who are not disqualified from voting may, whether or not they constitute a quorum, unanimously appoint an alternate committee member to act at the committee meeting in place of the absent or disqualified member. All committees designated by the board shall serve at the pleasure of the board.

A committee designated by the board may exercise any powers of the board in managing the corporation's business and affairs, to the extent provided by resolution of the board. However, no committee shall have the power to

- (a) amend the articles of incorporation;
- (b) adopt an agreement of merger or consolidation;
- (c) amend the bylaws of the corporation;
- (d) fill vacancies on the board;
- (e) fix compensation of the directors;
- (f) recommend to the shareholders the sale, lease, or exchange of all or substantially all of the corporation's property and assets;
- (g) recommend to the shareholders a dissolution of the corporation or a revocation of a dissolution.

4.02 *Meetings.* Committees shall meet as directed by the board, and their meetings shall be governed by the rules provided in article III for meetings of the board.

4.03 *Consent to Committee Actions.* Any action required or permitted to be taken pursuant to authorization of a committee may be taken without a meeting if, before or after the action, all members of the committee consent to the action in writing. Written consents shall be filed with the minutes of the committee's proceedings.

ARTICLE V

OFFICERS

5.01 *Number.* The officers of the corporation shall be appointed by the board. The officers shall be a president, a secretary, and a treasurer. There may also be a chairperson, vice president, and such other officers as the board deems appropriate. The president shall be a voting member of the board. Two or more offices may be held by the same person, but such person shall not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is required by law or by the president or by the board to be executed, acknowledged, or verified by two or more officers.

Adopted by the Sturgis City Commission June 26, 2002