



AGENDA
CITY COMMISSION MEETING
WEDNESDAY, OCTOBER 9, 2024
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM

REGULAR MEETING 6:00 P.M.

1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. ROLL CALL
5. PROCLAMATIONS / PRESENTATIONS
 - A. Eastwood School Traffic Improvements – Ray Sterling, Sturgis Public Schools Director of Finance
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 September 25, 2024 regular meeting as presented.
 - B. Pay Bills
 - **AUTHORIZE** the payment of the City bills in the amount of \$1,561,623.64 as presented.
 - C. Downtown Lighting Ceremony
 - **APPROVE** the closure of four parking spaces for the DDA Lighting Ceremony on October 22nd at 4:00 pm to 6:30 pm.
9. UNFINISHED BUSINESS - None
10. NEW BUSINESS
 - A. Public Services Equipment Purchase – Thomas Sikorski
 - B. WWTP Task Order #17 – Brandon Schrader
 - C. Primary Clarifier #2 Design Engineering - MSAA #1 – Brandon Schrader
 - D. Blower Building MCC Replacement - MSAA #2 – Brandon Schrader
 - E. FY 2024-2025 EFM Vehicle Leases – Holly Keyser
 - F. Downtown Parking Lots – Andrew Kuk
 - G. City Manager Questions for Evaluation – Mayor Perez
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

Manager's Report

OCTOBER 9, 2024



Submitted by:

A handwritten signature in black ink, appearing to read "Andrew Kuk", is written over a light blue horizontal line.

Andrew Kuk
City Manager

5. Presentation

A. Eastwood School Site Renovations

Ray Sterling, Sturgis Public Schools Director of Finance

Ray Sterling, Sturgis Public Schools Director of Finance, will provide information regarding proposed site improvements for Eastwood School on S. Franks Avenue. The proposed improvements include a new parking lot at the west end of the property, altered parking lot configurations for the lot at the east of the building off of S. Franks, as well as the parking lot east of the high school football stadium. Concept site plans are included in your packet.

Sturgis Public Schools has presented this information to City staff for feedback and wanted to also present the information to the City Commission. The major impact to the City of the changes will come from a new road access onto the site off of Myrtle Ave. Currently the only access to Eastwood from this area is a pedestrian walking path.

Information Included in Packet:

1. Proposed Eastwood Site Plan

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for October 9, 2024 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the September 25, 2024 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$1,561,623.64 as presented.

8C. Downtown Lighting Ceremony

The Sturgis Downtown Development Authority will be holding a lighting ceremony for the downtown lighting project on Tuesday, October 22nd at 6:00 pm. They are requesting the closure of four parking spaces on US-12 closest to Wings Etc. for the event, including the use of cones from the City. Closure of the spaces is recommended to start at 4:00 pm. Donors as well as the DDA and City Commission will be invited to come watch the lighting ceremony.

Consent Agenda Motion:

APPROVE the closure of four parking spaces for the DDA Lighting Ceremony on October 22nd at 4:00 pm to 6:30 pm.

10. New Business

A. Public Services Equipment Purchase

Staff: Thomas Sikorski

Included in the FY 2024-2025 Motor Vehicle Purchases budget was a mini excavator for the Department of Public Services (DPS). This excavator is a replacement for a current unit used to do a variety of tasks, but primarily water service work; with greater responsibilities on DPS for the replacement of lead service lines now and over the next ten years, this equipment will be critical.

Currently the DPS has a backhoe and a mini excavator for this type of work. However, the mini excavator is undersized for work staff is tasked to complete, and the backhoe creates a larger work area with low maneuverability creating site logistical issues and greater material costs. The current John Deere 27ZTS mini excavator (631-04) was purchased from Byrant Excavating in January 2014 by the Electric Department. In 2021, the Electric Department purchased a new Bobcat E35 mini excavator, and DPS inherited the John Deere.

With the replacement unit, staff are looking to purchase an appropriately sized excavator which will require fewer pieces of equipment on site and increase workflow, production, maneuverability, and safety while also minimizing the size of the work area. The proposed unit would also have the ability to move 360 degrees without having to relocate, further saving time and energy while reducing risk on jobsites.

This summer, staff demoed three different mini excavators while replacing water service lines on N. Clay Street and preparing for utility improvements on Main Street. This project gave staff the opportunity to evaluate jobsites for efficiency, proficiency, and overall site security and safety.

Following demo, proposals were received from Michigan CAT for a Caterpillar 308 in the amount of \$149,379.00 and a trade-in value of (\$13,500.00) for unit 631-04. AIS Construction Equipment provided a proposal for a John Deere 85P

(\$157,844.00) and Komatsu PC88 (\$149,163.00); however, they would not take 631-04 on trade-in.

Based on demo work with the unit and proposal pricing, staff recommends the purchase of the 2024 Caterpillar Model 308 ARQWZ1 mini excavator from Michigan CAT. Staff has been working with Michigan CAT and is currently renting this unit from them. This excavator has been used on the Nottawa Street water valve replacement project and recently on other waterworks projects for the past month. As quoted by Michigan CAT, if the City purchases this unit, the rental fee of \$4,910.00 is included in the purchase price of \$149,379.00.

As stated above, this equipment is scheduled for purchase in FY 2024-2025 with an approved budget amount of \$149,380.00. Michigan CAT has a Sourcewell contract with Caterpillar. They provided a trade-in amount for the current John Deere 27ZTS of \$13,500.00. After reviewing the current auctions and trade magazines, staff has identified this is a fair trade-in value. With the trade-in, the net cost would be \$135,879.00.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY purchase of a 2024 Caterpillar Model 308 ARQWZ1 mini excavator from MacAllister CAT in the amount of one hundred forty-nine three hundred and seventy-nine dollars (\$149,379.00) and APPROVE/DENY the trade-in of the John Deere 27ZTS (Unit 631-04) in the amount of thirteen thousand five hundred dollars (\$13,500.00) as presented.

Staff Recommendation:

APPROVE and APPROVE

Information Included in Packet:

1. Proposal from Michigan CAT

10. New Business

B. WWTP Task Order #17

Staff: Brandon Schrader

Identified in the Wastewater Treatment Plant Asset Management Plan, the two trickling filters at the treatment plant are due for upgrade. Trickling filter #1 was installed in 1964 during a plant expansion and trickling filter #2 was added in 1984 during another plant upgrade.

The trickling filters are a key process in removing compatible pollutants within the waste stream. Both filters are 100' in diameter and use a bed of media (rock) to remove organic matter from the wastewater. The trickling filter has one hydraulically driven distributor that disperses wastewater over the media. As the wastewater trickles over the media, a biofilm is produced from the growth of micro-organisms. The micro-organisms within the media then use the nutrients in the wastewater to grow and remove organic matter, such as oxygen-demanding substances.

One of the main duties of the trickling filters process is reducing Biochemical Oxygen Demand (BOD). BOD is a measurement of how much oxygen is required to break down organic matter in a body of water. BOD is commonly used to measure the level of organic pollution within the water. Based on plant design there is only so much BOD loading it can handle. This available loading is calculated and enforced by permitting from EGLE; once calculated, the City accounts for BOD loading from residential users and most critically, the various industries throughout the City to ensure we remain in compliance.

Included in your packet, Task Order #17 from Fleis and VandenBrink Engineering includes work to perform a study outlining proposed options to increase plant loading capacity for BOD. This increased capacity will benefit the City as it provides for greater ability to treat BOD and accommodate new and expanding industrial customers.

The second part of Task Order #17 is to perform a study analyzing options for the treatment plant's Residual Management Program. Currently residual deposits (sludge) are settled throughout plant processes and commingled in the primary clarifiers to again settle and be pumped into the anerobic digester. These deposits are then broken down reducing the volatile organic compounds of the sludge. Once digestion is complete, the solids are transferred to a 1.5-million-gallon storage tank.

Annually these solids (Biosolids) are land applied to agricultural farm ground to help build nutrient levels in the soil, offsetting needs for commercial fertilizers. This land application process is free to the landowner as they are helping the City remove the biosolids from the facility thus allowing the accumulation process to start again. The wastewater treatment plant applies roughly 1 million gallons of biosolids annually. Due to increased popularity of specialty crops in the surrounding area, land application of biosolids has become more difficult through the years. State regulations restrict land use after application of biosolids deterring landowners from participation. The proposed study will outline options for a sustainable Residual Management Program moving forward.

The total cost for Task Order #17 is \$86,100.00. The FY 2024-2025 capital budget includes \$100,000.00 for Alternative BIOSOLIDS Strategy; this line item will cover the cost of the work proposed in Task Order #17.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY Task Order #17 with Fleis and VandenBrink for BOD capacity upgrades and Residual Management Program alternatives in the amount of eighty-six thousand one hundred dollars (\$86,100.00) as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. Task Order #17

10. New Business

C. Primary Clarifier #2 Design Engineering - MSAA #1

Staff: Brandon Schrader

Primary Clarifier #2 at the Wastewater Treatment Plant (WWTP) was installed in 1927 and is the oldest clarifier at the plant, still in service today. Primary Clarifier #2 is unique due to the square design, rather than the more standard circle configuration. The mechanism for this clarifier was upgraded in 1964 during a plant expansion project and is due for replacement in FY 2025-2026. The drive mechanism operates continuously, only being stopped for routine maintenance and an annual general service inspection of the clarifier.

Master Service Agreement Amendment (MSAA) No. 1 from Fleis & Vandenbrink is for the design stages of the replacement project; a copy is included in your packet. The MSAA is for \$34,400.00. The FY 2024-2025 capital budget includes \$30,000.00 for engineering design work associated with rebuilding clarifier #2; the remaining overage of \$4,400.00 will be absorbed by the Wastewater Fund. The clarifier mechanism replacement project is the second of primaries to undergo rehabilitation, with primary clarifier #1 scheduled for rebuild in FY 2024-2025.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Master Service Agreement Amendment No. 1 from Fleis & VandenBrink for design engineering for WWTP Primary Clarifier No. 2 Mechanism Replacement in the amount of thirty-four thousand four hundred dollars (\$34,400.00) as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. MSA Amendment #1

10. New Business

D. Blower Building MCC Replacement - MSAA #2

Staff: Brandon Schrader

Following the Wastewater Treatment Plant (WWTP) Asset Management Plan (AMP), the blower building motor control center (MCC) is due for replacement in FY 2024-2025. The blower building was installed in 1987 during plant upgrades, and this building houses three rotary lobe positive displacement blowers used to supply air to the aeration contact basin. The process requires forced air for two reasons; first to provide mixing and second to provide oxygen to the organisms performing treatment within the aeration basin.

The wastewater treatment plant has undergone two previous MCC upgrade projects in the past five years; the chemical control building in 2020 and the control/digester building in 2024. Replacing the aged MCC is vital to the reliability and efficiency of power distribution to critical pieces of equipment.

Master Service Agreement Amendment (MSAA) #2 from Fleis & Vandenbrink outlines and develops the design and bidding documents necessary for this replacement project. The MSAA is included in your packet and is for \$30,700.00. The FY 2024-2025 capital budget includes \$90,000.00 for the MCC upgrade project.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Master Service Agreement Amendment #2 from Fleis & Vandenbrink for WWTP Blower Building MCC Replacement design engineering in the amount of thirty thousand, seven hundred dollars (\$30,700.00) as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. MSA Amendment #2

10. New Business

E. FY 2024-2025 EFM Vehicle Leases

Staff: Holly Keyser

As part of the City's partnership with Enterprise Fleet Management (EFM) many of the vehicles included for lease in the FY 2024-2025 budget are ready to finalize. In total there are fifteen vehicles entering the EFM program this year. By taking advantage of incentives and timing, the prices quoted are less than the original estimates included in the budget. The updated list is included in the packet.

The EMF program is designed to reduce overall fleet costs over time using efficient life cycle management and maximizing resale value. To lock in the prices and get these vehicles into production, EFM is recommending the City finalize leases for twelve of the fifteen proposed vehicles at this time; these vehicles are highlighted in green on the updated list. The remaining vehicles will be quoted later this month when the ordering window opens and will be brought back to the Commission.

The FY 2024-2025 Motor Vehicle budget identified a total vehicle lease cost (net of resale) of \$91,671.00; the budget line item included \$100,000.00. Based on the most recent estimate, the total (net of resale) lease cost is projected to be \$76,225.89. The total lease cost for the twelve vehicles up for approval is \$113,669.09, less \$100,719.00 in projected resale value for a net of resale cost of \$12,950.09.

After all orders are placed this year, the City will have 54 in the program; 19 under leases and 36 client owned. Each year the vehicles will be evaluated as part of the budget process to minimize fleet costs through effective fleet management.

Daniel Brown from Enterprise Fleet Management will be available to answer questions virtually.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the replacement of twelve vehicles via lease and disposal with Enterprise Fleet Management in a net amount not-to-exceed fifteen thousand dollars (\$15,000.00) as presented.

Staff Recommendation:

APPROVE

Included in your packet:

1. EFM FY 2024-2025 Vehicle Lease List

10. New Business

F. Downtown Parking Lots

Staff: Andrew Kuk

At the August 28th Commission work session, staff discussed potential changes to the Downtown Parking Policy and associated parking map. These changes included accounting for new parking spaces being created downtown and adjusting the number and location of overnight parking spaces and other categories of parking within all downtown parking lots.

Following the work session, staff presented the proposed information to the Downtown Development Authority at their September meeting and held an open house for downtown businesses and building owners on September 19th in order to receive feedback on the proposed maps and considerations.

Included in your packet is proposed changes to the Downtown Parking Policy and Parking Maps, as well as City Code of Ordinance Section 58-6, subsections (h)-(k) pertaining to downtown parking.

Changes to the parking map from the proposals presented at the August work session are minimal. Feedback from the DDA and open house indicated a desire for more 15-minute parking in parking lot 6. Staff has accommodated this by recommending five additional 15-minute parking spaces in this lot; we are recommending that these additional spaces be only in effect between the hours of 6:00 am and 5:00 pm. Outside of these hours they would be treated as open parking.

Changes to the Downtown Parking Policy include adding provision for 15-Minute parking and changing how overnight parking works. As discussed at the Commission work session, currently overnight parking is seasonal, with use of overnight spaces only required from November to March. Staff is proposing that use of these spaces be required year-around and the draft changes reflect this recommendation.

Changes to the Code of Ordinances Section 58-6 reflect the changes to the policy, changing overnight parking and adding the provision for 15-Minute Parking spaces. In addition, the proposed amendments clean up language related to penalties for violation of the parking rules, including clarifying that vehicles may (not will or must) be towed for violations of the rules.

Staff is recommending that the Commission hold a first reading of the proposed changes to Section 58-6 at this meeting, with final approval of the ordinance changes as well as the policy and map to be approved at the October 23rd meeting.

Proposed Motion:

Move that the Sturgis City Commission CONSIDER/NOT CONSIDER this the first reading of an amendment to the City Code of Ordinances, Chapter 58, Section 58-6 pertaining to downtown parking.

Staff Recommendation:

CONSIDER

Information Included in Packet:

1. Draft Downtown Parking Policy Changes
2. Draft Downtown Parking Map Changes
3. Amendments to Section 58-6

10. New Business

G. City Manager Questions for Evaluation

Staff: Mayor Perez

Mayor Perez will provide and review proposed questions for my upcoming review.

Noteworthy Meetings / Events

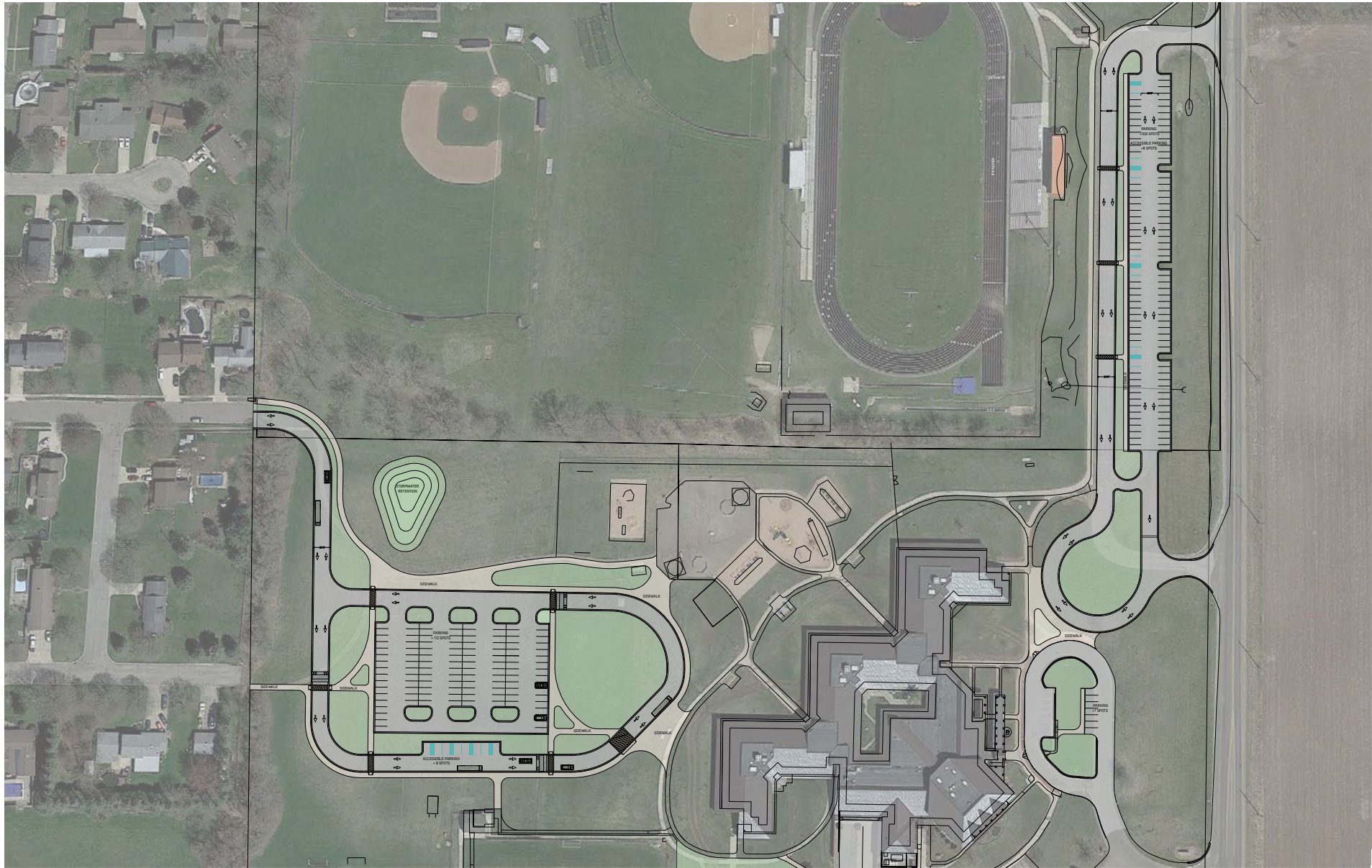
- Chamber of Commerce Board/Strategic Planning Meeting | September 23rd
- SABEA Meeting | September 30th
- DDA Promotion Committee Meeting | September 30th
- SIA/EDC Meeting | October 1st
- DDA Meeting | October 2nd
- SACF Annual Meeting | October 3rd

Upcoming Events

- Last Brush Pick Up for 2024 Begins (1 pass through City) | October 7th
- Blind Island Brewery Business After Hours | 5pm-7pm | October 7th
- Josh Gracin Concert | SYCA | 7pm | October 17th
- City Resident Community Clean-up Day | DPS | 8am-12pm | October 19th
- Thurston Woods Run for the Residents | 9am | October 19th
- Downtown Lighting Ceremony | Downtown | 6pm | October 22nd
- Lucky Diaz | SYCA | 6pm | October 24th
- Sturgis Spooktacular Fest | Downtown | 5pm-9pm | October 25th
- Safety Town Halloween Extravaganza | Wall School | 5pm-7pm | October 26th
- Monster Mash | SYCA | 8pm | October 26th
- IT Movie | SYCA | 7pm | October 29th
- City-wide Trick or Treating | 5:30pm-7:30pm | October 31st
- Fall Leaf Pick Up Begins | November 1st

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 5A

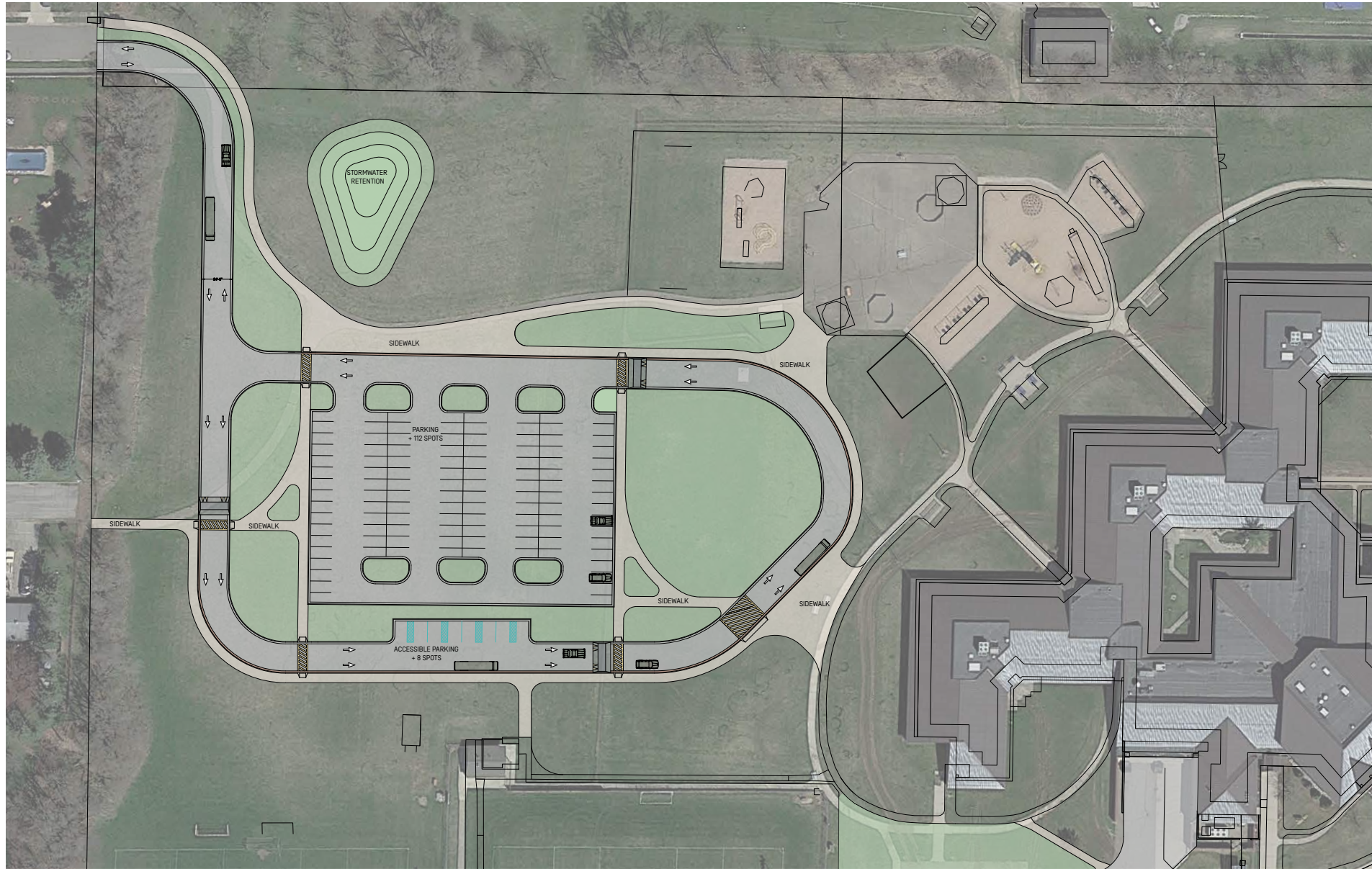


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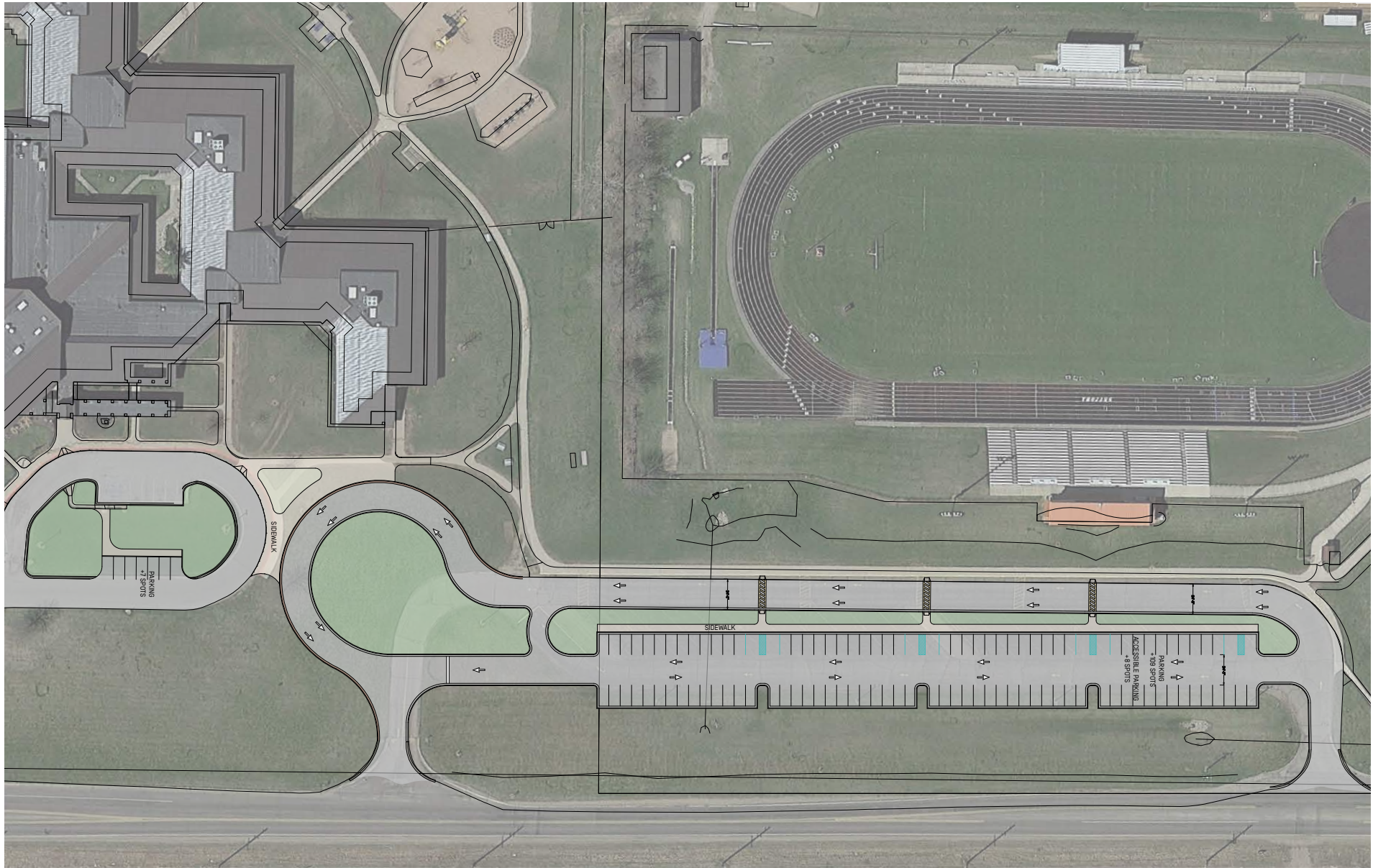
STURGIS EASTWOOD SITE RENOVATION
24 SEPTEMBER 2024
PROJECT # 024193.00

FULL SITE
NOT TO SCALE

TowerPinkster
Architecture · Engineering · Interiors



MYRTLE AVE. DROP-OFF
NOT TO SCALE



S. FRANKS AVE DROP-OFF
NOT TO SCALE



EXISTING PARKING RENOVATIONS
NOT TO SCALE

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

**REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, SEPTEMBER 25, 2024
WIESLOCH RAUM – CITY HALL**

Vice-Mayor Miller called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was said by all present.

The Invocation was given by Pastor Luke Eicher, Grace Christian Fellowship.

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

Also present: City Attorney, City Manager, City Controller, City Clerk

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

Voting yea: Seven Voting nay: None Absent: Perez MOTION CARRIED

Moved by Comm. Hile and seconded by Comm. Smith to approve the Consent Agenda of September 25, 2024 as presented.

8A. Action of Minutes of Previous Meetings

APPROVE the minutes from the September 9, 2024 work session as presented.

- APPROVE the minutes from the September 9, 2024 regular meeting as presented.

B. Pay Bills

- AUTHORIZE the payment of the City bills in the amount of \$1,887,813.06 as presented.

C. MML Liability and Property Pool Board of Directors Election

- APPROVE submittal of ballot for the Michigan Municipal League Liability Property Pool Board of Directors as presented and AUTHORIZE the City Manager to sign all necessary documents.

D. MDOT State Trunkline Maintenance Contract

- APPROVE the MDOT State Maintenance Contract as presented and AUTHORIZE City Manager Andrew Kuk to sign all necessary documents.

Voting yea: Seven Voting nay: None Absent: Perez MOTION CARRIED

City Manager Andrew Kuk provided details on a contract for design for the Stateline substation. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve the proposal from Verdantas for the Stateline substation design in the amount of three hundred twenty-eight thousand dollars (\$328,000.00) as presented.

Voting yea: Seven Voting nay: None Absent: Perez MOTION CARRIED

City Manager Andrew Kuk provided details on Department of Energy grant funds that would be used to help fund the embankment rehabilitation project at the hydro dam. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to authorize City Manager Andrew Kuk to sign all necessary documents related to grant negotiations with the Department of Energy as presented.

Voting yea: Seven Voting nay: None Absent: Perez MOTION CARRIED

City Controller Holly Keyser provided details on the annual PA 152 resolution related to municipal healthcare. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to adopt the Resolution to Control Municipal Health Care Costs as presented.

Voting yea: Seven Voting nay: None Absent: Perez MOTION CARRIED

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

Moved by Comm. Hile and seconded by Comm. Smith to approve the Budget Amendments for Fiscal Year 2023-2024 as presented.

Voting yea: Seven Voting nay: None Absent: Perez MOTION CARRIED

The meeting was adjourned at 6:40 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: 10/9/2024 Month: 01

Date	Check#	Vendor	VendorName	Amount
09/27/2024	17072M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,200.04
09/27/2024	PR0646M	00061	CITY OF STURGIS PAYROLL	356,327.10
09/23/2024	T17056M	03173	FIFTH THIRD BANK	18,378.04
09/10/2024	T17057M	00181	GORDON FOOD SERVICE	171.88
09/13/2024	T17058M	05875	ALERUS FINANCIAL/MERS-STIPEND	2,700.00
09/12/2024	T17059M	00449	CENTURY BANK & TRUST	3,402.13
09/22/2024	T17060M	03858	FARMERS STATE BANK	7,781.90
09/23/2024	T17061M	04197	MI PUBLIC POWER AGENCY	159,453.35
09/23/2024	T17062M	00108	STATE OF MICHIGAN	67,036.67
09/26/2024	T17063M	06093	PEPSI BEVERAGES COMPANY	501.70
09/13/2024	T17064M	04088	BLUE CROSS BLUE SHIELD OF MI	65,515.78
09/27/2024	T17065M	04088	BLUE CROSS BLUE SHIELD OF MI	122,219.72
09/30/2024	T17066M	04197	MI PUBLIC POWER AGENCY	196,625.57
09/27/2024	T17067M	00062	CITY OF STURGIS-EMPLOYEE INS	72,776.75
09/27/2024	T17068M	00063	CITY OF STURGIS TAX TRANSFER	19,721.40
09/27/2024	T17069M	00064	INTL CITY MGMT ASSOC RETR CORP	9,980.76
09/27/2024	T17070M	00065	DOYLE MEMBERSHIP TRANSFER	4,012.39
09/27/2024	T17071M	03229	CITY OF STURGIS-WORKERS COMP	3,169.76
09/27/2024	T17072M	05123	COMERICA BANK-INST TRUST SERV	31,580.45
09/27/2024	T17073M	06190	HEALTH EQUITY/HSA PR TRANSFER	300.00
Manual Total				1,144,855.39
10/09/2024	250108	00110	A & K PRINTING & POOLS	492.90
10/09/2024	250109	06494	ACME SPORTS INC	45,102.00
10/09/2024	250110	00066	ACTION QUICK PRINT PLUS	288.00
10/09/2024	250111	00296	ALEJANDRA CERVANTES	31.03
10/09/2024	250112	00332	ALEXANDER CHEMICAL CORP	333.50
10/09/2024	250113	00002	ALL-PHASE ELECTRIC SUPPLY	489.81
10/09/2024	250114	05986	ALPHA BUILDING CENTER-NOTTAWA	19.08
10/09/2024	250115	06119	AMAZON.COM SALES INC	3,469.15
10/09/2024	250116	05952	AMK SERVICES LLC	658.84
10/09/2024	250117	00624	AQUA BLAST CARWASH SYSTEMS INC	224.00
10/09/2024	250118	03576	ARROW SERVICES INC	83.00
10/09/2024	250119	02292	ASPLUNDH TREE EXPERT CO	10,750.76
10/09/2024	250120	06212	AUTHORS UNBOUND AGENCY	1,850.00
10/09/2024	250121	06117	BENITA ANN LEWIS	30.00

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 10/9/2024 Month: 01

10/09/2024	250122	06082	BEST AIRE COMPRESSOR SERVICES	711.09
10/09/2024	250123	00072	BIRD, SCHESKE, REED & BEEMER,	10,707.31
10/09/2024	250124	00132	BOFA INC	277.25
10/09/2024	250125	00006	BOLAND TIRE INC	1,325.67
10/09/2024	250126	03327	BOUND TREE MEDICAL LLC	135.54
10/09/2024	250127	00364	CAROL DUSTIN	300.00
10/09/2024	250128	00296	CHUKWUDI DOMINIC OKEKE	677.27
10/09/2024	250129	01323	CITY OF COLDWATER	300.00
10/09/2024	250130	00001	CIVICA NORTH AMERICA INC	42,643.31
10/09/2024	250131	06549	CODY J PENNY	56.00
10/09/2024	250132	02213	COMPASS MINERALS	6,725.45
10/09/2024	250133	06325	COTTIN'S HARDWARE	114.44
10/09/2024	250134	03425	CRUISERS INC	161.90
10/09/2024	250135	06158	CULLIGAN WATER OF STURGIS	25.00
10/09/2024	250136	05909	TONY D'HAESE	168.00
10/09/2024	250137	00041	DAVID HALLADAY	236.50
10/09/2024	250138	00296	DAVID P WEBER	82.06
10/09/2024	250139	02005	DELL MARKETING LP	9,396.80
10/09/2024	250140	06577	DOGWOOD CERAMIC SUPPLY INC	1,653.00
10/09/2024	250141	03109	DOWNTOWN DEVELOPMENT AUTHORITY	480.00
10/09/2024	250142	00296	ELIZABETH J TOMKOWIAK	43.62
10/09/2024	250143	06569	EQUIPMENT DISTRIBUTORS INC	510.00
10/09/2024	250144	05745	ERICA VARGAS SARCO	40.00
10/09/2024	250145	01847	ESTUDIO DESIGN LLC	150.00
10/09/2024	250146	01271	EXCHANGE CLUB OF STURGIS MI	850.00
10/09/2024	250147	05490	FERGUSON WATERWORKS #3386	812.86
10/09/2024	250148	00776	FLEIS & VANDENBRINK	90,008.50
10/09/2024	250149	04389	FRONTIER COMMUNICATIONS A	6,228.07
10/09/2024	250150	02082	GECKO SECURITY LLC	930.00
10/09/2024	250151	03806	GREAT LAKES PEST CONTROL	250.00
10/09/2024	250152	01155	HACH COMPANY	3,521.68
10/09/2024	250153	06219	HAVILAND PRODUCTS COMPANY	1,650.00
10/09/2024	250154	06553	HEAT TRACING SALES &	1,339.67
10/09/2024	250155	06576	HEN NOZZLES INC	2,980.00
10/09/2024	250156	04298	HPS LLC	3,339.69
10/09/2024	250157	04922	HUTSON ASSESSING INC	5,047.50
10/09/2024	250158	05171	STUART C IRBY CO	16,038.90

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 10/9/2024 Month: 01

10/09/2024	250159	06314	JODIE M JOHNSON	40.00
10/09/2024	250160	06217	JOHN J FLOWERS	40.00
10/09/2024	250161	06482	KENDRICK STATIONERS	23.60
10/09/2024	250162	01615	KENNEDY INDUSTRIES INC.	982.00
10/09/2024	250163	05721	KISM, LLC	819.00
10/09/2024	250164	00608	KOLLEEN LAPORTE	565.00
10/09/2024	250165	00581	KRONTZ GENERAL MACHINE & TOOL	36.00
10/09/2024	250166	00212	KSS ENTERPRISES	1,005.11
10/09/2024	250167	06574	LADD'S GOLF & TURF LLC	1,401.74
10/09/2024	250168	04039	LAKELAND ASPHALT CORP	2,414.00
10/09/2024	250169	00394	LAWSON-FISHER ASSOCIATES PC	3,803.18
10/09/2024	250170	01346	TOM LONG	56.00
10/09/2024	250171	06464	LRS LLC	1,580.14
10/09/2024	250172	05156	M A A C PROPERTY SERVICES	6,977.90
10/09/2024	250173	06250	MARANA GROUP	6,842.40
10/09/2024	250174	01391	MCLEAN ENGINEERING	260.25
10/09/2024	250175	00635	MCMASTER-CARR SUPPLY COMPANY	90.05
10/09/2024	250176	06349	MERCURY MEDICAL	242.35
10/09/2024	250177	00403	MICHIGAN CAT	7,817.25
10/09/2024	250178	00296	MICHIGAN DEP OF HEALTH & HUMAN	302.50
10/09/2024	250179	00702	MICHIGAN MUNICIPAL LEAGUE	6,519.00
10/09/2024	250180	03945	MICHIGAN PAVEMENT MARKINGS LLC	10,268.45
10/09/2024	250181	06397	MICHIGAN SOUTHERN RAILROAD	1,800.00
10/09/2024	250182	04702	MILLER JOHNSON ATTORNEYS	1,218.75
10/09/2024	250183	00241	JEFF MILLER	3,385.00
10/09/2024	250184	06191	MUNISSION, LLC	4,375.00
10/09/2024	250185	03080	OTIS ELEVATOR COMPANY	190.00
10/09/2024	250186	00485	POWER LINE SUPPLY	2,241.32
10/09/2024	250187	04251	RAI JETS LLC	1,260.00
10/09/2024	250188	04618	RAPID SHRED LLC	905.45
10/09/2024	250189	00035	RESCO	28,659.60
10/09/2024	250190	06187	RYAN C WILES	4,500.00
10/09/2024	250191	05379	S & S INDUSTRIAL SUPPLY	56.43
10/09/2024	250192	05765	SELKING INTERNATIONAL	90.84
10/09/2024	250193	05168	SLS PRODUCTION SERVICES LLC	4,965.90
10/09/2024	250194	00296	SOUTHERN MICHIGAN BANK & TRUST	250.00
10/09/2024	250195	00707	SPORTSARAMA INC	1,200.00

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 10/9/2024 Month: 01

10/09/2024	250196	03773	STOOPS FREIGHTLINER	1,529.25
10/09/2024	250197	06487	STURGIS ACE HARDWARE	762.12
10/09/2024	250198	00290	STURGIS HOSPITAL	150.00
10/09/2024	250199	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
10/09/2024	250200	00841	STURGIS TOWING & RECOVERY	65.00
10/09/2024	250201	05855	STURGIS TROPHY HOUSE	7.00
10/09/2024	250202	06281	T MOBILE USA INC	424.69
10/09/2024	250203	06107	TALIA YEOMAN	210.00
10/09/2024	250204	00046	TELE-RAD INC	825.00
10/09/2024	250205	04429	THE PAPERS INC	356.00
10/09/2024	250206	00296	TIFFANY J BONTRAGER	82.21
10/09/2024	250207	05664	TREECORE LLC	8,717.00
10/09/2024	250208	06384	USA BLUEBOOK	170.77
10/09/2024	250209	03511	WASTE MANAGEMENT	120.00
10/09/2024	250210	03872	JORY WEBB	360.00
10/09/2024	D02420	00340	AMERICAN SAFETY & FIRST AID	282.27
10/09/2024	D02421	05462	AUTOZONE STORES LLC	171.18
10/09/2024	D02422	04066	BORDEN WASTE-AWAY SERVICE INC	6,401.19
10/09/2024	D02423	00077	CARQUEST AUTO PARTS	16.24
10/09/2024	D02424	02983	CINTAS LOCATION #351	1,773.20
10/09/2024	D02425	06244	EMERGENCY VEHICLES PLUS	1,487.32
10/09/2024	D02426	04075	HOME CITY ICE COMPANY	432.00
10/09/2024	D02427	00157	JACK DOHENY COMPANIES INC	1,979.28
10/09/2024	D02428	00019	KENDALL ELECTRIC INC	1,014.83
10/09/2024	D02429	03944	LINDE GAS & EQUIPMENT INC	71.44
10/09/2024	D02430	05121	MICKEY'S LINEN	310.32
10/09/2024	D02431	06026	MID-CITY SUPPLY CO INC	173.27
10/09/2024	D02432	06069	NAPA AUTO PARTS	971.08
10/09/2024	D02433	01411	NCL OF WISCONSIN INC	56.85
10/09/2024	D02434	05932	O'REILLY AUTO ENTERPRISES LLC	545.60
10/09/2024	D02435	06436	TANKNOLOGY INC	878.50
10/09/2024	D02436	06125	THE COPY IMAGE INC	467.95
Automatic Total				416,768.25
Grand Total				1,561,623.64

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 09/22/2024
PR0646M PAYROLL DATE 09/27/2024

GENERAL	\$168,469.07
MAJOR STREET	5,285.27
LOCAL STREET	4,894.59
CEMETERY	4,363.12
AIRPORT	534.75
BUILDING	3,595.40
HOUSING DEPARTMENT	0.00
STURGES-YOUNG CENTER FOR THE ARTS	5,780.73
RECREATION	3,438.58
DOYLE RECREATION CENTER	9,527.43
AMBULANCE	15,129.05
ELECTRIC	91,990.55
SEWER	18,175.48
WATER	22,423.31
MOTOR VEHICLE	2,719.77
Payroll Sub-Total	\$356,327.10

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A



Sep 04, 2024

CITY OF STURGISMCAT
805 N CENTERVILLE
Sturgis, Michigan 49091

Dear Lee Ross,

Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

One (1) New Caterpillar Model: 308 ARQWZ1 Excavator - Mini with all standard equipment in addition to the additional specifications listed below:

STOCK NUMBER: 83502 **SERIAL NUMBER:** **YEAR:** **SMU:** 45

MACHINE SPECIFICATIONS

308 07A CR MHE DCA8X	630-3207	BUCKET-HD, 13", 3.5 FT3, 7T	305-6813
PACKING, LAST MILE PROGRAM	0P-4299	BUCKET-HD, 24", 8.1 FT3, 7T	295-5952
COUPLER, PG, HYDR.D.LOCK, 7-9T	485-5302	BUCKET-GRADING, 59", 18.4FT3, 7T	388-9667
MINI HYD EXCAVATOR WORK TOOLS - 92302P	0P-0227	PINS, BUCKET, 50MM	308-0324
BUCKET-HD, 36", 13.8 FT3, 7T - 92302P	295-5954	THUMB, HYDRAULIC, 7-9T, PG	620-7656

WARRANTY & COVERAGE

Standard Warranty: SSL CTL HEXMI Standard Warranty - 24 Months/2000 Hours Full Machine Premier Factory Warranty. *
All standard warranties include travel time and mileage for the first six (6) months. Scheduled Oil Sampling is required during the entire warranty period.

Extended Coverage: 308-60 MO/3000 HR POWERTRAIN + HYDRAULICS + TECH

Sell Price	\$149,379.00
Net Balance Due	\$149,379.00
Ext Warranty	Included
Less Gross Trade Allowance	(\$13,500.00)
Total Net Purchase Price	\$135,879.00

TRADE-INS

Model	Make	Serial Number	Year	Trade Allowance
27C	JOHN DEERE (JOHN DEERE)	FF027CX221091	2003	\$13,500.00

PAYMENT TERMS

Rental Purchase Option Terms

CASH WITH ORDER	MONTHLY RENTAL RATE	MINIMUM TERM	MAXIMUM TERM	OVERTIME RATE	PAYMENT TERMS
\$0.00	\$4,910.00	2	2	\$0.00	Net Payment on Receipt

Note: All rents paid credited to Sale.

Thank you for your interest in Dealership and Caterpillar products for your business needs. This quotation is valid for 30 days, after

which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Mark McClung
Machine Sales Representative
Dealership
Mark.McClung@MICHIGANCAT.com
269-217-0564

OPTIONS: ATTACHMENT OPTIONS

Components	Ref No.	Qty	Sell
CAT Components (Attachments)			
COUPLER, PG, HYDR.D.LOCK, 7-9T	485-5302	1	\$5,827.38
BUCKET-HD, 18", 5.4 FT3, 7T	295-5951	1	\$2,211.69
BUCKET-HD, 30", 10.9 FT3, 7T	295-5953	1	\$2,699.08
BUCKET-HD, 36", 13.8 FT3, 7T	295-5954	1	\$2,967.69
BUCKET-DC, 48", 11.6 FT3, 7T	306-5664	1	\$3,198.46
BUCKET-DC, 60", 14.9 FT3, 7T	306-5660	1	\$3,718.15
THUMB, HYDRAULIC, 7-9T, LINK, PG	305-6745	1	\$6,282.46

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B

Task Order

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

1. Specific Project Data

- A. Title: City of Sturgis, Wastewater Treatment Plant (WWTP)
Biological Capacity Expansion & Biosolids Handling Improvements Study
- B. Background/Description:

As identified within the Wastewater Treatment Plant’s Asset Management Plan (AMP), the Trickling Filters and the Biosolids Handling Process are scheduled to be upgraded during the 2029 fiscal year. Upgrades to the Trickling Filters would include replacing aging equipment and increasing biological capacity of the Trickling Filters by 2,000 pounds per day (ppd) of biological oxygen demand (BOD). In addition, the City would like to evaluate options to upgrade its Biosolids Handling Process to be able to produce Class A Biosolids. This likely requires implementing a Sludge Thickening System and a Biosolids Drying System. The City has requested a study to evaluate potential alternatives for the Trickling Filter and Biosolids Handling Process upgrades. This Task Order outlines our proposed professional services to perform the study and prepare a draft Study Report the City can use for planning the future upgrades.

- C. Work Scope:

This task order is to provide Study and Report Phase Services for a WWTP Biological Capacity Expansion and Biosolids Handling Improvement Study. The study will include modeling of the existing treatment process, including the following: Review of existing as-built drawings and operations data; Develop a BioWin process model and calibrate it to current conditions observed at the WWTP; Run process models to simulate increasing process loading by 2,000 ppd of BOD at existing conditions; Validate biosolids production; and Validate hydraulic calculations.

The next step of the study is determining and evaluating alternatives for the biological capacity expansion and for the biosolids handling process.

- The biological capacity expansion includes the following: Identification of two proposed process equipment upgrade alternatives; Run process models to simulate increasing process loading by 2,000 ppd of BOD for each proposed upgrades; Preparation of cost estimates; and Preparation of conceptual layouts and flow diagrams.
- Biosolids handling improvements includes the following: Identification of two biosolids thickening process equipment alternatives; Identification of two biosolids drying equipment alternatives; Identification of pumping equipment as necessary; Preparation of conceptual layouts and flow diagrams for the various alternatives; and Preparation of cost estimates.
- The final phase of the study is to prepare the report.

Periodic progress meetings will be held with WWTP staff to keep the team informed of progress, collaborate and share ideas, and discuss items where decisions are needed. The draft Study Report will be submitted to the City and a review meeting will be scheduled at the facility. The report will undergo QC review internally at 30%, 50%, and 90% stage of

completion. The Pre-Final version of the report will be submitted, the review meeting being held on site. Comments from the Pre-Final Report review will then be incorporated and the Final version of the Report will be submitted.

Study and Report Phase

Study and report phase services will include:

- Review of historical operations data and as-built drawings.
- Site tour to confirm existing conditions.
- Develop BioWin process model and calibrate.
- Run process model to simulate an additional 2,000 ppd BOD:
 - With existing treatment processes.
 - With two proposed process equipment upgrades.
- Validate biological capacity and biosolids production.
- Develop two biosolids thickening alternatives and two biosolids drying alternatives.
- Prepare preliminary conceptual layouts of the alternatives.
- Prepare engineer's opinion of total project cost for the alternatives.
- Prepare a draft Study report and submit to City for review.
- Meet with the City to review the report.
- Perform internal QC review of the report documents.
- Incorporate review comments from the City and QC comments and prepare final report.

2. Services of Engineer

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

A1.01 – Study and Report Phase

A.1- Meet with owner to confirm study parameters

A.2- Work with WWTP staff to obtain historical WWTP data.

A.4- Identify and evaluate two alternatives for Biological Capacity Expansion upgrades and two Biosolids Handling Process alternatives for biosolids thickening and for biosolids drying.

A.5, A.6, & A.7- Prepare a draft report to present to the City for review. Meet with City to review comments. Revise report based on City's comments.

B. Provide final Report to the City.

3. Owner's Responsibilities

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

4. Times for Rendering Services

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

<u>Phase</u>	<u>Proposed Completion Date</u>
<u>Draft Study & Report</u>	<u>12 weeks after authorization</u>
<u>Final Study & Report</u>	<u>4 weeks after review meeting with City</u>

5. Payments to Engineer

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

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimate of Compensation for Services</i>
<i>Study & Report Phase</i>	<i>Standard Hourly Rates</i>	<i>\$86,100.00</i>
TOTAL FEES =		\$86,100.00

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

6. Consultants:

None

7. Other Modifications to Master Agreement:

None

8. Attachments:

None

9. Documents Incorporated by Reference:

None.

10. Terms and Conditions:

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

The Effective Date of this Task Order is _____

OWNER
City of Sturgis

Signature _____ Date _____

Andrew Kuk
Name

City Manager
Title

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Brandon Schrader
Name

Wastewater Superintendent
Title

130 N. Nottawa
Address

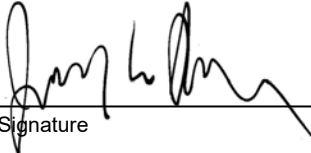
bschrader@sturgismi.gov
E-Mail Address

(269) 651-6520
Phone

(269) 659-2500
Fax

Sturgis Purchase Order No.: _____

ENGINEER
Fleis & VandenBrink Engineering, Inc.

 _____
Signature Date 3/13/2024

Jeff Pugh, P.E.
Name

Process Group Manger
Title

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Steven Walker, P.E.
Name

Project Engineer
Title

2960 Lucerne Drive SE
Address

swalker@fveng.com
E-Mail Address

(616) 977-1000
Phone

(616) 977-1005
Fax

F&V Vendor No.: 00776

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C

September 27, 2024

Brandon Schrader, WW Superintendent
City of Sturgis
130 N. Nottawa
Sturgis, Michigan 49091
Via Email

**RE: Proposal for Professional Services
MSA Amendment No.1– WWTP Primary Clarifier No. 2 Mechanism Replacement**

Dear Mr. Schrader:

We appreciate the opportunity to submit this proposal for Professional Services related to the City's Wastewater Treatment Plant (WWTP) Primary Clarifier No. 2 Replacement project. The following is a summary of our understanding of the project, as well as a proposed Scope of Services, Schedule, and Budget.

PROJECT UNDERSTANDING

As identified in the WWTP's Asset Management Plan (AMP), the Primary Clarifier No. 2 mechanism is scheduled to be replaced during the 2026 fiscal year. Primary Clarifier No. 2 improvements include demolition and replacement of the existing clarifier mechanism, drive, influent well, weirs, scum baffles and supports, scum beach and trough. Existing bridge to remain. Other improvements include grouting in the corners of the clarifier tank, replacement of the handrail and grating on the bridge, and recoating the influent pipe and supports.

F&V will design the clarifier mechanism replacement project and prepare bidding documents. The City will advertise the project for bids, with some assistance from F&V. On the City's behalf, F&V will review bids and make a recommendation for award. Pending Commission approval, F&V will issue the Notice of Award, review Performance and Payment Bonds, Certificates of Insurance, prepare Conformed to Contract Documents, issue a Notice to Proceed and assemble the contract documents for execution. F&V will also provide construction administration services.

SCOPE OF SERVICES

F&V proposes to provide Design, Bid, and Construction Administration Services for the WWTP Primary Clarifier No. 2 mechanism replacement project.

Design Phase:

- Site visit to confirm existing conditions.
- Prepare design drawings and specifications and submit to City for review.
- Meet with the City to review the design.
- Perform internal QC review of the design documents.
- Prepare Part 41 Construction Permit Application.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

- Incorporate review comments from the City and QC comments and prepare final design / bid documents.

Bid Phase:

- Answer questions from prospective bidders.
- Issue Addenda, as required. One addendum is assumed.
- Assist City with evaluating the bids and provide Recommendation of Award letter.
- Prepare Notice of Award letter.
- Prepare Conformed to Contract Documents.
- Review Contractor's Performance and Payments Bonds and Certificates of Insurance.
- Prepare Notice to Proceed and assemble contract documents.

Construction Phase:

- Participate in the preconstruction meeting (via Zoom or Microsoft Teams)
- Participate in progress meetings (via Zoom or Microsoft Teams), three (3) assumed.
- Review shop drawing submittals.
- Respond to contractor questions, or requests for information (RFI). Three RFI's are assumed.
- Perform two (2) site visits to observe construction progress.
- Prepare a punch list of observed deficiencies following the site visit.
- Review photos of contractor's work, as taken by the City, to assess final completion.
- Prepare record drawings based on redlines provided by the Contractor.

SCHEDULE

We are prepared to begin this work immediately upon your authorization.

<u>Phase</u>	<u>Proposed Completion Date</u>
Design	6 weeks after authorization
Bid Documents	4 weeks after review meeting with City
Bid	per City's schedule
Construction Administration	per City's schedule

BUDGET

We propose to provide the Scope of Services outlined above for a not-to-exceed fee of \$34,400.00.

If the City concurs with our Scope of Services, Budget, and Terms and Conditions, authorization can be given to begin work by signing and returning the attached Amendment No. 1 to the Professional Services Agreement entered between the City and F&V executed on August 29, 2024.

We look forward to working with you on this important assignment. Please call if you have any questions.

Sincerely,

FLEIS & VANDENBRINK



Steven Walker, PE
Process Engineer



Jeff Pugh, PE
Process Group Manager

Enclosure: Amendment No. 1 to Professional Services Agreement

AMENDMENT NO. 1

TO THE

PROFESSIONAL SERVICES AGREEMENT

FLEIS & VANDENBRINK ENGINEERING, INC.
2960 Lucerne Drive SE, Grand Rapids, MI 49546
(616) 977-1000 fax (616) 977-1005

The Professional Services Agreement ("PSA") entered into between Fleis & VandenBrink Engineering, Inc. ("Engineer") and **City of Sturgis**, whose address is **130 N. Nottawa, Sturgis, Michigan 49091**, ("Owner") dated August 29, 2024, including previous amendments, if applicable, is hereby amended.

DESCRIPTION OF PROJECT AND SCOPE OF SERVICES: The description of the Project ("Project") and the scope of services ("Services") provided under the PSA are amended as follows: **WWTP Primary Clarify No. 2 Mechanism Replacement- Design, Bid, and Construction Administration Services**

AGREEMENT DOCUMENTS: The following additional obligations are hereby included in the Agreement Documents, and are incorporated herein by reference: **Engineer's proposal / letter dated September 27, 2024**

COMPENSATION OF ENGINEER: The services to be provided under this Amendment shall be **an Hourly Fee contract plus 1.1 times reimbursable expenses with a Not To Exceed Fee of \$34,400.00.**

TERMS AND CONDITIONS: The Terms and Conditions of the PSA and amendments to date shall apply to all work performed by Engineer.

ELECTRONIC/FACSIMILE SIGNATURES. The signatures on this PSA shall be deemed to be original signatures when transmitted electronically or by facsimile machine or by any other medium. No party shall be required to produce a PSA with an original signature in order to enforce any provision of this PSA.

IN WITNESS WHEREOF, the parties hereto have made and entered into this Amendment to the PSA. To be valid, this Amendment must be signed by an authorized representative of Fleis & VandenBrink Engineering, Inc.

OWNER


CITY OF STURGIS

By: _____

Title: _____

ENGINEER

FLEIS & VANDENBRINK ENGINEERING, INC.


By:  _____
Jeffery Pugh, P.E.
Title: **General Manager**

DESIGNATED REPRESENTATIVE FOR AMENDMENT:

By: _____

Title: _____
Date: _____

DESIGNATED REPRESENTATIVE FOR AMENDMENT:

By:  _____
Steven Walker, P.E.
Title: **Process Engineer**
Date: **September 27, 2024**

Sturgis Purchase Order No.: _____

F&V Vendor No.: 00776

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10D

September 27, 2024

Brandon Schrader, WW Superintendent
City of Sturgis
130 N. Nottawa
Sturgis, Michigan 49091
Via Email

**RE: Proposal for Professional Services
MSA Amendment No.2 – WWTP Blower Room MCC Replacement**

Dear Mr. Schrader:

We appreciate the opportunity to submit this proposal for Professional Services related to the City's Wastewater Treatment Plant (WWTP) Blower Room Motor Control Center (MCC) Replacement project. The following is a summary of our understanding of the project, as well as a proposed Scope of Services, Schedule, and Budget for the project.

PROJECT UNDERSTANDING

As identified in the Wastewater Treatment Plant's Asset Management Plan (AMP), the Blower Room MCC is scheduled to be replaced during the 2025 fiscal year. Blower Room MCC improvements include demolition of the existing MCC, lighting panel, and transformer and replacement with a new MCC with new starters and breakers for existing loads, a new lighting panel, and a new transformer.

F&V will design the MCC replacement project and prepare bidding documents. The City will advertise the project for bids, with some assistance from F&V. On the City's behalf, F&V review bids and make a recommendation for award. Pending Commission approval, F&V will issue the Notice of Award, review Performance and Payment Bonds, Certificates of Insurance, prepare Conformed to Contract Documents, issue a Notice to Proceed and assemble the contract documents for execution. F&V will also provide construction administration services.

SCOPE OF SERVICES

F&V proposes to provide Design, Bid, and Construction Administration Phase Services for the WWTP Blower Room MCC Replacement project.

Preliminary and Final Design Phase:

- Site visit to confirm existing conditions.
- Prepare design drawings and specifications and submit to City for review.
- Meet with the City to review the design.
- Perform internal QC review of the design documents.
- Incorporate review comments from the City and QC comments and prepare bidding documents.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

Bid Phase:

- Answer questions from prospective bidders.
- Issue Addenda, as required. One addendum is assumed.
- Assist City with evaluating the bids and provide Recommendation of Award letter.
- Prepare Notice of Award letter.
- Prepare Conformed to Contract Documents.
- Review Contractor's Performance and Payments Bonds and Certificates of Insurance.
- Prepare Notice to Proceed and assemble contract documents.

Construction Phase:

- Participate in the preconstruction meeting (via Zoom or Microsoft Teams)
- Participate in progress meetings (via Zoom or Microsoft Teams), three (3) assumed.
- Review shop drawing submittals.
- Address contractor questions, or requests for information (RFI). Three RFI's are assumed.
- Perform two (2) site visits to observe construction progress.
- Prepare a punch list of observed deficiencies following the site visit.
- Review photos of contractor's work, as taken by the City, to assess final completion.
- Prepare record drawings based on redlines provided by the Contractor.

SCHEDULE

We are prepared to begin this work immediately upon your authorization.

<u>Phase</u>	<u>Proposed Completion Date</u>
Design	4 weeks after authorization
Bid Documents	2 weeks after review meeting with City
Bid	per City's schedule
Construction Administration	per City's schedule

BUDGET

We propose to provide the Scope of Services outlined above for a not-to-exceed fee of \$30,700.00.

If the City concurs with our Scope of Services, Budget, and Terms and Conditions, authorization can be given to begin work by signing and returning the attached Amendment No. 2 to the Professional Services Agreement entered between the City and F&V executed on August 29, 2024.

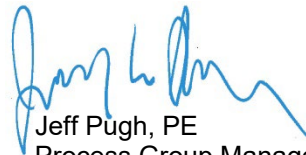
We look forward to working with you on this important assignment. Please call if you have any questions.

Sincerely,

FLEIS & VANDENBRINK



Steven Walker, PE
Process Engineer



Jeff Pugh, PE
Process Group Manager

Enclosure: Amendment No. 2 to Professional Services Agreement

AMENDMENT NO. 2

TO THE

PROFESSIONAL SERVICES AGREEMENT

FLEIS & VANDENBRINK ENGINEERING, INC.
2960 Lucerne Drive SE, Grand Rapids, MI 49546
(616) 977-1000 fax (616) 977-1005

The Professional Services Agreement ("PSA") entered into between Fleis & VandenBrink Engineering, Inc. ("Engineer") and **City of Sturgis**, whose address is **130 N. Nottawa, Sturgis, Michigan 49091**, ("Owner") dated August 29, 2024 including previous amendments, if applicable, is hereby amended.

DESCRIPTION OF PROJECT AND SCOPE OF SERVICES: The description of the Project ("Project") and the scope of services ("Services") provided under the PSA are amended as follows; **WWTP Blower Room MCC Replacement- Design, Bid, and Construction Administration Services**

AGREEMENT DOCUMENTS: The following additional obligations are hereby included in the Agreement Documents, and are incorporated herein by reference: **Engineer's proposal / letter dated September 27, 2024**

COMPENSATION OF ENGINEER: The services to be provided under this Amendment shall be **an Hourly Fee contract plus 1.1 times reimbursable expenses with a Not To Exceed Fee of \$30,700.00.**

TERMS AND CONDITIONS: The Terms and Conditions of the PSA and amendments to date shall apply to all work performed by Engineer.

ELECTRONIC/FACSIMILE SIGNATURES. The signatures on this PSA shall be deemed to be original signatures when transmitted electronically or by facsimile machine or by any other medium. No party shall be required to produce a PSA with an original signature in order to enforce any provision of this PSA.


IN WITNESS WHEREOF, the parties hereto have made and entered into this Amendment to the PSA. To be valid, this Amendment must be signed by an authorized representative of Fleis & VandenBrink Engineering, Inc.

**OWNER
CITY OF STURGIS**

**ENGINEER
FLEIS & VANDENBRINK ENGINEERING, INC.**

By: _____

Title: _____


By:  _____
Jeffery Pugh, P.E.
Title: General Manager, Senior Associate

DESIGNATED REPRESENTATIVE FOR AMENDMENT:

DESIGNATED REPRESENTATIVE FOR AMENDMENT:

By: _____

Title: _____
Date: _____

By:  _____
Steven Walker, P.E.
Title: Process Engineer
Date: September 27, 2024

Sturgis Purchase Order No.: _____

F&V Vendor No.: 00776

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10E

City of Sturgis - Non-Leased Replacements

Old Vehicles									
Vehicle ID	Dept.	Use	Year	Make	Model	Mileage	Annual Miles	Est Mileage - June 2025	Est 12 Month Market Value
705-14	Fire	Training	2014	Dodge	Charger	130,268	13,113	143,381	\$ 1,500.00
700-18	Fire	Deputy Director	2018	Dodge	Durango	116,930	81,956	198,886	\$ 3,000.00
3035-17	Police	Detective	2017	Dodge	Durango	105,403	12,020	117,423	\$ 5,500.00
3014-18	Police	Detective	2018	Dodge	Durango	79,374	8,742	88,116	\$ 6,000.00
3911-19	Police	SRO	2019	Dodge	Durango	82,795	56,458	139,253	\$ 7,500.00
3026-20	Police/Fire	Director Vehicle	2020	RAM	1500	42,785	9,470	52,255	\$ 20,375.00
202-20	Electric	GIS	2020	Jeep	Cherokee	13,036	4,006	17,042	\$ 16,063.00
802-06	Electric	Diesel	2006	GMC	Sierra 2500HD	111,669	1,821	113,490	\$ 2,205.00
501-18	Electric	Diesel	2018	RAM	2500	28,189	6,556	34,745	\$ 15,920.00
702-20	Building	Director Vehicle	2020	RAM	1500 Classic	3,968	0	3,968	\$ 18,763.00
902-20	Facility	Manager	2020	RAM	1500 Classic	11,970	3,642	15,612	\$ 18,338.00
605-08	Doyle	Department	2008	GMC	Canyon	51,137	2,914	54,051	\$ 1,898.00
3242-09	Police	Animal Control	2009	Chevy	Colorado	48,931	2,185	51,116	\$ 1,995.00
601-16	DPS	Service Truck	2016	Chevy	Silverado 2500HD	34,646	4,006	38,652	\$ 14,490.00
144-16	Parks/Cemetery	Supervisor	2016	RAM	2500	29,515	3,278	32,793	\$ 13,620.00

*Estimated Market Values are Based on Current Market Conditions, Estimated Mileage, & Sight Unseen. Estimated Values do Not Include Sales Fees.

New Vehicles											
Year	Make	Model	Color	Est. Delivery Month	Aftermarket	Payment**	\$ Down (Aftermarket)	Annual Payment**	Quote #	Employee	Comments
2025	Chevy	TraitBlazer	White	TBD		\$ 456.55	\$ -	\$ 5,478.60	8194607	Ryan	
2025	Ford	Explorer Base	Iconic Silver Metallic	TBD		\$ 753.85	\$ -	\$ 9,046.20	8277707	Ryan	
2025	Chevy	Traverse	White	TBD		\$ 733.22	\$ -	\$ 8,798.64	8278304	Ryan	
2025	Chevy	Traverse	Black	TBD		\$ 733.22	\$ -	\$ 8,798.64	8278287	Ryan	
2025	Ford	Police Utility Interceptor	Agate Black	TBD		\$ 1,093.79	\$ -	\$ 13,125.48	8289167	Ryan	
2025	Chevy	Silverado 2500HD Work Truck 4x4 Crew Cab 6.75 ft.	Gray	TBD		\$936.80	\$ -	\$ 11,241.60	8295517	Ryan	
2025	Ford	Explorer Base	Iconic Silver Metallic	TBD		\$ 753.85	\$ -	\$ 9,046.20	8277707	Tyler	Build same as white 7967518 - Same build as replacement for 700-18
2025	Chevy	Silverado 2500HD Work Truck 4x4 Double Cab 6.75 ft. box 149 in. WB	White	TBD		\$ 1,025.19	\$ 2,305.13	\$ 14,607.41	8308994	Tyler	AME added for plow
2025	Chevy	Chevrolet Silverado 2500HD Work Truck 4x4 Crew Cab 6.75 ft. box	White	TBD		\$ 921.77	\$ -	\$ 11,061.24	8308982	Tyler	
2025	Ford	Ford Maverick XLT All-Wheel Drive SuperCrew 4.5 ft. box 121.1 in	Oxford White	TBD		\$ 571.03	\$ -	\$ 6,852.36	8308971	Tom	Maverick -similar to 7986850
2025	RAM	RAM 1500 Tradesman 4x4 Quad Cab 140.5 in. WB	White	TBD		\$ 777.19	\$ -	\$ 9,326.28	8304488	Tom	TCO on F150 vs RAM - F150 Quote No: 8304477
2025	Ford	Ford Maverick XLT All-Wheel Drive SuperCrew 4.5 ft. box 121.1 in	Oxford White	TBD		\$ 571.03	\$ -	\$ 6,852.36	8308971	Tom	Maverick -similar to 7986850
2025	Chevy	Chevrolet Silverado 1500 Work Truck 4x4 Regular Cab 6.6 ft. box 126.5 in. WB	Black	TBD		\$ 730.03	\$ -	\$ 8,760.36	8194603	Ryan	
2025	Ford	F-250 XL 4x4 SD Super Cab 6.75 ft. box 148 in.	Race Red	TBD		\$ 1,031.20	\$ -	\$ 12,374.40	Open Ordering October 2024	Tom	Mirror quote 7966752 - Will Quote out in October
2025	Ford	F-250 XL 4x4 SD Super Cab 6.75 ft. box 148 in.	Gray Metallic	TBD		\$ 1,031.20	\$ -	\$ 12,374.40	Open Ordering October 2024	Tom	Mirror quote 7966752 - Will Quote out in October

Annual Vehicle Cost - 2024 Additions:	\$ 147,744.17
2024 Carry Over Leases x 8:	\$ 75,648.72
LESS - Projected Resale Dollars:	\$ 147,167.00

Total Budget Needed:	\$ 76,225.89
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**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10F

POLICY STATEMENT

DOWNTOWN PARKING POLICY



Effective Date: 12-20-17
Last Revised:

Office of Origin: City Manager's Office
Authorized By: City Commission

Policy Statement

Parking spaces in City-owned parking lots in the Central Business district (BC district) are regulated. ~~Overnight parking is restricted during winter months.~~ Length of parking and provisions for long-term and multiple space parking are described. Parking space categories include areas of Open Parking, ~~and~~ Short-Term Parking (2 hours), 15-Minute Parking, as well as ~~Winter~~ Overnight Parking.

Purpose of Policy

The purpose of this policy is to provide guidance for the use of City-owned parking lots in the BC district (downtown).

Policy

A. The policy will work in conjunction with the City Code of Ordinances and City of Sturgis Zoning Code, specifically Sec. 58-6.

~~B. **Summer Overnight Parking.** During the months of April through October parking spaces in city-owned parking lots in the BC district will be open 24 hours a day.~~

~~C. **Winter Overnight Parking.** During the months of November through March, i~~n city-owned parking lots in the BC district, parking is prohibited from 2:00 a.m. to 6:00 a.m. except in parking spaces clearly identified by official sign, pavement marking, or both as overnight parking spaces.

~~D. **C. Length of Parking in Municipal Lots.** As per the City Code of Ordinances Sec. 58-6 (g), no person shall park or store any motor vehicle for more than 48 consecutive hours in any parking lot owned by the City, except as provided under Section E of this policy.~~

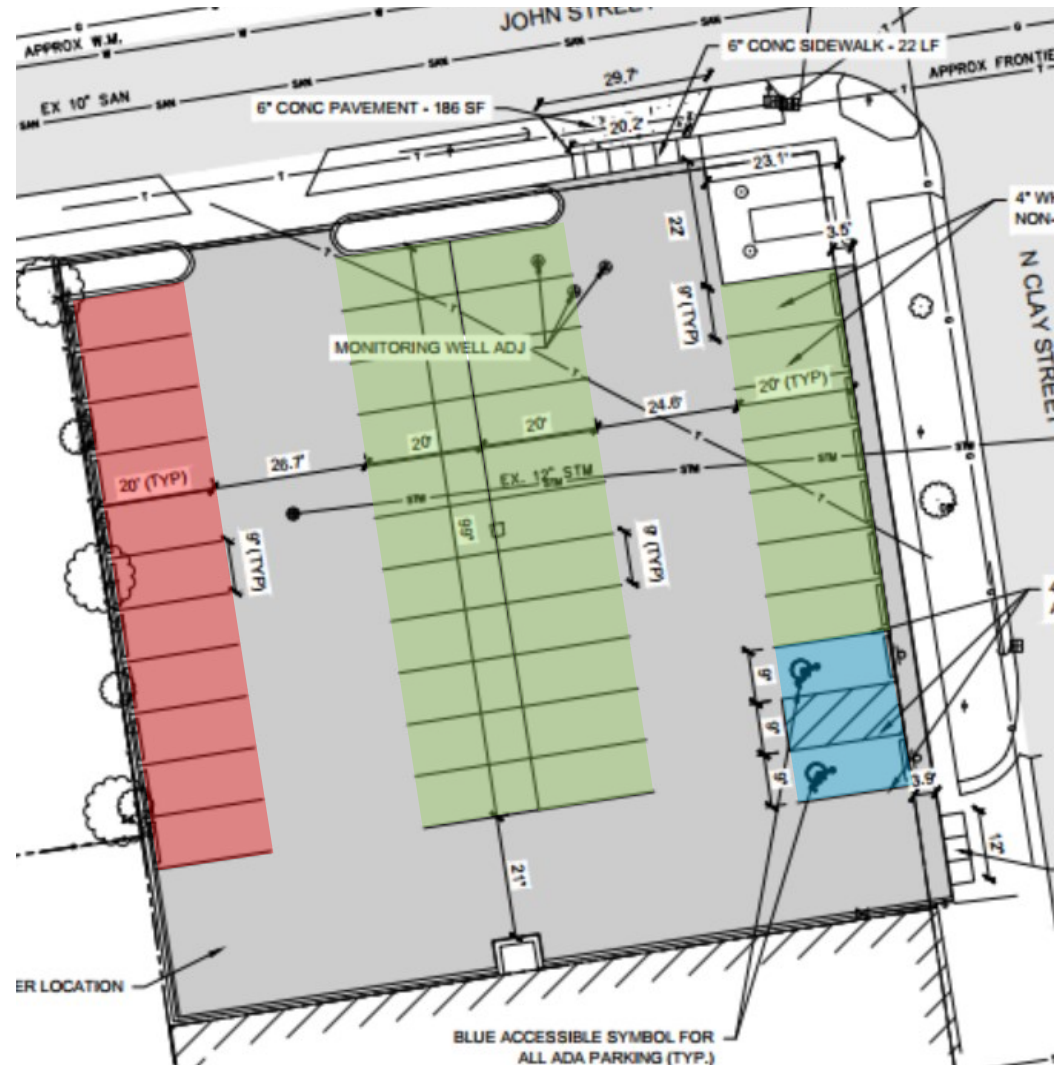
~~E. **D. Long term and multiple-space parking in BC district parking lots.** As stated in the City Code of Ordinances Sec. 58-6 (i), any owner, occupant, or the guest of any owner or occupant of a business or residence located in the BC district may park or store a motor vehicle or accessory vehicle in a city-owned BC district parking lot if registered with the Sturgis Police Department. At the time of registration, the police department will designate a location for parking and may designate the number of days for which registration will be effective. In no event may registered vehicles park in the location designated for a period in excess of ten business days.~~

~~F. **E. Parking Categories.** Parking spaces in City-owned parking lots shall be divided into the following categories. Parking space designations will be made in the Downtown Parking Zones map which is included in this policy as Attachment A and incorporated by reference.~~

Parking Lot 1



Parking Lot 2



Open



Short-Term (2 hr)



Open/Overnight



15 Minute



City Reserved Parking (no public parking)

Parking Lot 3



Open



Short-Term (2 hr)



Open/Overnight



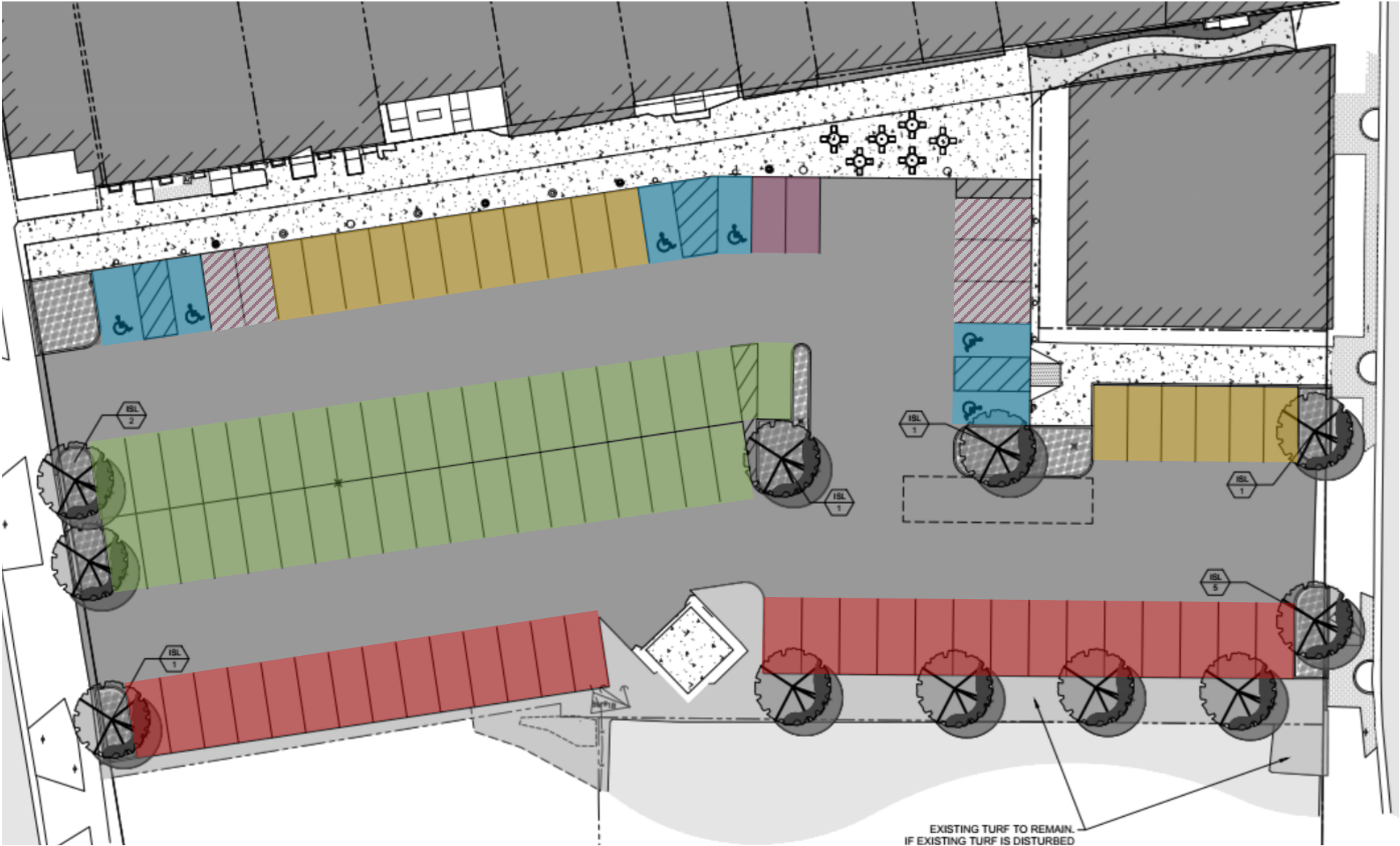
15 Minute



City Reserved Parking (no public parking)



Parking Lot 6



Open

Short-Term (2 hr)

Open/Overnight

15 Minute
65

15 Minute Parking:
6:00 am to 5:00 pm

City Reserved Parking
(no public parking)

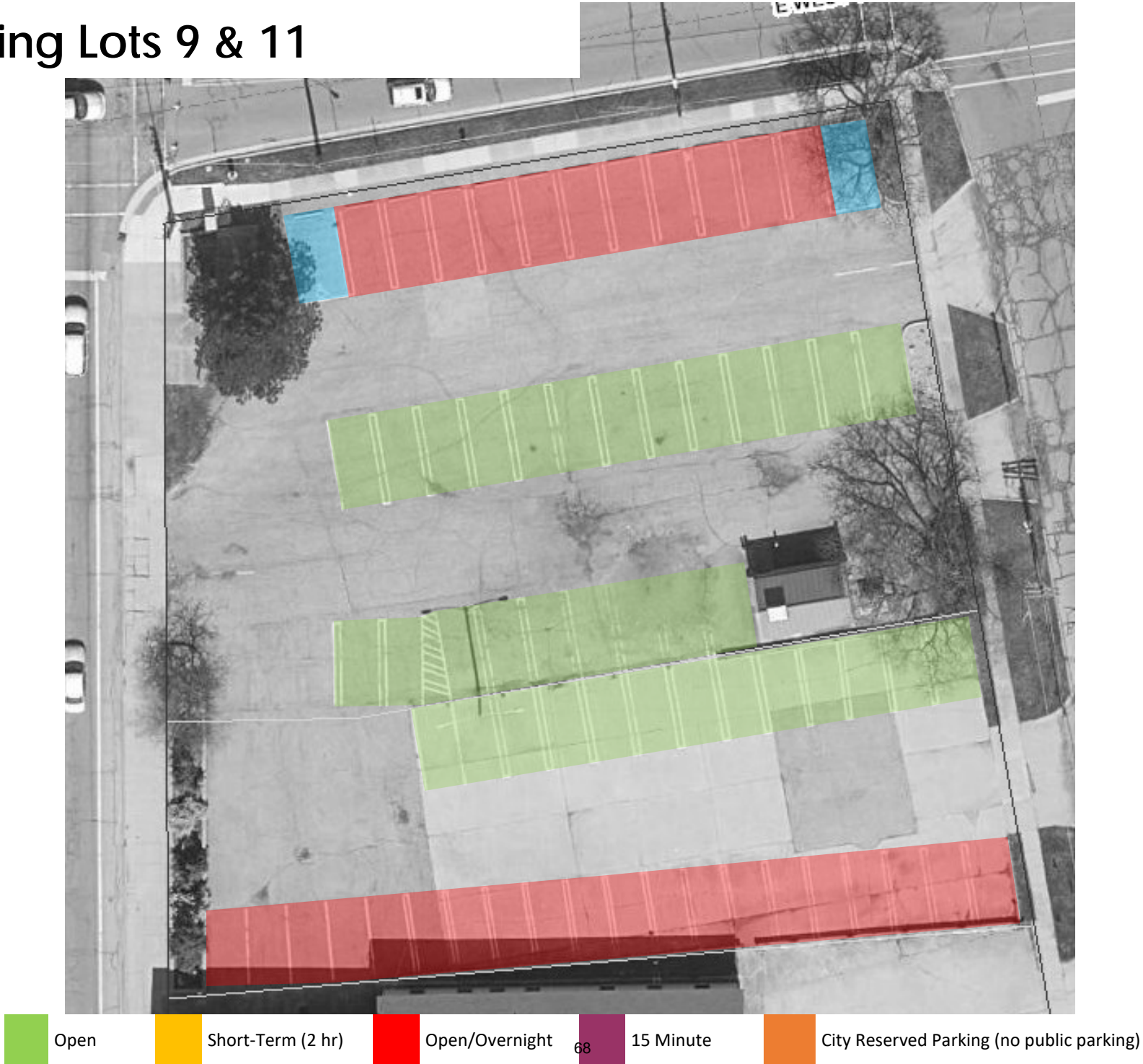
Parking Lot 7



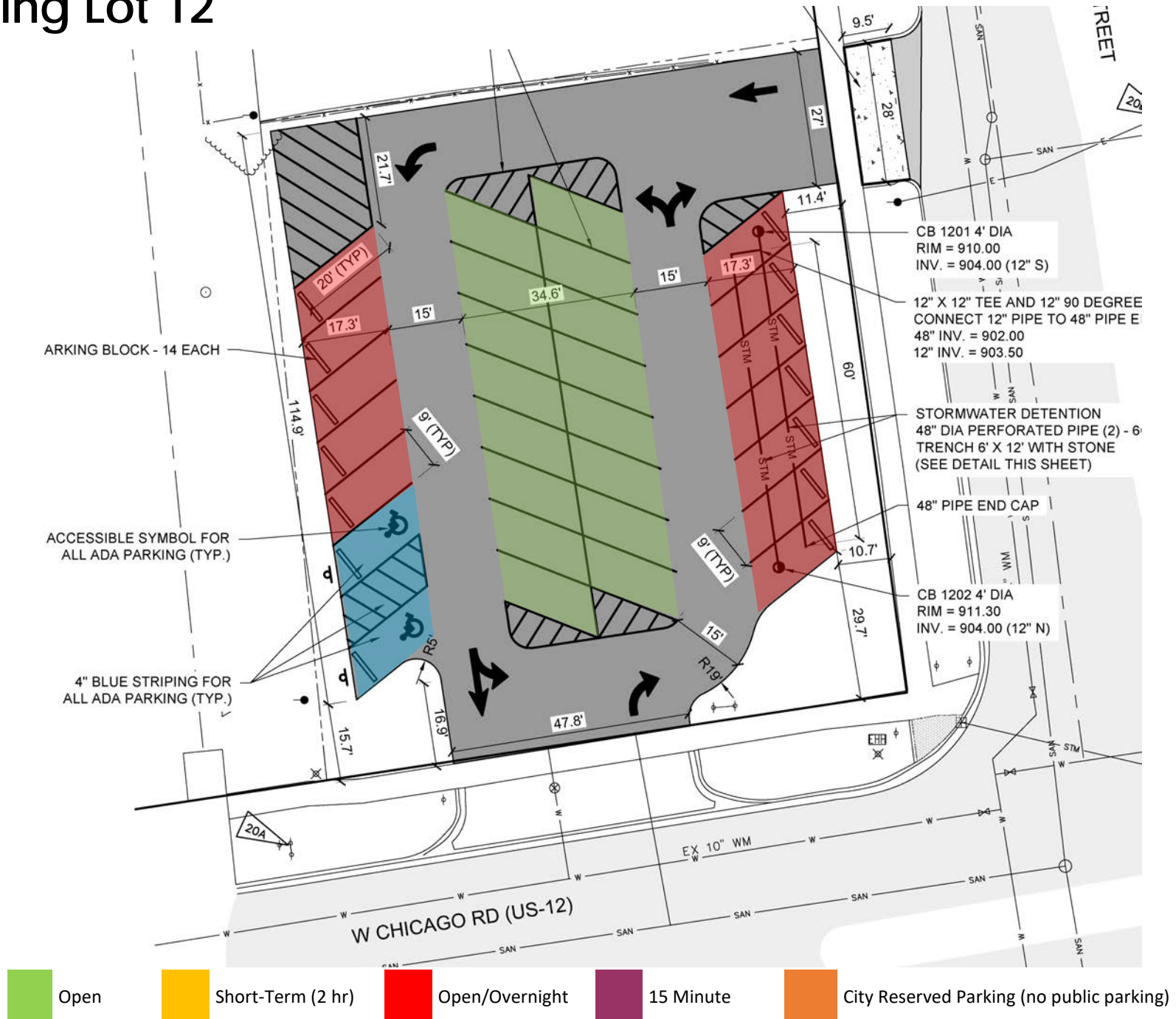
Parking Lots 8 & 10



Parking Lots 9 & 11



Parking Lot 12



Sec. 58-6. Pedestrians and vehicular traffic in certain public areas.

- (a) *Definitions.* The following words and phrases, when used in this section, shall, for the purposes of this section, have the meanings respectively ascribed to them:

Cemetery means any area or plot of land owned or controlled by a municipal corporation or a public quasi corporation and specifically set aside for the interment of human remains.

Motor vehicle means any vehicle which is self-propelled, by any means whatever, including all devices in, upon or by which any person or property may be transported or drawn, excluding only devices moved exclusively by human power or vehicles owned by the city.

Park means any area or plot of land owned or operated by any municipal or public corporation and developed and used for public recreational purposes, including, but not limited to, landscaped tracts, picnic grounds, playgrounds, athletic fields, camps, foot, bicycle and bridle paths, motor vehicle drives, wildlife sanctuaries, museums, zoological and botanical gardens, facilities for bathing, boating, hunting, and fishing, and all other recreational facilities for the use and benefit of the public.

Parking means standing a vehicle, whether occupied or not, when not loading or unloading, except when making necessary repairs.

Parking lot means any off-street area, whether paved or not, located outside the boundary lines of any public highway and used by the public for the free parking of motor vehicles.

Shopping center means a minimum area of three acres of land on which there is located one or more stores or public establishments and when there is provided a parking lot.

...

- (h) *Overnight parking restrictions in B-C district parking lots.* In city-owned parking lots in the B-C district, parking is prohibited ~~during the months of November through March~~ from 2:00 a.m. to 6:00 a.m. except in spaces clearly identified by official sign, pavement marking, or both as spaces for overnight parking. Parking in designated areas is limited to motor vehicles or accessory vehicles, including recreational vehicles and storage trailers, which occupy only one designated parking space. Motor or accessory vehicles occupying multiple spaces are required to be registered under the conditions of subsection (i) of this section.
- (i) *Long term and multiple-space parking in B-C district parking lots.* Any owner, occupant, or the guest of any owner or occupant of a business or residence located in the B-C district may park or store a motor vehicle or accessory vehicle in a city-owned B-C district parking lot if registered with the Sturgis Police Department. At the time of registration, the police department will designate a location for parking and may designate the number of days for which registration will be effective. In no event may registered vehicles park in the location designated for a period in excess of ten business days.
- (j) *Limited ~~Short~~ term parking in B-C district parking lots.* Parking is restricted to not more than two consecutive hours in spaces clearly identified by official sign, pavement marking, or both as spaces for short term parking. Parking is limited to 15 minutes or less in spaces clearly identified by official sign, pavement marking, or both as spaces for 15 Minute Parking.
- (k) *Penalty for illegal parking in B-C district parking lots.* The penalty for violations of the restrictions in subsections (h) and (i) of this section consist of a \$50.00 fine for each night. ~~After 24 hours, a vehicle in violation will be towed at the owner's expense.~~ The penalty for violations of the restrictions in subsection (j) is a \$50.00 fine per occurrence. Vehicles in violation of subsection may be towed at the owner's expense.

(Code 1969, § 73.02; Ord. of 5-24-2006; Ord. of 11-10-2010; Ord. of 1-10-2018(1))