



**AGENDA**  
**CITY COMMISSION MEETING**  
**WEDNESDAY, AUGUST 14, 2024**  
**CITY HALL | 130 N. NOTTAWA ST.**  
**WIESLOCH RAUM**

**REGULAR MEETING 6:00 P.M.**

1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. ROLL CALL
5. PROCLAMATIONS / PRESENTATIONS
6. VISITORS – (Public comments for items not listed as agenda items)
7. APPROVAL OF AGENDA
8. APPROVAL OF CONSENT AGENDA
  - A. Action of Minutes of Previous Meetings
    - **APPROVE the minutes from the July 24, 2024 work session as presented.**
    - **APPROVE the minutes from the July 24, 2024 regular meeting as presented.**
    - **APPROVE the minutes from the July 25, 2024 work session as presented.**
  - B. Pay Bills
    - **AUTHORIZE the payment of the City bills in the amount of \$3,017,995.62 as presented.**
  - C. City Subdivision II Utility Easements
    - **APPROVE the utility easements in City Sub 2 as presented.**
  - D. Consent to Enter Private Property Agreement
    - **APPROVE the Part 201 Consent to Enter Private Property form for parcel # 052 330 007 00 with the Michigan Department of Environment, Great Lakes, and Energy.**
9. UNFINISHED BUSINESS - None
10. NEW BUSINESS
  - A. Budget Public Hearing – Andrew Kuk
  - B. DPS Staffing – Tom Sikorski
  - C. Airport Taxi Lane Reconstruction Project – Thomas Sikorski
  - D. Industrial and Central 69kV Line Relaying and Breaker Construction Bids – Chris McArthur
  - E. Board Appointments – Kenneth Rhodes
11. COMMISSIONER / STAFF COMMENTS
12. CLOSED SESSION – Purchase of Property
13. ADJOURN

# Manager's Report

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AUGUST 14, 2024



CITY OF  
**Sturgis**  
MICHIGAN

Submitted by:

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

Andrew Kuk  
City Manager

## 8. Consent Agenda

### Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for August 14, 2024 as presented.

### Staff Recommendation:

**APPROVE**

#### **8A. Action of Minutes of Previous Meetings**

##### Consent Agenda Motion:

*APPROVE the minutes from the July 24, 2024 work session as presented.*

##### Consent Agenda Motion:

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

##### Consent Agenda Motion:

*APPROVE the minutes from the July 25, 2024 work session as presented.*

#### **8B. Pay Bills**

##### Consent Agenda Motion:

*AUTHORIZE the payment of the City bills in the amount of \$3,017,995.62 as presented.*

#### **8C. City Subdivision II Utility Easements**

In December 2017, City staff became aware of an issue with the easements established in the Sturgis City Subdivision #2 plat. There are phone, cable television, and electric facilities located along the back lot areas of numerous lots within the plat, but no easement for these utilities were established when the plat was approved. A 30-foot-wide private sewer easement is shown along the entire west side of the plat (see attached map). This easement was established for water, sanitary, and storm facilities. In addition, the 15-foot private easements for public utilities established along

the front of all the lots in the plat do not extend into the 30 foot private sewer easement, based on the dashed easement lines on the plat.

In 2018, 2019, & 2020 staff brought easements to the Commission for lots owned by the City, which the Commission approved. Recently, additional lots have reverted to the City's control that require these easements.

Legal descriptions have been created for each of the lots where a 10 foot (back lot) or 15 foot (side lot) private easement for public utilities needs to be established. Lots 25 and 26 identified on the City Sub map included in your packet indicate where easements are currently needed. Staff is requesting the approval of this easement declaration while they are owned by the City.

*Consent Agenda Motion:*

*APPROVE the Declaration of Easement for City Subdivision II as presented.*

Information Included in Packet:

1. Declaration of Easement
2. City Subdivision II Plat

**8D. Consent to Enter Private Property Agreement**

Global Remediation Technologies (GRT) recently reached out to City staff regarding access to City property. GRT has been hired by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to perform remedial investigation work in association with the Sturgis Municipal Wells Superfund site.

In association with that work GRT and EGLE are seeking permission from the City of Sturgis to access an undeveloped City-owned parcel on the north side of the San Miguel Grocery on Jacob Street; a map identifying the property is included in your packet. The proposed scope of work includes minimal brush clearing to access the parcel, completion of a soil boring using a Geoprobe drill rig, potential placement of a groundwater monitoring well, and future

sampling of the well. The approximate location of the boring work is also included on the map.

Included in your packet is a draft Part 201 Consent to Enter Private Property form. This form authorizes EGLE and their contractors (i.e. GRT), to enter and complete work on the property. As per the agreement, the City can revoke the permission with 30 days notice. At the end of their use of the property, EGLE will make reasonable efforts to return it to its previous condition.

There is no direct access from the road to the parcel, but EGLE/GRT has access agreements with other property owners that will allow them to reach the property for testing needs.

The City Attorney has reviewed the consent form.

*Consent Agenda Motion:*

*APPROVE the Part 201 Consent to Enter Private Property form for parcel # 052 330 007 00 with the Michigan Department of Environment, Great Lakes, and Energy.*

Information Included in Packet:

1. Property Map with Proposed Boring Location
2. Part 201 Consent to Enter Private Property Form

## **10. New Business**

### **A. Budget Public Hearing**

**Staff: Andrew Kuk**

#### **OPEN PUBLIC HEARING**

The City Charter requires that the City Commission adopt a budget on or before August 20th and the Uniform Budgeting and Accounting Act, as amended, requires that the City Commission hold a public hearing before the final adoption of its annual operating budget. This meeting fulfills the public hearing requirement for the FY 2024-25 budget.

A copy of the FY 2024-25 Budget, including the Budget Summary and Appropriation Resolution, Capital and Extraordinary Expenses Budget, and Fee Schedule was provided on July 31<sup>st</sup> to the Commission. A new draft is attached as a separate file with your packet.

The budget as presented includes the changes previously discussed City Commission Budget work sessions, as well as minor revisions included in the July 31<sup>st</sup> draft. The newest draft includes two changes:

- Change to the Capital Budget and Airport Fund Capital line item to update City match cost for the Taxilane project. Cost figure moves from \$16,000.00 to \$20,000.00.
- Change to the Capital Budget for the electric fund, revising the Central/Industrial 69 kV Isolation Switch/Breaker/Relay replacement project budget from \$750,000.00 to \$210,000.00.

#### **CLOSE PUBLIC HEARING**

#### **Proposed Motion:**

**Move that the Sturgis City Commission ADOPT/NOT ADOPT the 2024-25 annual City of Sturgis Budget Summary and Appropriation Resolution and APPROVE/DENY the City of Sturgis Fee Schedule as presented.**

**Staff Recommendation:**  
**ADOPT and APPROVE**

## **10. New Business**

### **B. DPS Staffing**

**Staff: Thomas Sikorski**

With recent changes to the organization including leadership changes, retirements, position vacancies, and more, staff continues to evaluate the organizational structure for both the near-term and long-term. One area identified for potential reorganization is the water services. In the recent past, the former Director of Public Services held the D-1 licensing necessary to oversee the system while staff from the Electric Department Generation Division (Diesel Plant), did the day-to-day testing and monitoring of wells. It has been a goal to transition these responsibilities to DPS in the next few years as it both makes sense organizationally and allows for added capacity in the Generation Division as the City looks to add new generation resources to our portfolio.

The first step of this transition has been underway this year as DPS staff members have taken steps to increase their licensing for water services, including one staff member obtaining a D-1 license. This is allowing us to bring the position of Operator-in-Charge (OIC) back in-house after having part-time positions following Rick Miller's retirement and through the bulk of this year.

DPS also recently conducted interviews to fill a vacant Maintenance Worker position. Out of a strong batch of applicants, ultimately there were two outstanding candidates that stood out, both of which would bring something different to the team.

Staff believes that once a transition takes place where DPS has full responsibility for the water system, one additional staff person in the department will be necessary to provide the added water services and continue to efficiently provide existing services the department is responsible for. With strong candidates available through the hiring process, staff would like to move forward and hire two employees now, moving up the transition of water services to DPS. This plan includes DPS taking over all aspects of the water system, monitoring and sampling, continuous water training of current staff to have multiple D-1 operators with one



holding the position of Operator-in-Charge (OIC), increasing sanitary and storm sewer work by implementing a catch basin and storm sewer cleaning program, and allowing for a more aggressive lead service line replacement program to meet the new EPA standards.

The expected annual cost for total compensation of the new Public Service Maintenance employee is \$75,000.00. Based on projected expenditures the current budget FY 2023-2024 and FY 2024-2025 budgets can support this new hire position without an amendment.

For FY 2023-2024, this is largely due to the short-term impact the hire would have on the budget. For FY 2024-2025 and moving forward, much of the new cost would be absorbed by DPS now taking on additional staff time in the Water Fund. Currently Generation Division employees charge the time spent working on the water system to the Water Fund. Approximately 1,440 hours of staff time are budgeted to this fund (over ½ an FTE). The funding for these hours would now offset the addition of the new hire, and the remainder of the staff hours for the position will be spread across several non-General Fund accounts where DPS charges time such as street maintenance (Major and Local Streets), sewer cleaning (Wastewater Fund), etc.

In discussing this plan with Electric Department staff, they felt confident that they would be able to use the additional staff time of Generation Division employees without issue, particularly now that improvements at the hydro dam are complete.

While this addition was not anticipated during the FY 2024-2025 budget process, staff believe this is an opportunity to advance restructuring the organization for the future.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the hiring of an additional Department of Public Services Maintenance Worker as presented.**

**Staff Recommendation:**

**APPROVE**

## **10. New Business**

### **C. Airport Taxilane Reconstruction Project**

**Staff: Thomas Sikorski**

As part of the Airport Capital Improvement Plan (ACIP) with the Federal Aviation Administration (FAA) and Michigan Department of Transportation Aeronautics Division (MDOT Aero), the City is scheduled to complete rehabilitation of three taxilanes and a small apron area at Kirsch Municipal Airport.

Taxilanes are the pavements that connect the runway and taxiway system to the airplane hangars at the airport. The pavements of these taxilanes are in very poor condition and are due for replacement.

In 2018-2019 the City bid a project to complete seven City taxilanes at the airport. The project came in significantly over-budget at the time, forcing the City to reduce the scope to rehabilitate four of the seven taxilanes.

Funding for airport projects through the ACIP are broken down into three components: 5% of the cost is paid by local airport, 5% is paid through State of Michigan funds, and 90% is paid by federal funds. Each year the airport receives \$150,000.00 of federal funds to be used for an ACIP project, and these funds can be “saved” for up to four years. Following the original project in 2019, the City completed a significant rehabilitation of its primary runway in 2021 and has been saving subsequent funding allocations for this project.

The scope of work is to complete reconstruction of taxilanes 5, 6, and 9 at the airport. Taxilanes 5 and 6 were originally constructed at 35 feet wide as test strips for a pavement project in the early 2000s. FAA standards will only pay for taxilanes of 25-foot width for an airport with our characteristics. As part of the project these taxilanes are being replaced at 25 feet wide with extended connections to existing hangar ramps. Taxilane 9 is the farthest west and includes reconstruction of the apron area adjacent to the Kiwanis Gardens. A map identifying the project scope is included in your packet.

The project was bid through MDOT Aero this year, with bids received in June. The start-date for the project will be Spring of 2025. The low bidder for the project is Hoffman Bros., Inc. in the total amount of \$312,550.53. The project included two alternates that could be included based on available funding and bid amount. A recommendation of award and bid tab from Mead & Hunt (the City's consulting engineer for the airport) is included in your packet.

In addition, the project also requires construction engineering and associated services, to be provided by Mead & Hunt. Included in your packet is a contract for those services in the amount of \$67,139.39.

The total project cost is \$379,689.92 (including construction and engineering). The City's share of that cost is set to be 5%, or \$18,984.50. Funds for this project are included in the FY 2024-2025 budget.

In order to facilitate the project, the City will enter into contracts for construction engineering with Mead & Hunt and project construction with Hoffman Bros., Inc. as well as a grant contract with MDOT Aero for the project. Staff is asking for approval to sign all necessary documents contingent upon receipt of a finalized grant contract from MDOT Aero and staff review.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY a grant contract with the Michigan Department of Transportation for the Taxilane 5, 6, and 9 Reconstruction Project as presented with a total City matching cost not-to-exceed nineteen thousand dollars (\$19,000.00) contingent upon receipt of final contract language and staff review and AUTHORIZE City Manager Andrew Kuk to sign all necessary documents.**

**Staff Recommendation:**

**APPROVE and AUTHORIZE**

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY a contract for construction engineering with Mead & Hunt in the total amount of sixty-seven**

thousand, one hundred thirty-nine dollars and thirty-nine cents (\$67,139.39) as presented and approve a contract with Hoffman Bros., Inc. for Taxilane Rehabilitation project construction in the total amount of three hundred and twelve thousand, five hundred and fifty dollars and fifty-three cents (\$312,550.53) contingent upon execution of a grant contract with MDOT Aeronautics and review of final contract language and AUTHORIZE City Manager Andrew Kuk to sign all necessary documents.

**Staff Recommendation:**

**APPROVE and AUTHORIZE**

**Information Included in Packet:**

1. Taxilane Construction Area Map
2. Recommendation of Award and Bid Tabulation
3. Mead and Hund Design Engineering Contract

## **10. New Business**

### **D. Industrial and Central 69kV Line Relaying and Breaker Construction Bids**

**Staff: Chris McArthur**

At the March 11, 2024, Commission meeting, the Commission approved the purchase of one 69kV line relaying panel for the Industrial Substation as well as one 69kV line relaying panel and a new 69kV breaker for the Central Substation. These purchases were made to complete upgrades in coordination with the AEP Substation project at Stubey Rd., updating equipment to protect the City's substation assets from a fault on that line which feeds the City. The AEP project is to provide two new feeds from the new Stubey Rd. substation and discontinue the feed from the south Howe, Indiana line. As presented at the March meeting, proposals related to the installation of the relays would be brought at a future meeting.

The Electric Department requested bids to install equipment for the Industrial & Central substations relaying and breaker upgrade. The overall scope of this project includes:

- Replacement of one 69kV transmission line relay panel located at the Industrial Substation connecting the Sturgis Industrial Substation to AEP Stubey Rd. Substation.
- Replacement of one 69kV transmission line relay panel at the Central Substation connecting the Sturgis Central Substation to the AEP Stubey Rd. Substation.
- Installation of a 69kV breaker and a 69kV line PT at the Central Substation.

The equipment for the Central Substation 69kV breaker and PT will be relocated from Ross Substation to the Central Substation. As part of installation of the relay panels, fiber optic cable will be extended into each substation from AEP's splice point outside each substation into the control house.

Four bids were received for the installation portion of this project, with Newkirk Electric submitting the low bid of \$144,070.00. Staff is also requesting a

\$15,000.00 contingency budget for any unforeseen items that may arise. This project is budgeted in the FY2025 budget in the amount of \$750,000.00. The approved equipment purchase from March was \$43,233.00.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the bid from Newkirk Electric for the Industrial and Central AEP Line relaying and breaker installation in the amount of one hundred forty-four thousand, seventy dollars (\$144,070.00) as presented.**

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY a contingency budget for the relaying and breaker installation project in the amount of fifteen thousand dollars (\$15,000.00).**

**Staff Recommendation:**

**APPROVE and APPROVE**

**Information Included in Packet:**

1. Recommendation of Award and Bid Tab

## 10. New Business

### E. Board Appointments

#### Kenneth Rhodes

A number of board applications were recently submitted for vacancies on three boards.

The Zoning Board of Appeals currently has two vacancies on the regular board and two alternate positions available. Alternates serve on the board when one of the regular board members is absent, which can happen often. Three applications have been submitted from Bennett Ahrens, Roger Ringenberg, and Samantha Worthington. Given the dates of their applications, it would be logical to appoint Mr. Ahrens and Ms. Worthington to the regular board and Mr. Ringenberg as an alternate. As was said, Mr. Ringenberg would serve as needed and then would be converted to a regular board member upon the resignation of another member.

Mr. Ahrens has also expressed a willingness to serve on the Elected Officials Compensation Committee, which has two vacancies. (He will also begin assisting the SYCA on one of their committees.) Mr. Ringenberg is also considering applying to the Elected Officials Compensation Committee.

Finally, Connie Haywood, who passed away recently, was the resident member of the Sturgis Housing Commission. Applications were sought and three were submitted. Maple Towers Staff and the Sturgis Housing Commission are recommending Anne Bentley for appointment.

#### Proposed Motions:

**Move that the Sturgis City Commission APPOINT/NOT APPOINT \_\_\_\_\_ and \_\_\_\_\_ to the Zoning Board of Appeals and \_\_\_\_\_ as an alternate member.**

**Move that the Sturgis City Commission APPOINT/NOT APPOINT Bennett Ahrens to the Elected Officials Compensation Committee.**

**Move that the Sturgis City Commission APPOINT/NOT APPOINT \_\_\_\_\_ to the Sturgis Housing Commission as the resident member.**

Information Included in Packet:

1. Board Applications
2. Recommendation



## Noteworthy Meetings / Events

- Zoning Work Session | July 25<sup>th</sup>
- MPPA Meeting | July 31<sup>st</sup>
- American Public Works Association (APWA) Golf Outing | August 1<sup>st</sup>
- DDA Meeting | August 7<sup>th</sup>
- St. Joseph County EDGE Board Meeting | August 8<sup>th</sup>

## Upcoming Events

- Summer Flicks & Eats | Downtown | 5:30pm-9pm | August 9<sup>th</sup>
- Homegrown Music Festival | Oak Lawn Park | 12pm-9pm | August 10<sup>th</sup>
- Library on the Lawn | Oaklawn Park | 6pm-7:30pm | August 16<sup>th</sup>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8A**



**WORK SESSION - STURGIS CITY COMMISSION**  
**WEDNESDAY, JULY 24, 2024**  
**WIESLOCH RAUM – CITY HALL**

Mayor Perez called the meeting to order at 5:00 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 Clerk

City Manager Andrew Kuk provided details on the final changes to the proposed 2024-2025 fiscal year budget. Discussion followed.

The meeting was adjourned at 5:40 p.m.

***Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer***

**REGULAR MEETING - STURGIS CITY COMMISSION  
WEDNESDAY, JULY 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, SYCA Director, City Clerk

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 July 24, 2024 as presented.

**8A. Action of Minutes of Previous Meetings**

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

**B. Pay Bills**

- AUTHORIZE the payment of the City bills in the amount of \$1,809,110.17 as presented.

**C. 2024 Homegrown Music Festival**

- APPROVE the requests for the 2024 Homegrown Music Festival on August 10, 2024 as presented.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

City Manager Andrew Kuk explained the process for approval of the fiscal year budget.

Moved by Comm. Hile and seconded by Comm. Smith to set a public hearing for consideration of the City's Fiscal Year 2024-2025 budget during the Regular City Commission meeting at 6:00 p.m. on August 14, 2024.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

City Manager Andrew Kuk provided details on the settlement agreement with Kroger related to opioids.

Moved by Comm. Hile and seconded by Comm. Smith to approve participation in the Kroger Settlement Agreement as presented and authorize City Manager Andrew Kuk to sign all necessary documents.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

City Engineer Barry Cox provided details on the design phase work for a water loop on City streets. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve the Proposal for Professional Services with Fishbeck, Inc. in the amount of one hundred fifteen thousand, one hundred dollars (\$115,100.00) for final design of water main and street improvements and authorize the City Manager to sign the contract on behalf of the City

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

SYCA Director Jamie Eymer provided details on the changes to the mission statement. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve the request to update the Sturges-Young Center for the Arts mission statement as written in the bylaws to the proposed updated statement.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

City Controller Holly Keyser provided details on the loan related to the Stapleton Road improvements.

Moved by Comm. Hile and seconded by Comm. Smith to approve the sale of the Stapleton Road Improvement asset from the City of Sturgis to the Sturgis Local Development Finance Authority in the amount of one hundred and twenty-six thousand, nine hundred and ninety-six dollars and twenty-two cents (\$126,996.22) as presented and authorize the City Manager to sign all necessary documents.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

Moved by Comm. Hile and seconded by Comm. Smith to approve the Resolution Authorizing the Internal Loaning of Funds from the Electric Fund to the Local Development Financing Authority as presented.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

City Controller Holly Keyser provided details on the necessary budget amendments for the DDA. Discussion followed.

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

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

Mayor Perez provided details on the City Manager evaluation and the changes to his contract. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve the Second Addendum to the City Manager Employment Agreement as presented.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

City Manager Andrew Kuk provided information on the MML Annual Meeting. Discussion followed.

Moved by Comm. Mullins and seconded by Comm. Miller to approve the designation of Comm. Hile as the official representative and Mayor Perez as the alternate to cast the vote for the City of Sturgis at the Michigan Municipal League Annual Meeting on September 11, 2024.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

The meeting was adjourned at 6:45 p.m.

***Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer***

**WORK SESSION - STURGIS CITY COMMISSION**  
**THURSDAY, JULY 25, 2024**  
**WIESLOCH RAUM – CITY HALL**

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

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

Commissioners absent: None

Also present: City Manager, Community Development Director, City Engineer, City Clerk, Members of the Planning Commission, Members of the Zoning Board of Appeals

Community Development Director Will Prichard, along with the City Manager and City Engineer, gave a presentation on Zoning, Building Code, and Stormwater Management regulations. Discussion followed including regulations controlled by the State as opposed to locally, the process of changing local regulations, and examples of how these regulations are applied.

The meeting was adjourned at 7:00 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: 8/14/2024 Month: 11

Date	Check#	Vendor	VendorName	Amount
07/24/2024	249601M	05365	HYPE BRAND MANAGEMENT	25,000.00
07/19/2024	PR0641M	00061	CITY OF STURGIS PAYROLL	353,750.29
08/02/2024	PR0642M	00061	CITY OF STURGIS PAYROLL	396,641.52
07/15/2024	T16897M	01127	STATE OF MICHIGAN	215.76
07/16/2024	T16898M	00108	STATE OF MICHIGAN	57,958.76
07/22/2024	T16899M	03858	FARMERS STATE BANK	7,781.90
07/18/2024	T16900M	00321	STATE OF MICHIGAN	1,644.00
07/19/2024	T16901M	00062	CITY OF STURGIS-EMPLOYEE INS	71,762.81
07/19/2024	T16902M	05123	COMERICA BANK-INST TRUST SERV	31,657.26
07/19/2024	T16903M	03229	CITY OF STURGIS-WORKERS COMP	2,964.60
07/19/2024	T16904M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,209.05
07/19/2024	T16905M	00064	INTL CITY MGMT ASSOC RETR CORP	10,147.39
07/19/2024	T16906M	00065	DOYLE MEMBERSHIP TRANSFER	3,152.92
07/19/2024	T16907M	00063	CITY OF STURGIS TAX TRANSFER	19,845.85
07/22/2024	T16908M	03173	FIFTH THIRD BANK	14,711.85
08/01/2024	T16909M	03770	MICHIGAN GAS UTILITIES	37.44
08/04/2024	T16910M	00197	CITY OF STURGIS UTILITIES	21,104.83
08/06/2024	T16911M	03770	MICHIGAN GAS UTILITIES	6,990.72
08/06/2024	T16912M	06121	GB SOLAR TE 2020 HOLDINGS LLC	164,849.94
08/06/2024	T16913M	03770	MICHIGAN GAS UTILITIES	45.16
08/06/2024	T16914M	03770	MICHIGAN GAS UTILITIES	43.55
08/12/2024	T16915M	00197	CITY OF STURGIS UTILITIES	14,227.62
08/01/2024	T16916M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
08/01/2024	T16917M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
08/20/2024	T16918M	00197	CITY OF STURGIS UTILITIES	29,816.02
08/12/2024	T16919M	03770	MICHIGAN GAS UTILITIES	46.78
08/12/2024	T16920M	03770	MICHIGAN GAS UTILITIES	13.25
08/13/2024	T16921M	03770	MICHIGAN GAS UTILITIES	64.33
08/13/2024	T16922M	03770	MICHIGAN GAS UTILITIES	58.96
08/01/2024	T16923M	00449	CENTURY BANK & TRUST	6,221.68
08/20/2024	T16924M	00197	CITY OF STURGIS UTILITIES	5,810.14
08/13/2024	T16925M	04389	FRONTIER COMMUNICATIONS A	61.96
08/12/2024	T16926M	04389	FRONTIER COMMUNICATIONS A	26.08
08/12/2024	T16927M	04389	FRONTIER COMMUNICATIONS A	61.62
08/12/2024	T16928M	04389	FRONTIER COMMUNICATIONS A	340.68

# Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 8/14/2024 Month: 11

08/12/2024	T16929M	04389	FRONTIER COMMUNICATIONS A	147.08
08/12/2024	T16930M	04389	FRONTIER COMMUNICATIONS A	278.98
08/12/2024	T16931M	02909	CHARTER COMMUNICATIONS	781.88
08/10/2024	T16932M	04421	AT&T MOBILITY	995.50
08/15/2024	T16933M	04389	FRONTIER COMMUNICATIONS A	604.00
07/15/2024	T16934M	04197	MI PUBLIC POWER AGENCY	243,276.21
07/29/2024	T16935M	04197	MI PUBLIC POWER AGENCY	230,236.49
08/01/2024	T16936M	04088	BLUE CROSS BLUE SHIELD OF MI	21,126.83
08/01/2024	T16937M	06138	MUTUAL OF OMAHA INSURANCE CO	5,328.82
08/01/2024	T16938M	06290	MEDPRO WASTE DISPOSAL LLC	27.56
08/05/2024	T16939M	06093	PEPSI BEVERAGES COMPANY	310.70
08/19/2024	T16940M	04389	FRONTIER COMMUNICATIONS A	258.66
08/21/2024	T16941M	03770	MICHIGAN GAS UTILITIES	49.21
08/21/2024	T16942M	03770	MICHIGAN GAS UTILITIES	93.09
08/05/2024	T16943M	04197	MI PUBLIC POWER AGENCY	213,509.06
07/22/2024	T16944M	04197	MI PUBLIC POWER AGENCY	179,123.50
08/21/2024	T16945M	04389	FRONTIER COMMUNICATIONS A	57.36
08/02/2024	T16946M	00062	CITY OF STURGIS-EMPLOYEE INS	71,262.51
08/02/2024	T16947M	00063	CITY OF STURGIS TAX TRANSFER	19,787.36
08/02/2024	T16948M	00064	INTL CITY MGMT ASSOC RETR CORP	9,981.58
08/02/2024	T16949M	00065	DOYLE MEMBERSHIP TRANSFER	3,075.58
08/02/2024	T16950M	03229	CITY OF STURGIS-WORKERS COMP	3,155.31
08/02/2024	T16951M	05123	COMERICA BANK-INST TRUST SERV	31,092.69
08/02/2024	T16952M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,145.06
Manual Total				2,294,905.93
08/14/2024	249602	00110	A & K PRINTING & POOLS	3,770.85
08/14/2024	249603	06519	AFFORDABLE EQUIPMENT RENTAL	265.00
08/14/2024	249604	00041	AKHILESH REDDY	140.00
08/14/2024	249605	00332	ALEXANDER CHEMICAL CORP	296.50
08/14/2024	249606	00002	ALL-PHASE ELECTRIC SUPPLY	9,000.00
08/14/2024	249607	05103	BRIDGETTE ALLEY	250.00
08/14/2024	249608	05986	ALPHA BUILDING CENTER-NOTTAWA	420.68
08/14/2024	249609	06502	ALPHA OMEGA UTILITY SERVICES	1,921.00
08/14/2024	249610	06119	AMAZON.COM SALES INC	7,526.47
08/14/2024	249611	06318	AMBULANCE BILLING NETWORK LLC	1,830.56
08/14/2024	249612	00296	ANDREW L CROPSEY	7.20
08/14/2024	249613	03576	ARROW SERVICES INC	83.00

## Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 8/14/2024 Month: 11

08/14/2024	249614	02292	ASPLUNDH TREE EXPERT CO	14,423.72
08/14/2024	249615	00130	BANDHOLTZ PAINT MFG CO	458.10
08/14/2024	249616	04776	BARONE HARDWARE & AUTO	1,197.94
08/14/2024	249617	06117	BENITA ANN LEWIS	60.00
08/14/2024	249618	00072	BIRD, SCHESKE, REED & BEEMER,	9,212.50
08/14/2024	249619	02749	HARLAN BLOOD	15.00
08/14/2024	249620	05080	BOBILYA CHRYSLER DODGE JEEP	95.37
08/14/2024	249621	00132	BOFA INC	1,643.50
08/14/2024	249622	00006	BOLAND TIRE INC	33.00
08/14/2024	249623	03327	BOUND TREE MEDICAL LLC	2,964.22
08/14/2024	249624	00296	BRET A FOSTER	50.00
08/14/2024	249625	06474	BROWN EQUIPMENT COMPANY	183,281.29
08/14/2024	249626	00138	BS & A SOFTWARE	1,377.00
08/14/2024	249627	03343	BYLER ELECTRIC INC	5,000.00
08/14/2024	249628	01383	C S RAYMER COMPANY INC	4,608.00
08/14/2024	249629	06304	C2AE	3,131.25
08/14/2024	249630	05125	CANNON TECHNOLOGIES	46,939.20
08/14/2024	249631	00364	CAROL DUSTIN	400.00
08/14/2024	249632	04673	CDW GOVERNMENT LLC	1,780.55
08/14/2024	249633	00691	CENTRAL MEAT MARKET	106.72
08/14/2024	249634	00296	CHRISTOPHER AND MICHELE EASH	36.49
08/14/2024	249635	01323	CITY OF COLDWATER	1,110.03
08/14/2024	249636	00047	CITY OF THREE RIVERS	480.00
08/14/2024	249637	05108	CORRIGAN OIL CO	2,572.96
08/14/2024	249638	03403	CORRPRO COMPANIES	925.00
08/14/2024	249639	06325	COTTIN'S HARDWARE	292.44
08/14/2024	249640	06019	CRONKHITE CEMETERY SERVICES	4,200.00
08/14/2024	249641	06158	CULLIGAN WATER OF STURGIS	107.00
08/14/2024	249642	05909	TONY D'HAESE	112.00
08/14/2024	249643	03462	DORNBOS SIGN INC	494.80
08/14/2024	249644	00296	DYLAN SCHRAGG	234.95
08/14/2024	249645	06014	EGANIX INC	2,520.00
08/14/2024	249646	00769	EMERGENCY VEHICLE PRODUCTS INC	1,650.00
08/14/2024	249647	04955	ENVIRO-CLEAN	6,158.00
08/14/2024	249648	05434	F & F GRINDING SERVICE	25.00
08/14/2024	249649	00169	FASTENAL COMPANY	106.01
08/14/2024	249650	05151	FAWN RIVER MECHANICAL LLC	1,242.50

# Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 8/14/2024 Month: 11

08/14/2024	249651	05490	FERGUSON WATERWORKS #3386	4,491.60
08/14/2024	249652	00776	FLEIS & VANDENBRINK	54,979.28
08/14/2024	249653	06287	FOCAL POINT STUDIOS	5,055.00
08/14/2024	249654	02469	FOREMOST PROMOTIONS	322.10
08/14/2024	249655	04389	FRONTIER COMMUNICATIONS A	6,226.80
08/14/2024	249656	06505	GALLS LLC	1,090.10
08/14/2024	249657	06367	GMES LLC DBA FARWEST	425.87
08/14/2024	249658	00183	GRAINGER INC	1,097.04
08/14/2024	249659	06408	GRAND IMPRESSIONS PROP MAINT	148.00
08/14/2024	249660	01436	GRIFFITH ELECTRIC LLC	757.77
08/14/2024	249661	04243	GRP ENGINEERING INC	17,614.77
08/14/2024	249662	06219	HAVILAND PRODUCTS COMPANY	4,367.40
08/14/2024	249663	05586	MARY M HAYLETT	40.00
08/14/2024	249664	00296	HEARTLAND RECREATIONAL VEHICLE	1,643.26
08/14/2024	249665	04922	HUTSON ASSESSING INC	5,570.74
08/14/2024	249666	03515	HYDROCORP	4,625.50
08/14/2024	249667	06558	IMPACT RESCUE LLC	37,792.00
08/14/2024	249668	05171	STUART C IRBY CO	19,472.00
08/14/2024	249669	00296	JACQUELINE S STURMOSKI	14.02
08/14/2024	249670	06555	JAMES E FULTON & SONS INC	2,317.50
08/14/2024	249671	01101	JANENE KOSMAN	40.00
08/14/2024	249672	06199	JANSEN PLUMBING, HEATING &	1,329.50
08/14/2024	249673	06314	JODIE M JOHNSON	20.00
08/14/2024	249674	05842	JOHN DEERE FINANCIAL	482.67
08/14/2024	249675	06217	JOHN J FLOWERS	40.00
08/14/2024	249676	00889	KENTON KELLEY	99.00
08/14/2024	249677	04238	MICHELE KELLEY	63.00
08/14/2024	249678	06482	KENDRICK STATIONERS	425.05
08/14/2024	249679	01615	KENNEDY INDUSTRIES INC.	1,114.85
08/14/2024	249680	04666	PAUL KRICK	480.00
08/14/2024	249681	00581	KRONTZ GENERAL MACHINE & TOOL	1,648.92
08/14/2024	249682	00212	KSS ENTERPRISES	683.48
08/14/2024	249683	04039	LAKELAND ASPHALT CORP	854.13
08/14/2024	249684	05977	LAKELAND INTERNET LLC	106.94
08/14/2024	249685	00394	LAWSON-FISHER ASSOCIATES PC	1,547.10
08/14/2024	249686	00220	LITHO PRINTERS INC	492.92
08/14/2024	249687	01346	TOM LONG	112.00

## Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 8/14/2024 Month: 11

08/14/2024	249688	06464	LRS LLC	1,600.39
08/14/2024	249689	06087	MALLORY SAFETY AND SUPPLY, LLC	360.00
08/14/2024	249690	06250	MARANA GROUP	8,661.69
08/14/2024	249691	05703	McDONALD'S TOWING & RESCUE INC	350.00
08/14/2024	249692	00503	R W MERCER CO	547.97
08/14/2024	249693	06155	MERCER SEPTIC AND EXCAVATING	2,975.00
08/14/2024	249694	00585	MI ASSOC OF CHIEFS OF POLICE	330.00
08/14/2024	249695	04958	MICHIANA MILLWORKS	1,000.00
08/14/2024	249696	06397	MICHIGAN SOUTHERN RAILROAD	1,950.00
08/14/2024	249697	01078	STATE OF MICHIGAN	52.00
08/14/2024	249698	00024	STATE OF MICHIGAN - MDOT	532.25
08/14/2024	249699	05636	MAGLOCLEN INC	400.00
08/14/2024	249700	04702	MILLER JOHNSON ATTORNEYS	1,851.69
08/14/2024	249701	04730	MILLER'S SIGN CO INC	240.00
08/14/2024	249702	05051	MILSOFT UTILITY SOLUTIONS	511.55
08/14/2024	249703	01705	MSC INDUSTRIAL SUPPLY CO INC	529.38
08/14/2024	249704	00847	MWEA	375.00
08/14/2024	249705	00296	NOEL MUNOZ AVILA	13.18
08/14/2024	249706	05677	NORTH BREATHING AIR LLC	180.00
08/14/2024	249707	06471	NTH CONSULTANTS, LTD	3,058.75
08/14/2024	249708	06557	NUTMAN'S MUSIC	3,000.00
08/14/2024	249709	05932	O'REILLY AUTO ENTERPRISES LLC	1,103.65
08/14/2024	249710	06491	ONLINE INFORMATION SERVICES	39.59
08/14/2024	249711	05181	PEOPLEFACTS LLC	36.26
08/14/2024	249712	00263	PERRY PERSONNEL PLUS INC	135.00
08/14/2024	249713	01210	PIONEER MANUFACTURING COMPANY	2,565.00
08/14/2024	249714	05042	PLANT GROWTH MANAGEMENT SYSTEM	2,872.00
08/14/2024	249715	00485	POWER LINE SUPPLY	5,578.76
08/14/2024	249716	05468	PVS TECHNOLOGIES INC	3,287.42
08/14/2024	249717	04251	RAI JETS LLC	1,260.00
08/14/2024	249718	05700	RED CEDAR CONSULTING LLC	750.00
08/14/2024	249719	00035	RESCO	41,794.24
08/14/2024	249720	06038	REVOLUTION HEALTH, P.C.	580.00
08/14/2024	249721	06521	RICKETT'S LAWN CARE	3,628.50
08/14/2024	249722	01197	SHERWIN-WILLIAMS COMPANY	83.48
08/14/2024	249723	00604	ST JOSEPH CO CLERK	130.04
08/14/2024	249724	00296	ST JOSEPH COUNTY BLG AUTHORITY	50.00

# Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 8/14/2024 Month: 11

08/14/2024	249725	05736	ST JOSEPH COUNTY EDGE	15,000.00
08/14/2024	249726	00488	STATE SYSTEMS RADIO INC	195.00
08/14/2024	249727	06222	STEAM TEAM HOME SERVICES	284.64
08/14/2024	249728	04274	STEENSMA LAWN & POWER EQUIP	347.09
08/14/2024	249729	03773	STOOPS FREIGHTLINER	282.24
08/14/2024	249730	06525	STRAIGHT LINE MOWING	125.00
08/14/2024	249731	03214	STRYKER	4,505.01
08/14/2024	249732	06487	STURGIS ACE HARDWARE	565.67
08/14/2024	249733	00429	CITY OF STURGIS	5,449.52
08/14/2024	249734	01021	STURGIS COMMUNITY FOUNDATION	1,000.00
08/14/2024	249735	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
08/14/2024	249736	00507	STURGIS OVERHEAD DOOR & LADDER	6,600.00
08/14/2024	249737	00041	SUNEEL PATIBANDLA	140.00
08/14/2024	249738	06134	SWANK MOTION PICTURES INC	1,925.00
08/14/2024	249739	04140	SWICK BROADCASTING COMPANY	200.00
08/14/2024	249740	06281	T MOBILE USA INC	424.69
08/14/2024	249741	06107	TALIA YEOMAN	455.00
08/14/2024	249742	00296	TAMMY RENEE RICHARDS	13,835.00
08/14/2024	249743	06188	TASTEFUL KREATIONS	1,075.00
08/14/2024	249744	00046	TELE-RAD INC	543.52
08/14/2024	249745	06151	THE NAKED SHIRT CUSTOM PRINTNG	310.00
08/14/2024	249746	00296	TONI A EVOLA	76.39
08/14/2024	249747	06441	TOTAL PROPERTY MANAGEMENT	1,000.00
08/14/2024	249748	06426	TRACY LIVELY LLC	20.00
08/14/2024	249749	05664	TREECORE LLC	28,582.50
08/14/2024	249750	05999	TRI STATE CUSTOMS AND OFFROAD	2,486.84
08/14/2024	249751	01238	UNITED PARCEL SERVICE	55.31
08/14/2024	249752	06150	UNITED WHOLESALE GROCERY	773.34
08/14/2024	249753	03511	WASTE MANAGEMENT	2,838.86
08/14/2024	249754	06147	WAYNE DUCARME	112.00
08/14/2024	249755	03872	JORY WEBB	300.00
08/14/2024	D02372	04732	ALTA EQUIPMENT COMPANY	1,320.77
08/14/2024	D02373	00340	AMERICAN SAFETY & FIRST AID	748.10
08/14/2024	D02374	05462	AUTOZONE STORES LLC	155.19
08/14/2024	D02375	04066	BORDEN WASTE-AWAY SERVICE INC	6,401.19
08/14/2024	D02376	00077	CARQUEST AUTO PARTS	19.60
08/14/2024	D02377	02983	CINTAS LOCATION #351	2,073.00



## Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 8/14/2024 Month: 11

08/14/2024	D02378	00157	JACK DOHENY COMPANIES INC	3,733.50
08/14/2024	D02379	00019	KENDALL ELECTRIC INC	878.49
08/14/2024	D02380	03944	LINDE GAS & EQUIPMENT INC	70.10
08/14/2024	D02381	06238	LUBRICATION ENGINEERS, INC	2,688.29
08/14/2024	D02382	05121	MICKEY'S LINEN	291.27
08/14/2024	D02383	06026	MID-CITY SUPPLY CO INC	127.73
08/14/2024	D02384	06069	NAPA AUTO PARTS	1,459.57
08/14/2024	D02385	03091	PRIME QUALITY ELECTRIC LLC	4,967.93
08/14/2024	D02386	06125	THE COPY IMAGE INC	244.96
08/14/2024	D02387	05777	TRACE ANALYTICAL LABORATORIES	8,810.15
Automatic Total				723,089.69
Grand Total				3,017,995.62

**PAYROLL DISBURSEMENT**  
**FOR PAYROLL ENDING 07/14/2024**  
**PR0641M PAYROLL DATE 07/19/2024**

GENERAL	\$161,743.20
MAJOR STREET	8,275.42
LOCAL STREET	8,027.80
CEMETERY	11,235.62
AIRPORT	991.06
BUILDING	3,604.36
HOUSING DEPARTMENT	222.88
STURGES-YOUNG CENTER FOR THE ARTS	5,556.55
RECREATION	6,299.85
DOYLE RECREATION CENTER	9,141.93
AMBULANCE	12,317.01
ELECTRIC	93,744.68
SEWER	20,238.19
WATER	9,757.43
MOTOR VEHICLE	2,594.31
<b>Payroll Sub-Total</b>	<b>\$353,750.29</b>

**PAYROLL DISBURSEMENT**  
**FOR PAYROLL ENDING 07/28/2024**  
**PR0642M PAYROLL DATE 08/02/2024**

GENERAL	\$193,132.45
MAJOR STREET	6,542.60
LOCAL STREET	11,253.48
CEMETERY	6,457.52
AIRPORT	1,468.70
BUILDING	3,568.53
HOUSING DEPARTMENT	232.32
STURGES-YOUNG CENTER FOR THE ARTS	6,063.84
RECREATION	9,043.71
DOYLE RECREATION CENTER	10,820.98
AMBULANCE	11,949.03
ELECTRIC	99,162.39
SEWER	22,612.89
WATER	11,854.41
MOTOR VEHICLE	2,478.67
<b>Payroll Sub-Total</b>	<b>\$396,641.52</b>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8C**



### DECLARATION OF EASEMENT

This declaration (the "Declaration") is made this \_\_\_\_ day of August, 2024 by the CITY OF STURGIS, of 130 N. Nottawa Street, Sturgis, MI 49091("Declarant") to establish certain easements which will apply to the real estate located in the Southwest Quarter of Section 7, Town 8 South, Range 9 West, City of Sturgis, County of St. Joseph, State of Michigan, more fully described as Lots 25 & 26, Sturgis City Subdivision No. 2, according to the plat thereof as recorded in the office of the Register of Deeds for St. Joseph County, Michigan, in Liber 6 of Plats, Pages 203 and 204.

1. Background. Declarant is the owner of the Premises described above and is developing the premises for residential purposes. Declarant is recording this document to establish certain easements with respect to parcels it owns within the premises.
2. Declaration. Declarant declares and establishes an easement and a right to place and maintain public utilities, with customary connections and accessories, upon the following described parcels of land situated in the City of Sturgis, St. Joseph County, Michigan, described as follows, to wit:

The South 15 feet of the West 30 feet of Lot 25 and the West 10 feet, excluding the South 15 feet, of Lot 25, Sturgis City Subdivision No. 2, according to the Plat of record in the Office of the Register of Deeds for St. Joseph County, Michigan in Liber 6 of Plats, on Pages 203 & 204; and

the West 10 feet of Lot 26, Sturgis City Subdivision No. 2, according to the Plat of record in the Office of the Register of Deeds for St Joseph County, Michigan in Liber 6 of Plats, on Pages 203 & 204.

Declarant reserved the right and authority for it and its successors and assigns to enter at all times upon said premises for the purpose of placing and maintaining public utilities.

CITY OF STURGIS

August \_\_, 2024

By: \_\_\_\_\_  
Francisco Perez  
Its Mayor

August \_\_, 2024

By: \_\_\_\_\_  
Kenneth D. Rhodes  
Its Clerk

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

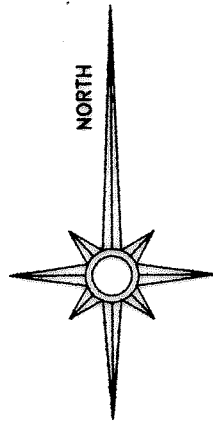
On this \_\_\_\_ day of August, 2024, before me, a Notary Public in and for said County, appeared Francisco Perez and Kenneth D. Rhodes, to me personally known, who, being by me duly sworn, did say that they are, respectively, the Mayor and the Clerk of the CITY OF STURGIS, and that said instrument was signed and sealed on behalf of said CITY OF STURGIS; and said Francisco Perez and Kenneth D. Rhodes acknowledged said instrument to be the free act and deed of said CITY OF STURGIS.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
St. Joseph County, Michigan  
My commission expires: \_\_\_\_\_  
Acting in St. Joseph County, MI

Prepared in the offices of:  
Bird, Scheske, Reed & Beemer, P.C.  
By: Timothy J. Reed  
227 West Chicago Road  
Sturgis, MI 49091  
(269) 651-2445

# STURGIS CITY SUBDIVISION NO. 2

LOCATED IN THE SOUTHWEST 1/4 OF SECTION 7, T8S R9W  
CITY OF STURGIS, ST. JOSEPH COUNTY, MICHIGAN



NORTHWEST CORNER  
OF THE SOUTHWEST  
FRACTIONAL QUARTER  
SECTION 7 T8S R9W

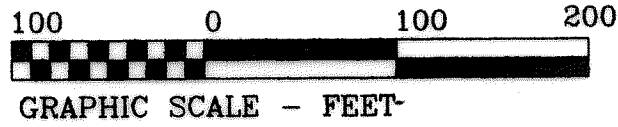
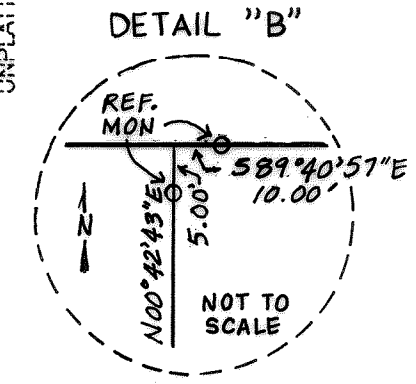
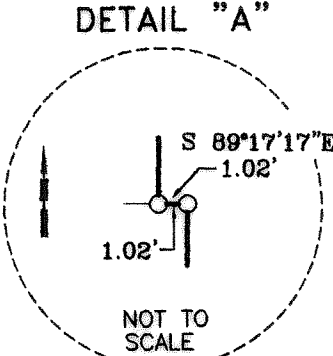
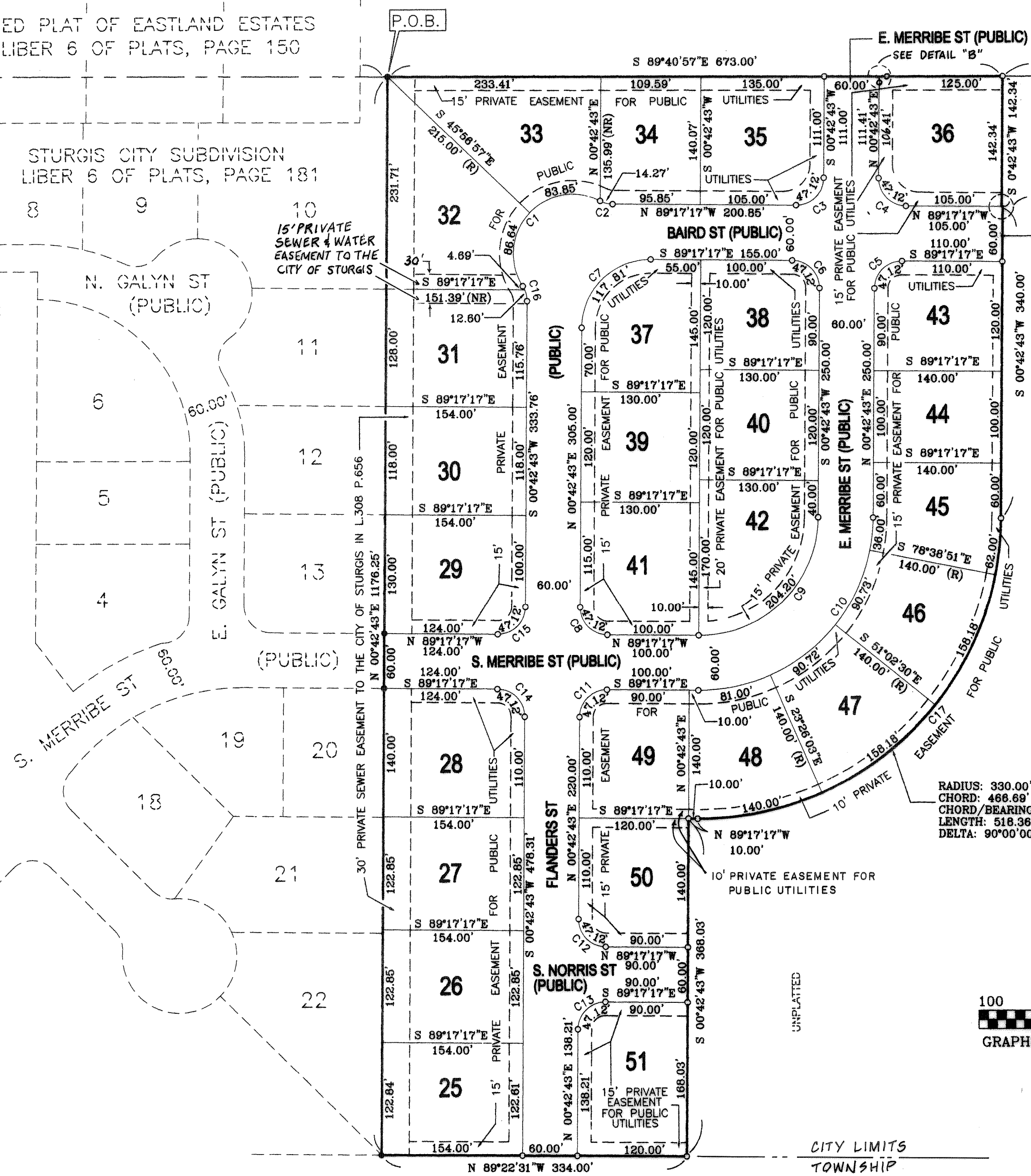
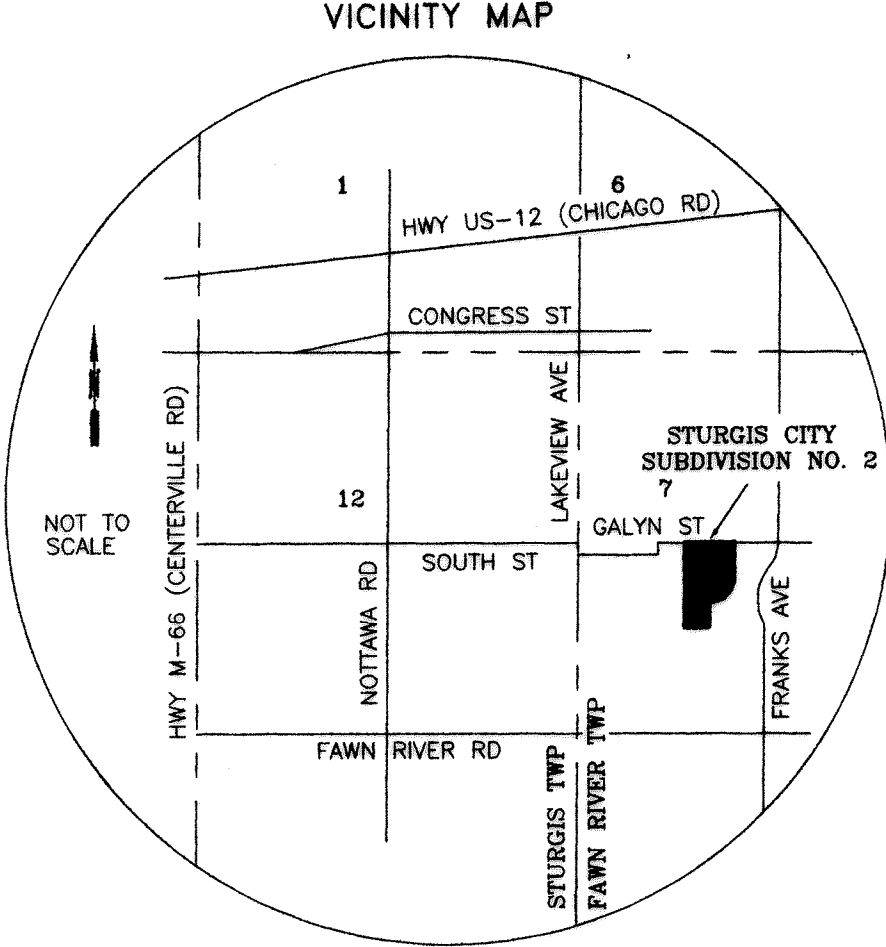
CENTER OF  
SECTION 7  
T8S R9W  
LCRC L. 2, P. 212

AMENDED PLAT OF EASTLAND ESTATES  
LIBER 6 OF PLATS, PAGE 150

STURGIS CITY SUBDIVISION  
LIBER 6 OF PLATS, PAGE 181

- LEGEND
1. ALL DIMENSIONS ARE IN FEET.
  2. ALL CURVE DIMENSIONS ARE ARCS.
  3. MONUMENTS CONSISTING OF 1/2 INCH STEEL BARS, 36 INCHES IN LENGTH, ENCASED IN CONCRETE CYLINDER 4 INCHES IN DIAMETER WERE PLACED AT ALL POINTS MARKED THUS: O
  4. MONUMENTS CONSISTING OF 1/2 INCH STEEL BARS, 36 INCHES IN LENGTH, ENCASED IN CONCRETE WERE FOUND AT ALL POINTS MARKED THUS: ●
  5. LOT CORNERS ARE MARKED BY 1/2 INCH CAPPED STEEL BAR 18 INCHES IN LENGTH.
  6. (R) DENOTES A RADIAL LOT.
  7. (NR) DENOTES A NON-RADIAL LOT.
  8. BEARINGS AND DISTANCES: BEARINGS SHOWN ARE REFERENCED TO THE EAST LINE OF THE RECORDED PLAT "STURGIS CITY PLAT" LIBER 6 OF PLATS, PAGE 181. ALL DISTANCES ARE GROUND DISTANCES.

CURVE#	RADIUS	TANGENT	LENGTH	DELTA	CHORD	CHORD/BEARING
C1	65.00'	244.97'	170.49'	150°16'48"	125.65'	S 42°49'18"W
C2	30.00'	7.27'	14.27'	27°14'58"	14.13'	N 76°39'48"W
C3	30.00'	30.00'	47.12'	90°00'00"	42.43'	S 45°42'43"W
C4	30.00'	30.00'	47.12'	90°00'00"	42.43'	N 44°17'17"W
C5	30.00'	30.00'	47.12'	90°00'00"	42.43'	N 45°42'51"E
C6	30.00'	30.00'	47.12'	90°00'00"	42.43'	N 44°17'17"W
C7	75.00'	75.00'	117.81'	90°00'00"	106.07'	S 45°42'43"W
C8	30.00'	30.00'	47.12'	90°00'00"	42.43'	S 44°17'17"E
C9	130.00'	130.00'	204.20'	90°00'00"	183.85'	N 45°42'43"E
C10	190.00'	190.00'	298.45'	90°00'00"	268.70'	S 45°42'43"W
C11	30.00'	30.00'	47.12'	90°00'00"	42.43'	N 45°42'43"E
C12	30.00'	30.00'	47.12'	90°00'00"	42.43'	S 44°17'17"E
C13	30.00'	30.00'	47.12'	90°00'00"	42.43'	N 45°42'43"E
C14	30.00'	30.00'	47.12'	90°00'00"	42.43'	N 44°17'17"W
C15	30.00'	30.00'	47.12'	90°00'00"	42.43'	N 45°42'43"E
C16	30.00'	8.90'	17.29'	33°01'49"	17.06'	S 15°48'13"E
C17	330.00'	330.00'	518.36'	90°00'00"	466.69'	S 45°42'43"W

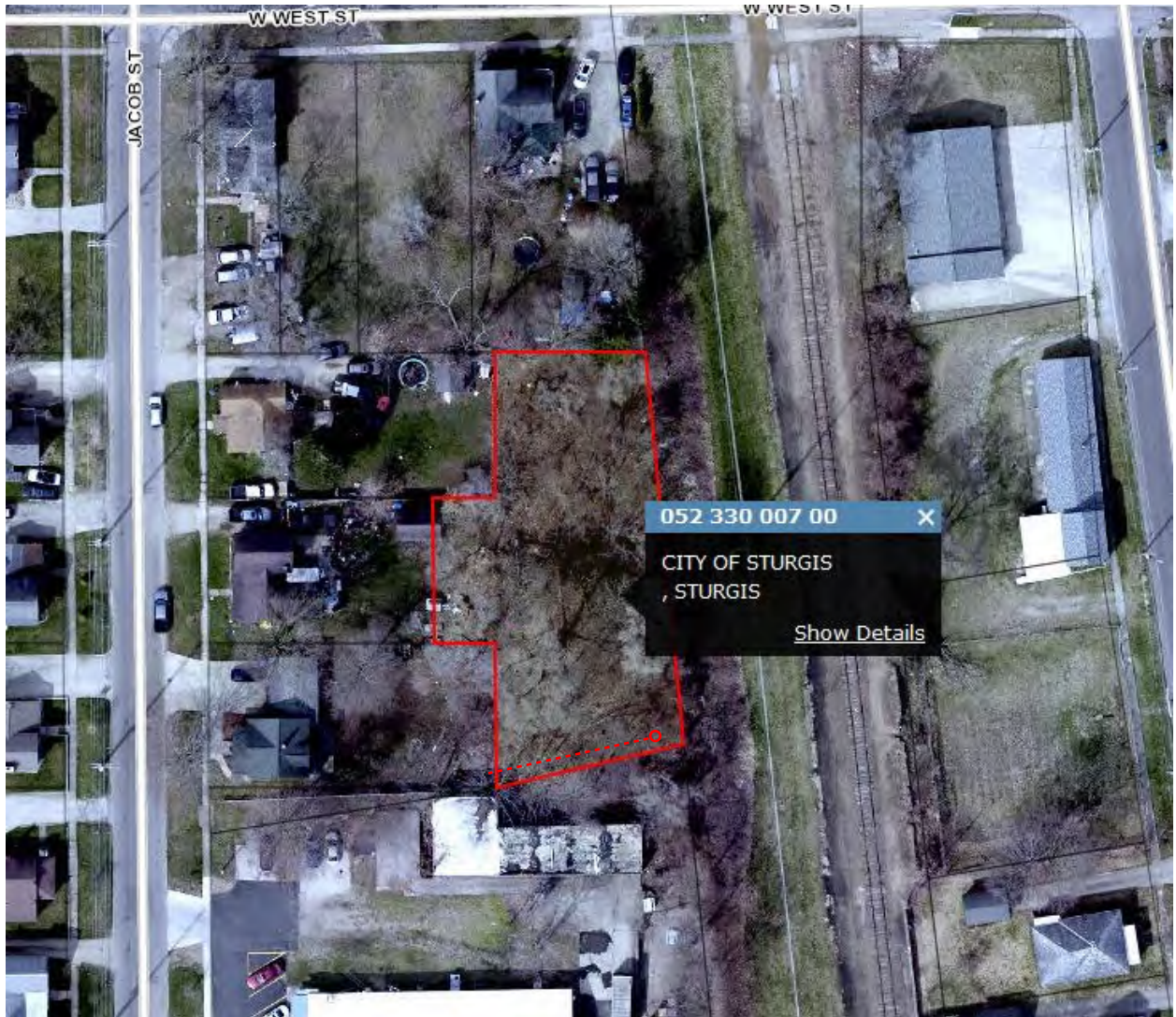




**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8D**





- o Proposed Boring Location
- ..... Proposed Access Route

**PART 201 CONSENT TO ENTER PRIVATE PROPERTY FORM**

Name:		Title:	
Business Name: City of Sturgis			
Parcel #: 052 330 007 00			
City: Sturgis	State: Michigan	Zip: 49091	
Telephone Number:			

I, \_\_\_\_\_ owner of (or representative authorized by the owner to grant access to) the property described above (Property), having been informed of the request by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct response activities on the Property, hereby voluntarily permit and authorize the EGLE, its employees, contractors, or authorized representatives to enter, and if necessary re-enter, the Property to undertake response activities, including but not limited to, soil borings, monitoring well installation, soil, groundwater and soil gas sampling.

I understand that EGLE has the authority pursuant to Section 20117 of Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), to enter public or private property at all reasonable times for purposes that include, but are not limited to, investigating the existence, origin, nature, or extent of a release or threatened release of a hazardous substance into the environment.

The due care provisions in Section 20107a(1) of the NREPA, in part provide that a person who owns or operates Property that he or she has knowledge is a facility shall provide reasonable cooperation, assistance, and access to the persons that are authorized to conduct response activities at the facility, including the cooperation and access necessary for the installation, integrity, operation, and maintenance of any complete or partial response activity at the facility. I understand that the access granted herein covers a portion of the due care obligations that I, as an owner (or representative authorized by the owner to act on his or her behalf for this access) have pursuant to Section 20107a(1) of the NREPA

I understand that I am entitled to accompany EGLE, its employees, contractors, or authorized representatives during these activities; to participate in the collection of any split samples taken as part of these activities; and, if I so request, to receive a copy of any sample analysis results, photographs, or videotapes taken as part of these activities. I agree to comply with the requirements of any EGLE health and safety plan while on the Property during these sampling activities.

I agree that the duration of this entry authorization shall be of such reasonable length to enable EGLE, its employees, contractors, or authorized representatives to satisfactorily complete the activities described above. If I choose to revoke this entry authorization, I agree that I will

provide a revocation of entry in writing to Mr. Kalan Briggs, Section Chief, Superfund Section, Remediation and Redevelopment Division, EGLE, 525 West Allegan Street, Lansing, Michigan 48933, at least thirty (30) days prior to the effective date of the revocation of entry authorization. I agree that the duration of this entry authorization shall continue until either I revoke it, or the activities described above are completed. I also agree that as long as this entry authorization remains in force, I will not interfere with, interrupt, change, or otherwise disturb any systems or equipment installed or utilized by EGLE, its employees, contractors, or authorized representatives.

Upon completion of the response activities performed pursuant to this Part 201 Consent to Enter Private Property Form, EGLE will undertake reasonable efforts to restore the Property to the conditions that existed at the time this access was granted including any property, vegetation, and structures damaged by EGLE. EGLE will properly abandon any monitor wells installed by EGLE or its contractors on the Property within a reasonable time following completion of the other response activities to be performed. I understand that EGLE's contractors are required through their contract with the State of Michigan to carry certain insurance coverages with respect to their activities.

This voluntary written permission is granted to the Michigan Department of Environment, Great Lakes, and Energy by:

\_\_\_\_\_  
Signature of Property Owner or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Name

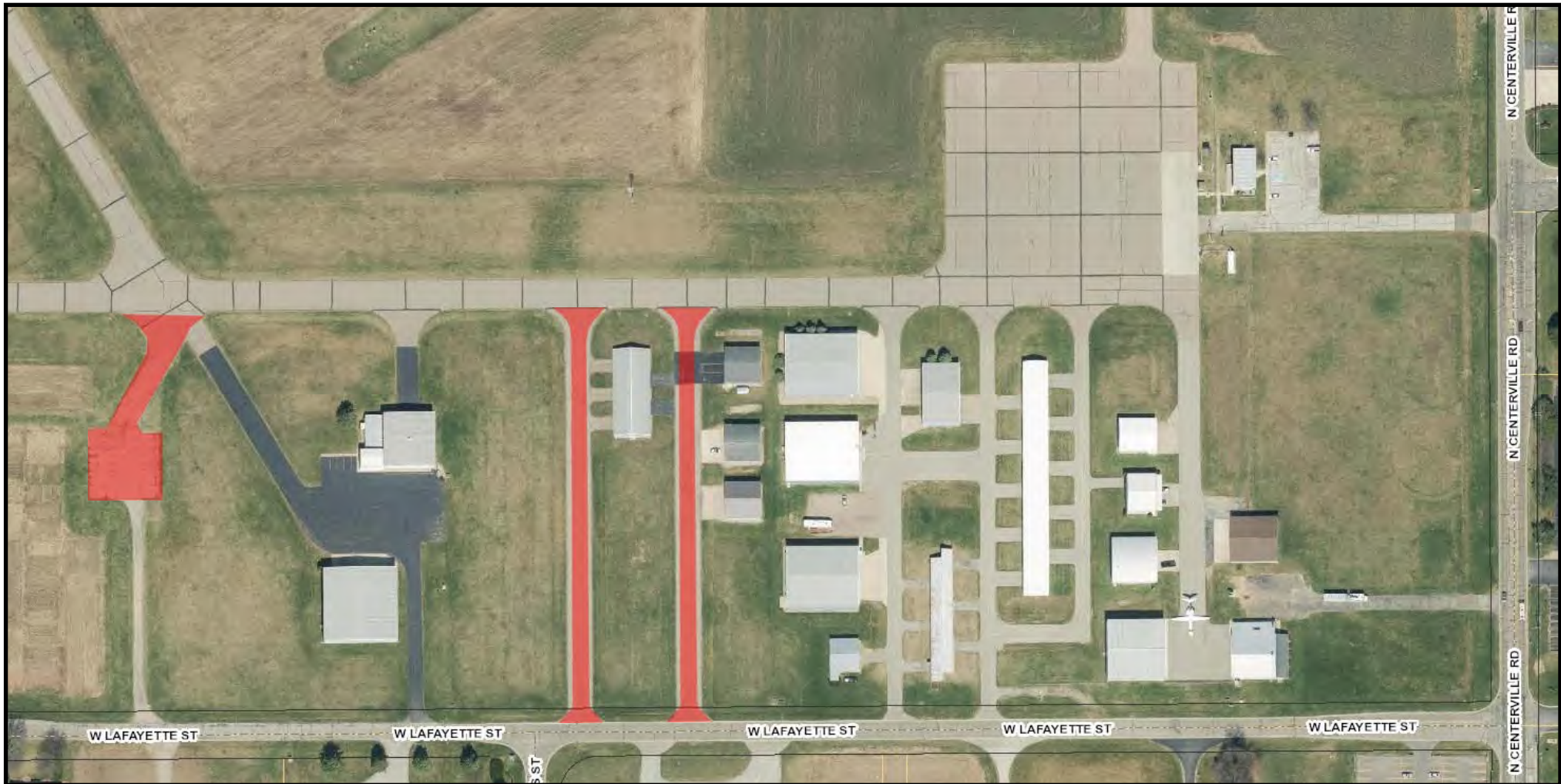
**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10C**





# Taxilane Project Construction Area



Construction Area





June 20, 2024

Mr. Andrew Kuk  
City of Sturgis  
130 North Nottowa  
Sturgis, MI 49091

Subject: Kirsch Municipal Airport  
Sturgis, Michigan  
Federal Project No. TBD  
IRS Reconstruct Taxilanes 5, 6 & 9

Dear M. Kuk:

Attached is the Bid Tab Summary, Recommendation to Award, and Bids pertaining to the subject project. By copy of this letter, we are also notifying Mr. Tom Sikorski and Mr. Zach Bormet of this recommendation.

Please let me know if you require any further information in this regard.

Sincerely,

MEAD & HUNT, Inc.

A handwritten signature in black ink, appearing to read "Sean Thompson".

Sean Thompson, PE, CM  
Project Manager

Enclosures

cc: Mr. Tom Sikorski, City of Sturgis, Recommendation to Award, Bid Tab Summary and Bids  
Mr. Zach Bormet, MDOT Aeronautics, Recommendation to Award, Bid Tab Summary and Bids



**RECOMMENDATION TO AWARD**

**Kirsch Municipal Airport**

Andrew Kuk, City Manager

130 North Nottowa

Sturgis, MI 49091

Prepared by Mead & Hunt, Inc.

**Project Description:** Reconstruct Taxilanes 5, 6 & 9

**Consultant:** Mead & Hunt, Inc.  
2605 Port Lansing Road  
Lansing, MI 48906  
517-321-8334

**Bid Opening:** June 14, 2024  
1:00 PM, local time  
Mead & Hunt Office  
2605 Port Lansing Road  
Lansing, MI 48906

**Engineer's Estimate:**

Base	\$187,130.00
Option 1	\$67,149.33
Option 2	\$93,893.00
Total	\$348,172.33

**Bids Received:** Bids for the subject project were opened and read publicly at the date, time and location noted above by Mead & Hunt, Inc. Bids were received for the project as follows:

**AS CHECKED BIDS:**

Contractor	Base Bid	Option 1	Option 2	TOTAL
Hoffman Bros., Inc.	\$178,409.23	\$56,308.72	\$77,832.58	\$312,550.53
Mead Bros. Excavating, Inc.	\$191,141.20	\$58,875.18	\$85,024.50	\$335,040.88

The lowest responsive bidder was Hoffman Bros., Inc. Funding is available; therefore, it is recommended a contract be awarded to Hoffman Bros., Inc. for base bid, option 1 and option 2. The bids have been reviewed for bid improprieties according to the criteria in FAA Order 5100.38. Notification to the Office of the Inspector General is not expected to be required.

**Recommendation to Award:** It is recommended that a contract for the reconstruction of the taxilanes be awarded to:

Hoffman Bros., Inc.  
8574 Verona Road  
Battle Creek, MI 49014

Sean Thompson

Digitally signed by Sean  
Thompson  
DN: CN=Sean Thompson  
Date: 2024.07.01 18:03:49-04'00'

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Sean Thompson, Project Engineer, PE, CM

BID TABULATIONS



PROJECT:	Reconstruct Taxilanes 5, 6 & 9
LOCATION:	Kirsch Municipal Airport
AIP:	TBD
CITY:	Sturgis, MI
DATE:	6/14/2024 1pm (EDT)
PREPARED BY:	SCT, CLB

WORK DESCRIPTION:	Reconstruction of Taxilanes 5, 6 & 9
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BASE BID				
LINE NO.	ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY
105001	C-105	Mobilization, 10% Maximum of Base Bid	LS	1
105002	C-105	Safety and Security	LS	1
101001	P-101	Sawing Asphalt Pavement	LFT	450
101002	P-101	Relocate Taxiway Edge Reflector	EA	1
102001	P-102	Installation and Removal of Silt Fence	LFT	1000
105003	C-105	Permits	DLR	5000
152001	P-152	Unclassified Excavation	CYD	150
152002	P-152	Undercut Excavation	CYD	20
207001	P-207	Pulverize Asphalt Pavement	SYD	3130
207002	P-207	Fine Grade & Compact In-Place FDR Asphalt Aggregate Base	SYD	2664
207003	P-207	Salvage and Dispose Recycled Asphalt Aggregate Base Course	CYD	250
403001	P-403	Asphalt Surface Course, Gradation 2	TON	500
603001	P-603	Emulsified Asphalt Tack Coat	GAL	170
620001	P-620	Airport Pavement Marking, Solid, Yellow, 1/2 Rate	SFT	900
620002	P-620	Airport Pavment Marking, Solid, Yellow, with Reflective Beads	SFT	900
620004	P-620	Airport Pavement Marking Removal	SFT	200
901001	T-901	Seeding	AC	0.5
905001	T-905	Topsoil (Obtained from Offsite)	CY	110
908001	T-908	Mulching	AC	0.5

Engineer's Opinion of Probable Cost	
UNIT PRICE	ITEM COST
\$32,000.00	\$32,000.00
\$15,000.00	\$15,000.00
\$3.00	\$1,350.00
\$150.00	\$150.00
\$4.00	\$4,000.00
\$1.00	\$5,000.00
\$50.00	\$7,500.00
\$30.00	\$600.00
\$3.00	\$9,390.00
\$2.50	\$6,660.00
\$40.00	\$10,000.00
\$170.00	\$85,000.00
\$4.00	\$680.00
\$2.00	\$1,800.00
\$2.00	\$1,800.00
\$2.00	\$400.00
\$2,500.00	\$1,250.00
\$30.00	\$3,300.00
\$2,500.00	\$1,250.00
TOTAL = \$187,130.00	
Percent of Low Bid: 104.89%	
Percent of Estimate: 100.00%	

Hoffman Bros., Inc. 8574 Verona Road Battle Creek, MI 49014	
UNIT PRICE	ITEM COST
\$17,341.00	\$17,341.00
\$42,676.02	\$42,676.02
\$3.39	\$1,525.50
\$2,093.09	\$2,093.09
\$4.57	\$4,570.00
\$1.00	\$5,000.00
\$43.12	\$6,468.00
\$117.04	\$2,340.80
\$1.85	\$5,790.50
\$2.68	\$7,139.52
\$14.16	\$3,540.00
\$106.50	\$53,250.00
\$8.00	\$1,360.00
\$1.25	\$1,125.00
\$3.50	\$3,150.00
\$3.50	\$700.00
\$3,200.00	\$1,600.00
\$152.18	\$16,739.80
\$4,000.00	\$2,000.00
SUBTOTAL = \$178,409.23	
Percent of Low Bid: 100.00%	
Percent of Estimate: 95.34%	

Mead Bros. Excavating, Inc. PO Box 99 Springport, MI 49284	
UNIT PRICE	ITEM COST
\$19,114.12	\$19,114.12
\$41,035.88	\$41,035.88
\$5.00	\$2,250.00
\$50.00	\$50.00
\$4.00	\$4,000.00
\$1.00	\$5,000.00
\$35.00	\$5,250.00
\$100.00	\$2,000.00
\$1.34	\$4,194.20
\$13.00	\$34,632.00
\$25.00	\$6,250.00
\$106.50	\$53,250.00
\$8.00	\$1,360.00
\$1.25	\$1,125.00
\$3.50	\$3,150.00
\$3.50	\$700.00
\$3,200.00	\$1,600.00
\$38.00	\$4,180.00
\$4,000.00	\$2,000.00
SUBTOTAL \$191,141.20	
Percent of Low Bid: 107.14%	
Percent of Estimate: 102.14%	

Base	\$187,130.00	\$178,409.23	\$191,141.20
Option 1	\$67,149.33	\$56,308.72	\$58,875.18
Option 2	\$93,893.00	\$77,832.58	\$85,024.50
Total	\$348,172.33	\$312,550.53	\$335,040.88

BID TABULATIONS



PROJECT:	Reconstruct Taxilanes 5, 6 & 9
LOCATION:	Kirsch Municipal Airport
AIP:	TBD
CITY:	Sturgis, MI
DATE:	6/14/2024 1pm (EDT)
PREPARED BY:	SCT, CLB

WORK DESCRIPTION:	Reconstruction of Taxilanes 5, 6 & 9
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OPTION 1				
LINE NO.	ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY
102001	P-102	Installation and Removal of Silt Fence	LFT	800
152001	P-152	Unclassified Excavation	CYD	55
152002	P-152	Undercut Excavation	CYD	10
207001	P-207	Pulverize Asphalt Pavement	SYD	1515
207002	P-207	Fine Grade & Compact In-Place FDR Asphalt Aggregate Base	SYD	1123.3333
207003	P-207	Salvage and Dispose Recycled Asphalt Aggregate Base Coat	CYD	177
403001	P-403	Asphalt Surface Course, Gradation 2	TON	250
603001	P-603	Emulsified Asphalt Tack Coat	GAL	79
620001	P-620	Airport Pavement Marking, Solid, Yellow, 1/2 Rate	SFT	200
620002	P-620	Airport Pavment Marking, Solid, Yellow, with Reflective Bead	SFT	200
901001	T-901	Seeding	AC	0.15
905001	T-905	Topsoil (Obtained from Offsite)	CY	70
908001	T-908	Mulching	AC	0.15

Engineer's Opinion of Probable Cost	
UNIT PRICE	ITEM COST
\$4.00	\$3,200.00
\$50.00	\$2,750.00
\$30.00	\$300.00
\$3.00	\$4,545.00
\$2.50	\$2,808.33
\$40.00	\$7,080.00
\$170.00	\$42,500.00
\$4.00	\$316.00
\$2.00	\$400.00
\$2.00	\$400.00
\$2,500.00	\$375.00
\$30.00	\$2,100.00
\$2,500.00	\$375.00
TOTAL = \$67,149.33	
Percent of Low Bid: 119.25%	
Percent of Estimate: 100.00%	

Hoffman Bros., Inc. 8574 Verona Road Battle Creek, MI 49014	
UNIT PRICE	ITEM COST
\$4.57	\$3,656.00
\$43.12	\$2,371.60
\$115.99	\$1,159.90
\$3.04	\$4,605.60
\$2.04	\$2,291.60
\$14.16	\$2,506.32
\$106.50	\$26,625.00
\$8.00	\$632.00
\$1.25	\$250.00
\$3.50	\$700.00
\$3,200.00	\$480.00
\$149.01	\$10,430.70
\$4,000.00	\$600.00
SUBTOTAL = \$56,308.72	
Percent of Low Bid: 100.00%	
Percent of Estimate: 83.86%	

Mead Bros. Excavating, Inc. PO Box 99 Springport, MI 49284	
UNIT PRICE	ITEM COST
\$4.00	\$3,200.00
\$40.00	\$2,200.00
\$100.00	\$1,000.00
\$0.99	\$1,499.85
\$13.00	\$14,603.33
\$25.00	\$4,425.00
\$106.50	\$26,625.00
\$8.00	\$632.00
\$1.25	\$250.00
\$3.50	\$700.00
\$3,200.00	\$480.00
\$38.00	\$2,660.00
\$4,000.00	\$600.00
SUBTOTAL \$58,875.18	
Percent of Low Bid: 104.56%	
Percent of Estimate: 87.68%	

BID TABULATIONS

PROJECT:	Reconstruct Taxilanes 5, 6 & 9
LOCATION:	Kirsch Municipal Airport
AIP:	TBD
CITY:	Sturgis, MI
DATE:	6/14/2024 1pm (EDT)
PREPARED BY:	SCT, CLB



WORK DESCRIPTION:	Reconstruction of Taxilanes 5, 6 & 9
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OPTION 2				
LINE NO.	ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY
101001	P-101	Sawing Asphalt Pavement	LFT	150
102001	P-102	Installation and Removal of Silt Fence	LFT	350
152001	P-152	Unclassified Excavation	CYD	38
152002	P-152	Undercut Excavation	CYD	20
207001	P-207	Pulverize Asphalt Pavement	SYD	1950
207002	P-207	Fine Grade & Compact In-Place FDR Asphalt Aggregate Base	SYD	1734
207003	P-207	Salvage and Dispose Recycled Asphalt Aggregate Base Coat	CYD	276
403001	P-403	Asphalt Surface Course, Gradation 2	TON	350
603001	P-603	Emulsified Asphalt Tack Coat	GAL	117
620001	P-620	Airport Pavement Marking, Solid, Yellow, 1/2 Rate	SFT	1000
620002	P-620	Airport Pavment Marking, Solid, Yellow, with Reflective Bead	SFT	1000
901001	T-901	Seeding	AC	0.15
905001	T-905	Topsoil (Obtained from Offsite)	CY	120
908001	T-908	Mulching	AC	0.15

Engineer's Opinion of Probable Cost	
UNIT PRICE	ITEM COST
\$3.00	\$450.00
\$4.00	\$1,400.00
\$50.00	\$1,900.00
\$30.00	\$600.00
\$3.00	\$5,850.00
\$2.50	\$4,335.00
\$40.00	\$11,040.00
\$170.00	\$59,500.00
\$4.00	\$468.00
\$2.00	\$2,000.00
\$2.00	\$2,000.00
\$2,500.00	\$375.00
\$30.00	\$3,600.00
\$2,500.00	\$375.00
TOTAL = \$93,893.00	
Percent of Low Bid: 120.63%	
Percent of Estimate: 100.00%	

Hoffman Bros., Inc. 8574 Verona Road Battle Creek, MI 49014	
UNIT PRICE	ITEM COST
\$3.39	\$508.50
\$4.57	\$1,599.50
\$43.12	\$1,638.56
\$115.99	\$2,319.80
\$1.23	\$2,398.50
\$2.04	\$3,537.36
\$14.16	\$3,908.16
\$106.50	\$37,275.00
\$8.00	\$936.00
\$1.25	\$1,250.00
\$3.50	\$3,500.00
\$3,200.00	\$480.00
\$149.01	\$17,881.20
\$4,000.00	\$600.00
SUBTOTAL = \$77,832.58	
Percent of Low Bid: 100.00%	
Percent of Estimate: 82.89%	

Mead Bros. Excavating, Inc. PO Box 99 Springport, MI 49284	
UNIT PRICE	ITEM COST
\$5.00	\$750.00
\$4.00	\$1,400.00
\$35.00	\$1,330.00
\$100.00	\$2,000.00
\$0.77	\$1,501.50
\$13.00	\$22,542.00
\$25.00	\$6,900.00
\$106.50	\$37,275.00
\$8.00	\$936.00
\$1.25	\$1,250.00
\$3.50	\$3,500.00
\$3,200.00	\$480.00
\$38.00	\$4,560.00
\$4,000.00	\$600.00
SUBTOTAL \$85,024.50	
Percent of Low Bid: 109.24%	
Percent of Estimate: 90.55%	

**Amendment #1**  
**Between**  
**MEAD & HUNT, INC.**  
**and**  
**CITY OF STURGIS**

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**Construction Administration  
for**

**Reconstruct Taxiways 5, 6 & 9**

**At the  
Kirsch Municipal Airport  
Sturgis, Michigan**

**Mead & Hunt Project No.: 4641700-221728.02**

## **Construction Administration Work Scope**

### **July 18, 2024**

**Project Description** Reconstruct Taxilanes 5, 6 & 9

**Project Anticipated Construction Amount** \$312,550.53

The purpose of this amendment is to establish a scope of services and fee for the construction administration associated with the Reconstruct Taxilanes 5, 6 & 9 project at Kirsch Municipal Airport. This project is anticipated to be full depth reclamation.

The scope of services for this project will be consistent with the plans titled Reconstruct Taxilanes 5, 6 & 9 signed by the CONSULTANT on May 15, 2024.

### **Section I Pre-Construction**

#### **1.0 Pre-Construction Conference**

CONSULTANT shall arrange for and conduct the pre-construction conference. The project manager will establish this meeting to review FAA and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the SPONSOR, MDOT AERO, FAA, contractor, subcontractors, Airport tenants affected by construction, and utility companies. This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction conference.
- Provide the contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Preside at the pre-construction conference, prepare a detailed record of the conference, submit record to the attendees for review and comment, and distribute the final record.

#### **2.0 Initial Construction Layout**

The CONSULTANT will perform initial survey work to establish construction limits, locations of barricades or construction signs, and survey controls.



### 3.0 Prepare Construction Management Plan (CMP)

The project engineer will prepare the Construction Management Plan (CMP). The CMP summarizes project responsibilities of the CONSULTANT and includes the names of the resident project representatives and qualifications. The CMP also outlines the materials testing requirements, as set forth in the construction documents and contained in Federal Advisory Circular 150/5370-10H. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing. A preliminary copy of the CMP will be submitted to the SPONSOR and MDOT AERO/FAA for approval. After review, the CMP may be revised or issued to the contractor for use.

### 4.0 Prepare Project Files

The CONSULTANT will verify that the construction contracts are in order, the contractor has met or made a good-faith effort toward Disadvantaged Business Enterprise (DBE) goals, the contractor has provided proof of insurance and the bonds have been completed, and the contractor has been provided with adequate copies of the construction plans.

The construction plans will be updated to include all addenda items issued during bidding. The quantity sheets, testing sheets, and construction report format will be prepared.

## **SECTION II Construction Management**

### 5.0 Construction Management

The engineer agrees to provide the management engineering services required for the execution of the contracted work. A project manager (PM) will be assigned to the project and will be responsible for the overall administration and review of construction progress, as well as pay requests. The PM will review and provide comment on project compliance issues for quality control testing performed by the Contractor.

The PM will review the project on an ongoing basis and will make site visits semi-monthly to monitor construction activities. These services shall include, but are not limited to, the following:

- Check construction activities to obtain compliance with plans and specifications.
- Provide interpretation of plans and specifications.
- Supervise and coordinate sub-consultant contracts for field inspection and testing.
- Review shop drawings and contractor submitted certificates for compliance with design concepts.
- Review all final pay estimates and explanation of variation between the contract and final quantities.
- Review weekly progress reports.
- Prepare and recommend approval of change orders.
- Meet with the SPONSOR for consultation and advice during construction.
- ~~Assist SPONSOR with the preparation of reimbursement requests from grant projects.~~
- Schedule and send notifications for the final construction inspection, attend the final construction inspection, and make recommendations for acceptance of work.

- Verify that all testing required by the specifications is performed, and review all materials reports prepared in accordance with the Construction Management Plan.
- Update record drawings during the course of construction from redline or working drawings.
- Review periodic payroll reports and monitor contractor's compliance with paying employees, per the Davis-Bacon Act requirements.
- Monitor contractor's compliance with Disadvantaged Business Enterprise program.

### **SECTION III RESIDENT ENGINEERING**

#### **6.0 Resident Engineering**

This task will include resident engineering, construction survey as needed, inspection, and construction administration for the duration of the project. A dedicated resident project representative (RPR) will be assigned to this project, as will inspectors and surveyors. The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. Additionally, the RPR will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, report non-compliance issues to SPONSOR, and record as-built changes.

The RPR shall maintain a construction diary to record the construction history of the project. The diary will be made available to the SPONSOR upon request for review during inspections or visits. The project diary should include, but not be limited to, the following information - weather conditions, job site conditions, work in progress, general location of work, equipment in use, contractors work force and hours worked, delivered materials, tests performed, failed tests (if any) and action taken, instructions to contractors, record of visitors to project and verbal or written instructions given, record of telephone conversations and any verbal instructions received or authorizations granted, engineering field force activity and hours worked, and any delays to construction and the reason for delays. The diary should be in a bound book of good quality that is easy to handle and carry.

Resident Engineering services shall include, but are not limited to, the following:

- Conduct periodic grade/elevation checks against project tolerances
- Check construction activities for compliance with plans and specifications.
- Make necessary acceptance tests in accordance with the cited requirements and standard methods of FAA, ASTM, and AASHTO; record all test results on the appropriate forms; prepare a summary and disposition of all testing and materials inspection; and record all deviating tests. CONSULTANT shall conduct materials inspections and acceptance tests required by the FAA and observe and evaluate all such tests made by the contractor in the field and laboratory as necessary in accordance with plans and specifications. CONSULTANT shall furnish copies of all test reports to the SPONSOR. Monitor contractor's performance of the required quality control tests. The RPR shall immediately bring any non-compliance issues to the attention of the contractor and SPONSOR.

- The RPR shall notify the contractor of any failure of the work or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming materials and will notify the contractor to suspend any work in question, until such issues can be referred to the SPONSOR for a final decision.
- Maintain daily records of the contractor's progress and activities during the course of construction and include progress of all work. These records will document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather conditions, equipment use, labor requirements, safety problems, and required changes.
- Prepare change orders which include a cost estimate, cost/price analysis and record of negotiations. CONSULTANT shall prepare and negotiate all necessary interpretations and clarifications, additions and deletions to change orders, and supplemental agreements as required. CONSULTANT shall submit copies to SPONSOR and MDOT AERO/FAA for approval and signature before proceeding with the work. Any additional design would not be considered in the scope of this task order.
- ~~Evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor. CONSULTANT shall evaluate the contractor's suggestions on drawing or specification modification and report those suggestions to the SPONSOR.~~
- Furnish the SPONSOR and MDOT AERO/FAA with periodic construction progress and inspection reports.
- Check and submit reports on shop drawings and construction submittals; and prepare and maintain necessary records of construction progress.
- Receive from contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, inspection certificates, tests, approvals, etc.
- Prepare and submit periodic estimates, including the final estimate, during the construction project. The CONSULTANT will determine the amount owed to the contractor and shall recommend those payment amounts in writing to the contractor. The CONSULTANT will submit periodic payment recommendations to the SPONSOR for concurrence and MDOT AERO for payment. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the CONSULTANT's best knowledge, information, and belief, the quality of such work is in accordance with the contract documents. The CONSULTANT, as an experienced and qualified professional, will make payment recommendations from information that is gathered during on-site visits, provided by the contractor, reviewed from payment applications and accompanying data and schedules, and/or measured in the field.
- Conduct an inspection to determine if the work is completed and ready for final acceptance. After consultation with the SPONSOR, the CONSULTANT shall furnish the contractor with a list of items that were observed and require completion or correction.
- Inspect the project in order to monitor the contractor's compliance to the project plans and specifications.
- Monitor the contractor's compliance with the Construction Operations and Safety Plan and immediately bring any non-compliance issues to the attention of the contractor.
- Establish and conduct weekly construction progress meetings with the contractor to discuss pertinent construction issues such as schedules, runway and taxiway closures, materials submittals, mix design approvals, secured area access, and the need for traffic control or gate guards.

## SECTION IV POST CONSTRUCTION SERVICES

### 7.0 Final Inspection and Documentation

#### 7.1 Final Inspection

Schedule and conduct a final inspection with the SPONSOR, contractor, and State and MDOT AERO/FAA representatives to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The CONSULTANT will document items found to be deficient and will provide the contractor a listing of those items.

#### 7.2 Final Punch List

Prepare a punch list correspondence to include the deficient items and will forward the correspondence to the contractor. It will state the items in need of correction and will request a schedule for completion. The CONSULTANT will send a copy to the SPONSOR and include a copy in the Grant Closeout Report.

#### 7.3 Final Construction Certifications

Once all of the punch list items have been completed to the satisfaction of the SPONSOR, MDOT AERO, and FAA, prepare a Certification of Construction Acceptance for the project. This certification will also be included in the closeout report.

### 8.0 As-Built Plans, Equipment Manuals, Materials Book

#### 8.1 As-Built Plans

The project team will collaboratively assemble the project as-built plans. The as-built plans will specify field constructed conditions included as part of this project, such as any field surveying required to compute final quantities. Any drawings will become record information.

#### 8.2 Equipment Manuals

~~The project team will collaboratively assemble the equipment operation manuals for the project. The project equipment manuals will be collected and bound into one document for use by the Airport.~~

#### 8.3 Final Report

The project team will collaboratively assemble the final report for the project. The final report will include an accounting for all quality acceptance testing performed as part of this project. This will include a summary of passing tests, as well as failing tests and corrective measures taken to in order to achieve satisfactory results. Other components of the report will include a summarization of the project description, periodic draws on the grant, change orders and amendments, project certifications, documentation of final project acceptance

### ~~9.0 Update Airfield Signage Plan~~

~~The CONSULTANT will update the airfield sign and marking plan to reflect changes made during construction. Copies will be distributed to the SPONSOR and the Airport Certification and Safety Inspector.~~

#### 10.0 Update Airport Layout Plan

The CONSULTANT will update the airport layout plan to reflect changes made during construction. Electronic draft copies of the as-built ALP will be distributed to MDOT AERO/FAA and the SPONSOR for review. Hard copies will be provided upon review and approval of the draft updates.

#### ~~11.0 Update ADIP~~

~~The CONSULTANT shall conduct an as-built survey and submit to the Airport Data and Information Portal (ADIP). The statement of work for AGIS data collection and submittal will be consistent with the requirements for safety critical projects, not including design data. AGIS data elements are included in **Attachment B**. The CONSULTANT shall coordinate data collection and submittal to the FAA ADIP database with the SPONSOR.~~

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Signature Page to Follow**

## Compensation

The CONSULTANT shall be compensated a lump sum amount for the services identified in the scope of services. The amount of compensation for the construction administration shall be Sixty-Seven Thousand One Hundred Thirty-Nine and 39/100 Dollars (\$67,139.39). A detailed breakdown of these costs is included in **Attachment A**. The CONSULTANT shall bill the SPONSOR in accordance with the terms and condition of the original agreement.

All other terms and conditions of the original base agreement shall remain in full force and effect.

This amendment and its conditions along with the conditions and requirements of the original agreement are hereby accepted by both parties as witnessed by these signatures:

WITNESS:

\_\_\_\_\_

**CITY OF STURGIS, MI**

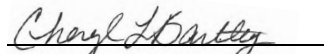
By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS:



Cheryl L. Bartley

**MEAD & HUNT, INC.**

By: 

Name: Robert Leisenring

Title: Vice President

Date: June 20, 2024

## Construction Administration Fee

AIRPORT: Kirsch Municipal Airport  
 LOCATION: Sturgis, MI  
 AIP PROJECT NO.  
 PROJECT DESCRIPTION: Reconstruct Taxiways 5, 6 and 9

PROJECT NUMBER: 4641700-221728.02  
 DATE: 6/7/24  
 REV. NO: 0

### MEAD & HUNT PROJECT COST BY PHASE

	DIRECT LABOR	OVERHEAD 1.8672	FIXED FEE 11%	TOTAL LABOR FEE	EXPENSES	TOTAL
<b>PHASE I PRECONSTRUCTION</b>						
1.0 Pre-Construction Conference	\$898.00	\$1,676.75	\$283.22	\$2,857.97		
2.0 Initial Construction Layout	\$776.00	\$1,448.95	\$244.74	\$2,469.69		
3.0 Prepare Construction Management Plan (CMP)	\$138.00	\$257.67	\$43.52	\$439.19		
4.0 Prepare Project Files	\$139.00	\$259.54	\$43.84	\$442.38		
Total Phase I Expenses					\$324.76	
<b>TOTAL PHASE I PRE CONSTRUCTION</b>	<b>\$1,951.00</b>	<b>\$3,642.91</b>	<b>\$615.32</b>	<b>\$6,209.23</b>	<b>\$324.76</b>	<b>\$6,533.99</b>
<b>PHASE II CONSTRUCTION MANAGEMENT</b>						
5.0 Construction Management	\$3,064.00	\$5,721.10	\$966.36	\$9,751.46		
Total Phase II Expenses					\$290.76	
<b>TOTAL PHASE II CONSTRUCTION MANAGEMENT</b>	<b>\$3,064.00</b>	<b>\$5,721.10</b>	<b>\$966.36</b>	<b>\$9,751.46</b>	<b>\$290.76</b>	<b>\$10,042.22</b>
<b>PHASE III RESIDENT ENGINEERING</b>						
6.0 Resident Engineering	\$9,614.00	\$17,951.26	\$3,032.18	\$30,597.44		
Total Phase III Expenses					\$3,052.98	
<b>TOTAL PHASE III RESIDENT ENGINEERING</b>	<b>\$9,614.00</b>	<b>\$17,951.26</b>	<b>\$3,032.18</b>	<b>\$30,597.44</b>	<b>\$3,052.98</b>	<b>\$33,650.42</b>
<b>PHASE IV POST CONSTRUCTION SERVICES</b>						
7.0 Final Inspection and Documentation	\$815.00	\$1,521.77	\$257.04	\$2,593.81		
8.0 As-Builts, Equipment Manuals, and Materials Book	\$442.00	\$825.30	\$139.40	\$1,406.70		
9.0 Update Airfield Signage Plan (to reflect construction changes)	\$0.00	\$0.00	\$0.00	\$0.00		
10.0 Update Airport Layout Plan (to reflect as-built changes)	\$605.00	\$1,129.66	\$190.81	\$1,925.47		
11.0 Update Airport Data & Information Portal (ADIP)	\$0.00	\$0.00	\$0.00	\$0.00		
Total Phase IV Expenses					\$145.38	
<b>TOTAL PHASE IV POST CONSTRUCTION SERVICES</b>	<b>\$1,862.00</b>	<b>\$3,476.73</b>	<b>\$587.25</b>	<b>\$5,925.98</b>	<b>\$145.38</b>	<b>\$6,071.36</b>
<b>TOTAL MEAD &amp; HUNT FEES</b>	<b>\$16,491.00</b>	<b>\$30,792.00</b>	<b>\$5,201.11</b>	<b>\$52,484.11</b>	<b>\$3,813.88</b>	<b>\$56,297.99</b>

DIRECT SUB CONSULTANTS	Fee
Somat Engineering	\$10,841.40
<b>TOTAL DIRECT SUB CONSULTANTS</b>	<b>\$10,841.40</b>

<b>TOTAL CONSTRUCTION ADMINISTRATION FEE</b>	<b>\$67,139.39</b>
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Item No.	Sr Project Engineer \$79.00	Project Engineer \$64.00	Senior Engineer \$56.00	Engineer 3 \$50.00	Engineer Tech 4 \$47.00	Engineer Tech 2 \$37.00	Engineer Tech I \$28.00	Admin Asst \$39.00	Project Planner \$64.00	Total Hours		Cost Summary
PHASE I - PRE-CONSTRUCTION												
1.0 Pre-Construction Conference												
• Schedule and coordinate meeting and materials	0	1	0	1	0	0	0	0	0	2		\$114.00
• Obtain and review construction schedules	0	0	0	1	0	0	0	0	0	1		\$50.00
• Provide contractor with required submittals	0	0	0	1	0	0	0	0	0	1		\$50.00
• Attend and document pre-construction conference	0	6	0	6	0	0	0	0	0	12		\$684.00
Estimated Total Man-hours	0	7	0	9	0	0	0	0	0	16		
Summary Costs	\$0.00	\$448.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$898.00
2.0 Initial Construction Layout												
Estimated Total Man-hours	0	0	0	8	8	0	0	0	0	16		\$776.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$400.00	\$376.00	\$0.00	\$0.00	\$0.00	\$0.00			\$776.00
3.0 Prepare Construction Management Plan (CMP)												
Estimated Total Man-hours	0	0	0	0.5	0	2	0	1	0	3.5		\$138.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$74.00	\$0.00	\$39.00	\$0.00			\$138.00
4.0 Prepare Project Files												
Estimated Total Man-hours	0	0	0	2	0	0	0	1	0	3		\$139.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$39.00	\$0.00			\$139.00
Expenses											Rate	
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
Mileage	0	196	0	196	0	0	0	0	0	392 Miles	\$0.655	\$256.76
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$130.00	\$0.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
Meals/Trip	0	1	0	2	1	0	0	0	0	4 Trips	\$17.00	\$68.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
											Total Expenses	\$324.76
PHASE I - PRE-CONSTRUCTION TOTAL												\$2,275.76



Item No.	Sr Project Engineer	Project Engineer	Senior Engineer	Engineer 3	Engineer Tech 4	Engineer Tech 2	Engineer Tech I	Admin Asst	Project Planner	Total Hours		Cost Summary
	\$79.00	\$64.00	\$56.00	\$50.00	\$47.00	\$37.00	\$28.00	\$39.00	\$64.00			
PHASE II CONSTRUCTION MANAGEMENT												
5.0	Construction Management											
• Check construction activity for compliance	0	16	0	0	0	0	0	0	0	16		\$1,024.00
• Provide interpretation of plans and specifications	0	2	0	0	0	0	0	0	0	2		\$128.00
• Supervise and coordinate field inspection/testing	0	1	0	0	0	0	0	0	0	1		\$64.00
• Review shop drawings/certificates for compliance	0	2	0	0	0	0	0	0	0	2		\$128.00
• Review all final pay estimates	0	2	0	0	0	0	0	0	0	2		\$128.00
• Review weekly progress reports	0	1	0	0	0	0	0	0	0	1		\$64.00
• Prepare/recommend approval of change orders	0	1	0	0	0	0	0	0	0	1		\$64.00
• Owner consultation and construction advice	0	2	0	0	0	0	0	0	0	2		\$128.00
• Assist Owner with reimbursement requests										0		\$0.00
• Coordinate/document final construction inspection	0	1	0	2	0	0	0	0	0	3		\$164.00
• Verify testing requirements and materials reports	0	1	0	2	0	0	0	0	0	3		\$164.00
• Update record drawings during construction	0	0	0	2	0	0	0	0	0	2		\$100.00
• Review payroll reports and contractor compliance	0	1	0	0	0	0	0	16	0	17		\$688.00
• Monitor contractor compliance with DBE program	0	1	0	0	0	0	0	4	0	5		\$220.00
Estimated Total Man-hours	0	31	0	6	0	0	0	20	0	57		
Summary Costs	\$0.00	\$1,984.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$780.00	\$0.00			\$3,064.00
Expenses										Rate		
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
Mileage	0	392	0	0	0	0	0	0	0	392 Miles	\$0.655	\$256.76
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$130.00	\$0.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
Meals/Trip	0	2	0	0	0	0	0	0	0	2 Trips	\$17.00	\$34.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
										Total Expenses		
										\$290.76		
PHASE II CONSTRUCTION MANAGEMENT TOTAL												\$3,354.76

Item No.	Sr Project Engineer \$79.00	Project Engineer \$64.00	Senior Engineer \$56.00	Engineer 3 \$50.00	Engineer Tech 4 \$47.00	Engineer Tech 2 \$37.00	Engineer Tech I \$28.00	Admin Asst \$39.00	Project Planner \$64.00	Total Hours		Cost Summary
<b>PHASE III - RESIDENT ENGINEERING</b>												
6.0 Resident Engineering												
• Field Inspection	Number of Days	0	0	0	18	0	0	0	0	0		
	Hours per Day	0	0	0	8	0	0	0	0	0		
	Total Hours	0	0	0	144	0	0	0	0	144		\$7,200.00
• Provide surveys, inspect contractor surveys		0	0	0	Included in Field Inspection	16	0	0	0	16		\$752.00
• Check construction activities for compliance		0	0	0		0	0	0	0	0		\$0.00
• Conduct material inspection and acceptance tests		0	0	0		0	0	0	0	0		\$0.00
• Monitor contractor's quality control tests		0	0	0		0	0	0	0	0		\$0.00
• Notify contractor/Owner - nonconforming materials		0	0	0		0	0	0	0	0		\$0.00
• Maintain daily construction progress records		0	0	0		0	0	0	0	0		\$0.00
• Prepare and submit change orders		0	0	0	4	0	0	0	0	4		\$200.00
• Evaluate substitute materials and equipment										0		\$0.00
• Furnish Owner and FAA with inspection reports		0	0	0	1	0	0	0	0	1		\$50.00
• Review contractor drawings and reports		0	0	0	2	0	0	0	0	2		\$100.00
• Acquire and review required contractor submittals		0	0	0	8	0	0	0	8	16		\$712.00
• Prepare and submit periodical and final estimates		0	0	0	4	0	0	0	0	4		\$200.00
• Coordinate, attend, and document final inspection		0	0	0	8	0	0	0	0	8		\$400.00
• Inspect project to monitor for compliance to plans		0	0	0	Included in Field Inspection	0	0	0	0	0		\$0.00
• Monitor Construction Operations and Safety Plan		0	0	0		0	0	0	0	0		\$0.00
• Conduct weekly construction progress meetings		0	0	0		0	0	0	0	0		\$0.00
<b>Estimated Total Man-hours</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>171</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>195</b>		
Summary Costs		\$0.00	\$0.00	\$0.00	\$8,550.00	\$752.00	\$0.00	\$0.00	\$312.00	\$0.00		\$9,614.00
<b>Expenses</b>											<b>Rate</b>	
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
Mileage	0	0	0	0	3724	392	0	0	0	4116 Miles	\$0.655	\$2,695.98
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$130.00	\$0.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
Meals/Trip	0	0	0	0	19	2	0	0	0	21 Trips	\$17.00	\$357.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
<b>Total Expenses</b>												<b>\$3,052.98</b>
<b>PHASE III - RESIDENT ENGINEERING TOTAL</b>												<b>\$12,666.98</b>

Item No.	Sr Project Engineer \$79.00	Project Engineer \$64.00	Senior Engineer \$56.00	Engineer 3 \$50.00	Engineer Tech 4 \$47.00	Engineer Tech 2 \$37.00	Engineer Tech I \$28.00	Admin Asst \$39.00	Project Planner \$64.00	Total Hours		Cost Summary
<b>PHASE IV - POST CONSTRUCTION SERVICES</b>												
<b>7.0 Final Inspection and Documentation</b>												
7.1 Final inspection	0	8	0	0	0	0	0	0	0	8		\$512.00
7.2 Final punch list	0	1	0	2	0	0	0	0	0	3		\$164.00
7.3 Final construction certifications	0	0	0	2	0	0	0	1	0	3		\$139.00
Estimated Total Man-hours	0	9	0	4	0	0	0	1	0	14		
Summary Costs	\$0.00	\$576.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$39.00	\$0.00			\$815.00
<b>8.0 As-Built Plans, Equipment Manuals, Materials Book</b>												
8.1 As-built plans	0	0.5	0	2	0	0	0	0	0	2.5		\$132.00
8.2 Equipment manuals										0		\$0.00
8.3 Final Report	0	0.5	0	4	0	0	0	2	0	6.5		\$310.00
Estimated Total Man-hours	0	1	0	6	0	0	0	2	0	9		
Summary Costs	\$0.00	\$64.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$78.00	\$0.00			\$442.00
<b>9.0 Update Airfield Signage Plan</b>												
Estimated Total Man-hours										0		\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
<b>10.0 Update Airport Layout Plan</b>												
Estimated Total Man-hours	0	0.5	0	0	10	0	0	1	1	12.5		\$605.00
Summary Costs	\$0.00	\$32.00	\$0.00	\$0.00	\$470.00	\$0.00	\$0.00	\$39.00	\$64.00			\$605.00
<b>11.0 Update ADIP</b>												
Estimated Total Man-hours										0		\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
<b>Expenses</b>											<b>Rate</b>	
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
Mileage	0	196	0	0	0	0	0	0	0	196 Miles	\$0.655	\$128.38
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$130.00	\$0.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
Meals/Trip	0	1	0	0	0	0	0	0	0	1 Trips	\$17.00	\$17.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
											<b>Total Expenses</b>	
											<b>\$145.38</b>	
<b>PHASE IV - POST CONSTRUCTION SERVICES TOTAL</b>												<b>\$2,007.38</b>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10D**



July 30, 2024  
24-1578.01

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

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

Dear Chris:

GRP Engineering, Inc. has completed our evaluation of the bids received for the construction of the Industrial & Central Substation AEP Line Relay Upgrade. Of the four (4) contractors invited to submit bids, four (4) bids were received. Newkirk Electric submitted the low bid in the amount of \$144,070.00. A list of total bid prices from all contractors is shown below and a complete bid tabulation is attached.

<u>Contractor</u>	<u>Bid Price</u>	
Newkirk Electric	\$144,070.00	<i>Low Bid</i>
Hydaker	\$445,918.00	
Kent Power	\$145,212.00	
Rauhorn Electric	\$144,786.80	

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

Sincerely,  
**GRP Engineering, Inc.**

Nicholas Winsemius  
Project Engineer

# BID TABULATION


**OWNER:**  
CITY OF STURGIS  
130 N. NOTTAWA STREET  
STURGIS, MI 49091

**INDUSTRIAL & CENTRAL SUBSTATION**  
**AEP 69KV LINE RELAY UPGRADE**

**ENGINEER:**  
GRP ENGINEERING, INC.  
459 BAY STREET  
PETOSKEY, MI 49770

BIDDERS	BID BOND	ADDENDUM #1	ADDENDUM #2	CONTRACTOR BASE BID PRICE	REMARKS
<b>The Hydaker-Wheatlake Company</b> 420 N. Roth Street Reed City, MI 49677	10%	Yes	Yes	\$445,918.00	
<b>Kent Power</b> 90 Spring St Kent City, MI 49330	10%	Yes	Yes	\$145,212.00	
<b>Newkirk Electric, Inc.</b> 1875 Roberts Street Muskegon, MI 49442	10%	Yes	Yes	\$144,070.00	Low Bid
<b>Rauhorn Electric, Inc</b> 14140 33 Mile Rd Bruce Twp., MI 48065	10%	Acknowledged Not Signed	Yes	\$144,786.80	

**GRP Engineering, Inc.**

By:   
Nicholas Winsemius

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10E**







## Boards and Commissions Application

Name: Bennett Conrad Ahrens  
(First) (Middle) (Last)

Address: 111 Arden Park Ave. Sturgis 49091 Email: Bennett.c.ahrens@gmail.com  
(Street) (City) (Zip)

Are you a city resident? Yes Home/Cell Phone: 269-858-6783

Occupation: IT/ Communications Specialist Work Phone: 260-768-4743

Employment: Town of Shipshewana  
(Name of Employer)

345 N Morton St. Shipshewana 46565  
(Street) (City) (Zip)

Please list your qualifications for effective Board membership (Include all City Boards you serve on and any relevant experience/expertise in the area you wish to serve):

I currently work in the public sector and have a growing knowledge of how municipals operate

I have a very strong technical background, have high ethical standards, and a business owner.

Reasons for seeking appointment (Areas of interest, goals, etc.):

I want to be apart of serving my community and helping shape the future of Sturgis.

I don'th have an agenda, I feel I can have fair, and honest input for topics our city faces.

Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission which you listed? no If yes, please explain.

References (Non-family, these may be personal or professional):

Aaron Miller 606 Cherry Street (269)625-4140  
(Name) (Address) (Phone)

Eric Rueppel  269-625-0961  
(Name) (Address) (Phone)

Signature: Bennett Ahrens Date: 08/01/2024

Choose any boards/commissions that you are interested in, numbering them in order of preference, 1 being the most preferred.

- |   |   |
|---|---|
| <input type="checkbox"/> Airport Advisory Board                               | <input type="checkbox"/> LDFA Board of Directors                            |
| <input type="checkbox"/> Board of Review                                      | <input type="checkbox"/> Parks and Cemetery Board                           |
| <input type="checkbox"/> Construction Board of Appeals                        | <input type="checkbox"/> Planning Commission                                |
| <input checked="" type="checkbox"/> DDA Board of Directors                    | <input type="checkbox"/> Sister City Committee                              |
| <input type="checkbox"/> Doyle and Recreation Advisory Board                  | <input checked="" type="checkbox"/> Sturges-Young Center for the Arts Board |
| <input type="checkbox"/> EDC & BRA Board of Directors                         | <input type="checkbox"/> Sturgis Building Authority                         |
| <input checked="" type="checkbox"/> Elected Officials Compensation Commission | <input type="checkbox"/> Sturgis District Library Board                     |
| <input type="checkbox"/> Election Commission                                  | <input type="checkbox"/> Sturgis Housing Commission                         |
| <input type="checkbox"/> Employee's Retirement System                         | <input checked="" type="checkbox"/> Zoning Board of Appeals                 |
| <input type="checkbox"/> Health Facilities & Hospital Finance Authority       |   |

Please contact the City Clerk or refer to the Boards and Commissions Handbook on the City's website for more information.

Applications will be kept for one year. Return to: City Clerk's Office, 130 N. Nottawa St, Sturgis, MI 49091 or [krhodes@sturgismi.gov](mailto:krhodes@sturgismi.gov)





## Boards and Commissions Application

Name: ROGER L. RINGERBERG  
 (First) (Middle) (Last)

Address: 910 CORNELIUS STURGIS 49091 Email: \_\_\_\_\_  
 (Street) (City) (Zip)

Are you a city resident? YES Home/Cell Phone: 269 625 8490

Occupation: RETIRED Work Phone: \_\_\_\_\_

Employment: NA \_\_\_\_\_  
 (Name of Employer)

\_\_\_\_\_  
 (Street) (City) (Zip)

Please list your qualifications for effective Board membership (Include all City Boards you serve on and any relevant experience/expertise in the area you wish to serve):

VICE CHAIRMAN MAPLE TOWERS BOARD  
RETIRED HEALTHCARE ADMINISTRATOR

Reasons for seeking appointment (Areas of interest, goals, etc.):

ASKED TO CONSIDER BEING ON ZONING BOARD

Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission which you listed? NO If yes, please explain.

References (Non-family, these may be personal or professional):

RIK MAYLER 269-625-5596  
 (Name) (Address) (Phone)

TOM CARRY 269-257-0506  
 (Name) (Address) (Phone)

Signature: Roger L. Ringerberg Date: 8-8-2024

Choose any boards/commissions that you are interested in, numbering them in order of preference, 1 being the most preferred.

- |   |  |
|---|--|
| <input type="checkbox"/> Airport Advisory Board                         | <input type="checkbox"/> LDFA Board of Directors                 |
| <input type="checkbox"/> Board of Review                                | <input type="checkbox"/> Parks and Cemetery Board                |
| <input type="checkbox"/> Construction Board of Appeals                  | <input type="checkbox"/> Planning Commission                     |
| <input type="checkbox"/> DDA Board of Directors                         | <input type="checkbox"/> Sister City Committee                   |
| <input type="checkbox"/> Doyle and Recreation Advisory Board            | <input type="checkbox"/> Sturges-Young Center for the Arts Board |
| <input type="checkbox"/> EDC & BRA Board of Directors                   | <input type="checkbox"/> Sturgis Building Authority              |
| <input type="checkbox"/> Elected Officials Compensation Commission      | <input type="checkbox"/> Sturgis District Library Board          |
| <input type="checkbox"/> Election Commission                            | <input type="checkbox"/> Sturgis Housing Commission              |
| <input type="checkbox"/> Employee's Retirement System                   | <input checked="" type="checkbox"/> Zoning Board of Appeals      |
| <input type="checkbox"/> Health Facilities & Hospital Finance Authority |  |

Please contact the City Clerk or refer to the Boards and Commissions Handbook on the City's website for more information.

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## Boards and Commissions Application

Name: Samantha (First) Marie (Middle) Worthington (Last)

Address: 200 Michigan Ave (Street) Sturgis (City) 49091 (Zip) Email: \_\_\_\_\_

Are you a city resident? yes Home/Cell Phone: 812-664-2532

Occupation: quality engineer Work Phone: \_\_\_\_\_

Employment: Abbott (Name of Employer)

901 N Centerville st (Street) Sturgis (City) 49091 (Zip)

Please list your qualifications for effective Board membership (Include all City Boards you serve on and any relevant experience/expertise in the area you wish to serve):

Administrative assistant for Wauwag Town Hall - directed board meetings/agendas/minutes/etc.

Masters in Business Administration

Reasons for seeking appointment (Areas of interest, goals, etc.):

Personal development & community involvement

Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission which you listed? No If yes, please explain.

References (Non-family, these may be personal or professional):

Basil Heintzman (Name) 42480 Green Valley Dr Clinton Twp, MI (Address) 812-384-7410 (Phone)

Kim Garcia (Name) 7881 S Old SR 37 Bloomington, IN (Address) 812-606-8971 (Phone)

Signature: Samantha Worthington Date: 7-17-24

Choose any boards/commissions that you are interested in, numbering them in order of preference, 1 being the most preferred.

- |   |  |
|---|--|
| <input type="checkbox"/> Airport Advisory Board                         | <input type="checkbox"/> LDFA Board of Directors                 |
| <input type="checkbox"/> Board of Review                                | <input type="checkbox"/> Parks and Cemetery Board                |
| <input type="checkbox"/> Construction Board of Appeals                  | <input checked="" type="checkbox"/> 2 Planning Commission        |
| <input type="checkbox"/> DDA Board of Directors                         | <input type="checkbox"/> Sister City Committee                   |
| <input type="checkbox"/> Doyle and Recreation Advisory Board            | <input type="checkbox"/> Sturges-Young Center for the Arts Board |
| <input type="checkbox"/> EDC & BRA Board of Directors                   | <input type="checkbox"/> Sturgis Building Authority              |
| <input type="checkbox"/> Elected Officials Compensation Commission      | <input type="checkbox"/> Sturgis District Library Board          |
| <input type="checkbox"/> Election Commission                            | <input type="checkbox"/> Sturgis Housing Commission              |
| <input type="checkbox"/> Employee's Retirement System                   | <input checked="" type="checkbox"/> 1 Zoning Board of Appeals    |
| <input type="checkbox"/> Health Facilities & Hospital Finance Authority |  |

Please contact the City Clerk or refer to the Boards and Commissions Handbook on the City's website for more information.

Applications will be kept for one year. Return to: City Clerk's Office, 130 N. Nottawa St, Sturgis, MI 49091 or [krhodes@sturgismi.gov](mailto:krhodes@sturgismi.gov)





# Boards and Commissions Application

8-28-24

Name: Judy (First) Kay (Middle) Beers (Weaver) (Last)

Address: 128 (Street) S. Nottawa St. (City) Sturgis 49091 (Zip) Email: jkbeersy48@gmail.com

Are you a city resident? yes

Home/Cell Phone: 269-221-8517

Occupation: Retired

Work Phone: N/A

Employment: \_\_\_\_\_  
(Name of Employer)

Please list your qualifications for effective Board membership (Include all City Boards you serve on and any relevant experience/expertise in the area you wish to serve):

no experience, I don't have a payee so I pay all my bills monthly + clean my Opt. + grandson's

Reasons for seeking appointment (Areas of interest, goals, etc.):

for residents to talk to me if they wish for any issues

Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission which you listed? NO If yes, please explain.

References (Non-family, these may be personal or professional):

Delana Farr (Name) 1189 N. Nottawa St (Address) Sturgis (City) 269 503 1673 (Phone) invite C+D

(Name) (Address) (Phone)

Signature: Judy Kay Beers

Date: 8-8-24

Choose any boards/commissions that you are interested in, numbering them in order of preference, 1 being the most preferred.

- |   |  |
|---|--|
| <input type="checkbox"/> Airport Advisory Board                         | <input type="checkbox"/> LDFA Board of Directors                 |
| <input type="checkbox"/> Board of Review                                | <input type="checkbox"/> Parks and Cemetery Board                |
| <input type="checkbox"/> Construction Board of Appeals                  | <input type="checkbox"/> Planning Commission                     |
| <input type="checkbox"/> DDA Board of Directors                         | <input type="checkbox"/> Sister City Committee                   |
| <input type="checkbox"/> Doyle and Recreation Advisory Board            | <input type="checkbox"/> Sturges-Young Center for the Arts Board |
| <input type="checkbox"/> EDC & BRA Board of Directors                   | <input type="checkbox"/> Sturgis Building Authority              |
| <input type="checkbox"/> Elected Officials Compensation Commission      | <input type="checkbox"/> Sturgis District Library Board          |
| <input type="checkbox"/> Election Commission                            | <input checked="" type="checkbox"/> Sturgis Housing Commission   |
| <input type="checkbox"/> Employee's Retirement System                   | <input type="checkbox"/> Zoning Board of Appeals                 |
| <input type="checkbox"/> Health Facilities & Hospital Finance Authority |  |

Please contact the City Clerk or refer to the Boards and Commissions Handbook on the City's website for more information.

Applications will be kept for one year. Return to: City Clerk's Office, 130 N. Nottawa St, Sturgis, MI 49091 or [krhodes@sturgismi.gov](mailto:krhodes@sturgismi.gov)





## Boards and Commissions Application

Name: ANNE (First) L (Middle) BENTLEY (Last)

Address: 1285 (Street) Nottawa (City) 517 49091 (Zip) Email: ANNE@KIM1950@24hr.com

Are you a city resident? \_\_\_\_\_

Home/Cell Phone: 517-358-8021

Occupation: Retired

Work Phone: 517-358-8021

Employment: \_\_\_\_\_  
(Name of Employer)

\_\_\_\_\_  
(Street) (City) (Zip)

Please list your qualifications for effective Board membership (Include all City Boards you serve on and any relevant experience/expertise in the area you wish to serve):

In charge of Food Pantry. Hired help, phoning people to help when needed, arrange dates for specific items - like bread pantry, d.d

Reasons for seeking appointment (Areas of interest, goals, etc.): The ordering

Am a good organizer

Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission which you listed? NO If yes, please explain.

References (Non-family, these may be personal or professional):

(Name) (Address) (Phone)

(Name) (Address) (Phone)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Choose any boards/commissions that you are interested in, numbering them in order of preference, 1 being the most preferred.

- |   |  |
|---|--|
| <input type="checkbox"/> Airport Advisory Board                         | <input type="checkbox"/> LDFA Board of Directors                 |
| <input type="checkbox"/> Board of Review                                | <input type="checkbox"/> Parks and Cemetery Board                |
| <input type="checkbox"/> Construction Board of Appeals                  | <input type="checkbox"/> Planning Commission                     |
| <input type="checkbox"/> DDA Board of Directors                         | <input type="checkbox"/> Sister City Committee                   |
| <input type="checkbox"/> Doyle and Recreation Advisory Board            | <input type="checkbox"/> Sturges-Young Center for the Arts Board |
| <input type="checkbox"/> EDC & BRA Board of Directors                   | <input type="checkbox"/> Sturgis Building Authority              |
| <input type="checkbox"/> Elected Officials Compensation Commission      | <input type="checkbox"/> Sturgis District Library Board          |
| <input type="checkbox"/> Election Commission                            | <input checked="" type="checkbox"/> Sturgis Housing Commission   |
| <input type="checkbox"/> Employee's Retirement System                   | <input type="checkbox"/> Zoning Board of Appeals                 |
| <input type="checkbox"/> Health Facilities & Hospital Finance Authority |  |

Please contact the City Clerk or refer to the Boards and Commissions Handbook on the City's website for more information.

Applications will be kept for one year. Return to: City Clerk's Office, 130 N. Nottawa St, Sturgis, MI 49091 or [krhodes@sturgis@sturgismi.gov](mailto:krhodes@sturgis@sturgismi.gov)





## Boards and Commissions Application

Name: Marian Edith Labo  
(First) (Middle) (Last)

Address: 128 S. Nottawa St Sturgis 49091 Email: merstie47@live.com  
(Street) (City) (Zip)

Are you a city resident? yes Home/Cell Phone: 269-503-9447

Occupation: Maintenance Work Phone: \_\_\_\_\_

Employment: Sturgis Housing (Maple towers)  
(Name of Employer)

128 S. Nottawa St Sturgis 49091  
(Street) (City) (Zip)

Please list your qualifications for effective Board membership (Include all City Boards you serve on and any relevant experience/expertise in the area you wish to serve):

I am vice president of the Resident Council  
at Maple towers / Food Pantry I run it

Reasons for seeking appointment (Areas of interest, goals, etc.):

I am currently having dinners, Bake sales  
Bingo for residents. my goal is to get everyone

Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission which you listed? No If yes, please explain.

Involved

References (Non-family, these may be personal or professional):

Judy Beers 128 S. Nottawa St APT 409 269-221-8517  
(Name) (Address) (Phone)

Russell Williams 414 Merrill St Calumet City, IL 708-769-3730  
(Name) (Address) (Phone)

Signature: Marian Labo Date: 8-8-24

Choose any boards/commissions that you are interested in, numbering them in order of preference, 1 being the most preferred.

- ☐ Airport Advisory Board
- ☐ Board of Review
- ☐ Construction Board of Appeals
- ☐ DDA Board of Directors
- ☐ Doyle and Recreation Advisory Board
- ☐ EDC & BRA Board of Directors
- ☐ Elected Officials Compensation Commission
- ☐ Election Commission
- ☐ Employee's Retirement System
- ☐ Health Facilities & Hospital Finance Authority

- ☐ LDFA Board of Directors
- ☐ Parks and Cemetery Board
- ☐ Planning Commission
- ☐ Sister City Committee
- ☐ Sturges-Young Center for the Arts Board
- ☐ Sturgis Building Authority
- ☐ Sturgis District Library Board
- ☒ Sturgis Housing Commission
- ☐ Zoning Board of Appeals

Reading  
Learn

Please contact the City Clerk or refer to the Boards and Commissions Handbook on the City's website for more information.

Applications will be kept for one year. Return to: City Clerk's Office, 130 N. Nottawa St, Sturgis, MI 49091 or [krhodes@sturgis@sturgismi.gov](mailto:krhodes@sturgis@sturgismi.gov)

## Resident Board Commissioner Recommendation

08/08/2024

To whom it may concern,

It is my recommendation for Anne Bentley to be appointed the new Resident Board Commissioner. Anne was active at the last housing commission she resided in. Anne is very personable, and I believe would be an asset to the Sturgis Housing Commission Board.

Sincerely,

A handwritten signature in black ink that reads "Nikki Barringer". The signature is written in a cursive, flowing style.

Nikki Barringer

Deputy Director