



**AGENDA**  
**CITY COMMISSION MEETING**  
**WEDNESDAY, OCTOBER 23, 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 October 9, 2024 regular meeting as presented.**
  - B. Pay Bills
    - **AUTHORIZE the payment of the City bills in the amount of \$3,098,142.82 as presented.**
  - C. DDA Board Resignation
    - **ACCEPT the resignation of Amanda Wickey from the DDA Board and SEND a letter of recognition for her service.**
  - D. Board Appointment
    - **APPOINT Craig Bolthouse to the Elected Officials Compensation Committee as presented.**
9. UNFINISHED BUSINESS
  - A. Downtown Parking Ordinance 2<sup>nd</sup> Reading and Policy Approval – Andrew Kuk
10. NEW BUSINESS
  - A. GSA/Other Group Purchasing Approvals – Holly Keyser
  - B. City Manager Goals Overview – Andrew Kuk
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

# Manager's Report

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OCTOBER 23, 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 October 23, 2024 as presented.

### Staff Recommendation:

**APPROVE**

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

##### Consent Agenda Motion:

*APPROVE the minutes from the October 9, 2024 regular meeting as presented.*

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

##### Consent Agenda Motion:

*AUTHORIZE the payment of the City bills in the amount of \$3,098,142.82 as presented.*

#### **8C. DDA Board Resignation**

Amanda Wickey submitted a letter of resignation from the DDA Board due to new obligations.

##### Consent Agenda Motion:

*ACCEPT the resignation of Amanda Wickey from the DDA Board and SEND a letter of recognition for her service.*

#### **8D. Board Appointment**

Craig Bolthouse submitted an application for appointment to the Elected Officials Compensation Committee. His appointment will fill the final vacancy on the Committee and will allow an initial meeting to be scheduled. As a reminder, this Committee will review Commissioner compensation in

comparable communities and should provide a recommendation at the beginning of 2025.

*Consent Agenda Motion:*

*APPOINT Craig Bolthouse to the Elected Officials Compensation Committee as presented.*

## **9. Unfinished Business**

### **A. Downtown Parking Ordinance 2<sup>nd</sup> Reading and Policy Approval**

**Staff: Andrew Kuk**

At the October 9<sup>th</sup> Commission meeting, a first reading of the Downtown Parking Ordinance was considered and an overview of draft changes to the Downtown Parking Policy and map were provided.

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.

The proposed changes to the parking map include accounting for new parking spaces created as well as additions to overnight parking and reconfiguring the location of those spaces. Additional 15-minute parking spaces have been included in Lot 6, with the majority of these spaces being 15-minute parking 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 previously, currently overnight parking is seasonal, with use of overnight spaces only required from November to March. The policy change would require the use of these spaces year-around.

The 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.

#### **Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/NOT APPROVE changes to the Downtown Parking Policy and Parking Maps as presented.**

**Proposed Motion:**

**Move that the Sturgis City Commission CONSIDER/NOT CONSIDER this the second reading of and APPROVE/DENY an amendment to the City Code of Ordinances, Chapter 58, Section 58-6 pertaining to downtown parking effective November 18<sup>th</sup>, 2024.**

**Staff Recommendation:**

**APPROVE, CONSIDER, and APPROVE**

**Information Included in Packet:**

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

## **10. New Business**

### **A. GSA/Other Group Purchasing Approvals**

**Staff: Holly Keyser**

The Purchasing Policy includes cooperative purchasing contracts that are approved by the City Commission. Cooperative purchasing is a group purchasing method where a single entity runs through a competitive purchasing process for goods or services and then offers the resulting contract pricing to smaller groups that are part of its network. The City currently participates in MiDeal and Sourcewell run by the State of Michigan and Minnesota respectfully.

Recently it was discovered that we can also participate in GSA Advantage pricing as well as Omnia Partners. GSA Advantage is the federal government's premier online shopping superstore with access to commercial products and services available through pre-negotiated contracts. Utilizing the Cooperative Purchasing and Disaster Purchasing Programs, State and local governments can take advantage of this system to save time and reduce overall costs on the supplies and services they need. Adding this program to the purchasing policy will be especially helpful to IT.

The other program is Omnia Partners. This is a free membership with access to group purchasing contracts with leading national suppliers to provide volume discounts and streamlining the procurement process for thousands of products and services.

This provides the City with access to competitive pricing while reducing staff time with developing bid specifications and going through the bid process. City staff is seeking approval to add both GSA and Omnia to the approved list of cooperative purchasing programs.

The pertinent sections of the purchasing policy addressing cooperative purchasing are indicated below.

### **SECTION III: PURCHASING PROCEDURES**

Following are specific guidelines to be followed depending on the value of goods or services to be purchased. The splitting of purchases into smaller orders to avoid these requirements is prohibited.

Purchasing through the State of Michigan purchasing system or other cooperative purchasing programs as approved by the Commission may be substituted for the bid process, but remain subject to sections 3.1, 3.2, and 3.3. Department Heads are expected to operate within their approved budgets. Recognizing that there may be unanticipated expenditures from time to time, Department Heads should manage their budgets within the overall allocation approved during the annual budget process. This may require periodic budget amendments internal to a Department budget to ensure budget control.

#### **4.2 COOPERATIVE PROCUREMENT PROGRAMS**

It shall be the City's policy that Department Heads are encouraged to use cooperative purchasing programs sponsored by the State of Michigan or other cooperative purchasing programs approved by the Commission. Cooperative purchasing can prove advantageous to the City both by relieving Department Heads of the paperwork necessary to document the purchase and by taking advantage of the large quantity purchases made by State Government. Purchases made through these programs have met the requirements of competitive shopping. Department Heads are encouraged to check with the State regarding cooperative procurement contracts in effect prior to making any large purchase. If Department Heads use a cooperative procurement program, they are not subject to the bidding requirements outlined in sections 3.3 and 3.4.

#### **Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY the use of GSA and Omnia as cooperative purchasing programs under the City Purchasing Policy.**

#### **Staff Recommendation:**

**APPROVE**



## **10. New Business**

### **B. City Manager Goals Overview**

**Staff: Andrew Kuk**

As part of the end of this Commission term and in alignment with desire to have future evaluations of the City Manager take place during this time, I will present information on the progress towards the goals outlined for this year. Included in the packet is a copy of those goals.

#### Information Included in Packet:

1. 2024 City Manager Goals

## Noteworthy Meetings / Events

- Blind Island Brewery BAH | October 7<sup>th</sup>
- DDA Organization Committee Meeting | October 8<sup>th</sup>
- Sturgis Public Schools Meeting | October 8<sup>th</sup>
- Township Supervisor Meeting | October 9<sup>th</sup>
- Hydroelectric Project Emergency Action Plan review | October 10<sup>th</sup>
- SABEA Meeting | October 15<sup>th</sup>
- DDA Organizational and Promotion Committee Meeting | October 17<sup>th</sup>
- Officer Greg Peterson Retirement Open House | October 17<sup>th</sup>
- St. John's Episcopal Church Friday Free Lunch | October 18<sup>th</sup>
- City Resident Community Clean up Day | October 19<sup>th</sup>

## Upcoming Events

- Downtown Lighting Ceremony | Downtown | 6pm | October 22<sup>nd</sup>
- Lazer Expressions Business After Hours | 5pm-7pm | October 24<sup>th</sup>
- Lucky Diaz | SYCA | 6pm | October 24<sup>th</sup>
- Sturgis Spooktacular Fest | Downtown | 5pm-9pm | October 25<sup>th</sup>
- Safety Town Halloween Extravaganza | Wall School | 5pm-7pm | October 26<sup>th</sup>
- Monster Mash | SYCA | 8pm | October 26<sup>th</sup>
- SYCA Cinema Series: IT | SYCA | 7pm | October 29<sup>th</sup>
- City-wide Trick or Treating | 5:30pm-7:30pm | October 31<sup>st</sup>
- Fall Leaf Pick Up Begins | November 1<sup>st</sup>
- Styrofoam Recycling | Compost Site | 9am-12pm | November 2<sup>nd</sup>
- Chamber Annual Dinner | SYCA | 5:30pm | November 7<sup>th</sup>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8A**



**REGULAR MEETING - STURGIS CITY COMMISSION  
WEDNESDAY, OCTOBER 9, 2024  
WIESLOCH RAUM – CITY HALL**

Mayor Perez called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was said by all present.

The Invocation was given by Vice-Mayor Miller.

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

Commissioners absent: Nieves, Smith

Also present: City Attorney, City Manager, City Controller, DPS Director, Wastewater Superintendent, City Engineer, City Clerk

Sturgis Schools CFO Ray Sterling provided information on changes to the parking lots and drop offs at Eastwood Elementary. Discussion followed.

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

**Voting yea: Seven      Voting nay: None      Absent: Nieves, Smith      MOTION CARRIED**

Moved by Comm. Hile and seconded by Comm. Harrington to approve the Consent Agenda of October 9, 2024 as presented.

**8A. 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.

**Voting yea: Seven      Voting nay: None      Absent: Nieves, Smith      MOTION CARRIED**

DPS Director Tom Sikorski provided information on the purchase of a new excavator. Discussion followed.

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

**Voting yea: Seven      Voting nay: None      Absent: Nieves, Smith      MOTION CARRIED**

Wastewater Superintendent Brandon Schrader provided information on a task order to upgrade BOD capacity at the plant. Discussion followed.

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

**Voting yea: Seven      Voting nay: None      Absent: Nieves, Smith      MOTION CARRIED**

Wastewater Superintendent Brandon Schrader provided information on an agreement amendment to design a replacement for the primary clarifier. Discussion followed.

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

**Voting yea: Seven      Voting nay: None      Absent: Nieves, Smith      MOTION CARRIED**

Wastewater Superintendent Brandon Schrader provided information on an agreement amendment to design a replacement for the blower building. Discussion followed.

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

**Voting yea: Seven      Voting nay: None      Absent: Nieves, Smith      MOTION CARRIED**

City Controller Holly Keyser provided information the delivery of new leased vehicles as part of the agreement with Enterprise Fleet Management. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Harrington to approve the replacement of twelve vehicles via lease with Enterprise Fleet Management in an amount not-to-exceed one-hundred and thirteen thousand, six hundred and sixty-nine dollars and nine cents (\$113,669.09) as presented.

**Voting yea: Seven      Voting nay: None      Absent: Nieves, Smith      MOTION CARRIED**

Moved by Comm. Hile and seconded by Comm. Harrington to approve the disposal of twelve vehicles via Enterprise Fleet Management in an amount estimated at one-hundred thousand, seven hundred and nineteen dollars (\$100,719.00) as presented.

**Voting yea: Seven      Voting nay: None      Absent: Nieves, Smith      MOTION CARRIED**

City Manager Andrew Kuk provided additional information, from an earlier work session, on the ordinance changes related the refurbished parking lots. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Harrington to consider this the first reading of an amendment to the City Code of Ordinances, Chapter 58, Section 58-6 pertaining to downtown parking.

**Voting yea: Seven      Voting nay: None      Absent: Nieves, Smith      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: 10/23/2024 Month: 01

Date	Check#	Vendor	VendorName	Amount
10/02/2024	250211M	00099	ST JOSEPH COUNTY	13,771.00
10/10/2024	250212M	00233	MI MUNICIPAL LIABILITY &	316,666.00
10/10/2024	250213M	06582	NORTHERN INSURANCE AGENCY	16,703.63
10/11/2024	PR0647M	00061	CITY OF STURGIS PAYROLL	334,494.95
09/07/2024	T17075M	05892	PAYCOR	1,020.00
10/04/2024	T17076M	00197	CITY OF STURGIS UTILITIES	22,484.87
10/12/2024	T17077M	00197	CITY OF STURGIS UTILITIES	13,466.76
10/11/2024	T17078M	03770	MICHIGAN GAS UTILITIES	115.41
10/11/2024	T17079M	03770	MICHIGAN GAS UTILITIES	13.25
10/07/2024	T17080M	03770	MICHIGAN GAS UTILITIES	43.98
10/07/2024	T17081M	03770	MICHIGAN GAS UTILITIES	41.73
10/15/2024	T17082M	03770	MICHIGAN GAS UTILITIES	55.66
10/15/2024	T17083M	03770	MICHIGAN GAS UTILITIES	62.36
10/01/2024	T17084M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
10/20/2024	T17085M	00197	CITY OF STURGIS UTILITIES	22,647.64
10/20/2024	T17086M	00197	CITY OF STURGIS UTILITIES	5,321.91
10/11/2024	T17087M	02909	CHARTER COMMUNICATIONS	781.88
10/20/2024	T17088M	06121	GB SOLAR TE 2020 HOLDINGS LLC	160,184.10
10/01/2024	T17089M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
10/01/2024	T17090M	04088	BLUE CROSS BLUE SHIELD OF MI	21,485.50
10/01/2024	T17091M	04389	FRONTIER COMMUNICATIONS A	121.72
10/15/2024	T17092M	04389	FRONTIER COMMUNICATIONS A	62.97
10/15/2024	T17093M	04389	FRONTIER COMMUNICATIONS A	26.08
10/15/2024	T17094M	04389	FRONTIER COMMUNICATIONS A	147.08
10/15/2024	T17095M	04389	FRONTIER COMMUNICATIONS A	340.68
10/15/2024	T17096M	04389	FRONTIER COMMUNICATIONS A	278.98
10/15/2024	T17097M	04389	FRONTIER COMMUNICATIONS A	62.07
10/12/2024	T17098M	00512	CAMOCO FUEL SYSTEM	13,588.49
10/21/2024	T17099M	03770	MICHIGAN GAS UTILITIES	65.13
10/21/2024	T17100M	03770	MICHIGAN GAS UTILITIES	68.60
10/10/2024	T17101M	04421	AT&T MOBILITY	718.15
10/21/2024	T17102M	04389	FRONTIER COMMUNICATIONS A	258.66
10/16/2024	T17103M	04389	FRONTIER COMMUNICATIONS A	604.00
10/22/2024	T17104M	04389	FRONTIER COMMUNICATIONS A	57.36
10/22/2024	T17105M	03770	MICHIGAN GAS UTILITIES	2,221.01

# Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 10/23/2024 Month: 01

10/22/2024	T17106M	03770	MICHIGAN GAS UTILITIES	71.02
10/22/2024	T17107M	03770	MICHIGAN GAS UTILITIES	48.29
10/28/2024	T17108M	03770	MICHIGAN GAS UTILITIES	40.38
10/28/2024	T17109M	03770	MICHIGAN GAS UTILITIES	121.09
10/28/2024	T17110M	03770	MICHIGAN GAS UTILITIES	85.41
10/07/2024	T17111M	04197	MI PUBLIC POWER AGENCY	200,121.25
10/01/2024	T17112M	00449	CENTURY BANK & TRUST	6,221.68
10/29/2024	T17113M	03770	MICHIGAN GAS UTILITIES	15.67
10/29/2024	T17114M	03770	MICHIGAN GAS UTILITIES	39.92
10/04/2024	T17115M	04088	BLUE CROSS BLUE SHIELD OF MI	22,445.82
10/07/2024	T17116M	06138	MUTUAL OF OMAHA INSURANCE CO	5,496.92
10/22/2024	T17117M	03858	FARMERS STATE BANK	7,781.90
10/11/2024	T17118M	04088	BLUE CROSS BLUE SHIELD OF MI	39,124.65
10/14/2024	T17119M	04197	MI PUBLIC POWER AGENCY	212,653.61
10/12/2024	T17120M	00449	CENTURY BANK & TRUST	3,402.13
10/03/2024	T17121M	03245	IMPERIAL BEVERAGE	206.65
10/01/2024	T17122M	05903	WEST SIDE BEER DISTRIBUTING	251.90
10/03/2024	T17123M	01127	STATE OF MICHIGAN	306.78
10/01/2024	T17124M	06290	MEDPRO WASTE DISPOSAL LLC	27.56
10/25/2024	T17125M	04389	FRONTIER COMMUNICATIONS A	841.12
10/08/2024	T17126M	03083	INDIANA DEPT OF REVENUE	114.43
10/15/2024	T17127M	05875	ALERUS FINANCIAL/MERS-STIPEND	2,700.00
10/07/2024	T17128M	05892	PAYCOR	1,009.58
10/15/2024	T17129M	00321	STATE OF MICHIGAN	858.58
Manual Total				1,458,904.14
10/23/2024	250214	00110	A & K PRINTING & POOLS	550.00
10/23/2024	250215	00066	ACTION QUICK PRINT PLUS	64.00
10/23/2024	250216	06519	AFFORDABLE EQUIPMENT RENTAL	530.00
10/23/2024	250217	06156	AGILE TICKETING SOLUTIONS LLC	218.45
10/23/2024	250218	05697	ALL TRAFFIC SOLUTIONS INC	2,600.00
10/23/2024	250219	05986	ALPHA BUILDING CENTER-NOTTAWA	107.97
10/23/2024	250220	06119	AMAZON.COM SALES INC	5,541.79
10/23/2024	250221	06318	AMBULANCE BILLING NETWORK LLC	3,892.20
10/23/2024	250222	04674	AMERICAN LEGION POST 073	632.43
10/23/2024	250223	02058	APWA, MICHIGAN CHAPTER - MPSI	1,490.00
10/23/2024	250224	04696	APX INC - 9551	116.61
10/23/2024	250225	00624	AQUA BLAST CARWASH SYSTEMS INC	224.00

# Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 10/23/2024 Month: 01

10/23/2024	250226	05634	ARTHUR RICE	50.00
10/23/2024	250227	02292	ASPLUNDH TREE EXPERT CO	16,414.50
10/23/2024	250228	00130	BANDHOLTZ PAINT MFG CO	216.00
10/23/2024	250229	05640	BECKETT & RAEDER	5,550.00
10/23/2024	250230	06117	BENITA ANN LEWIS	45.00
10/23/2024	250231	00072	BIRD, SCHESKE, REED & BEEMER,	100.00
10/23/2024	250232	00132	BOFA INC	949.00
10/23/2024	250233	00005	BOGEN CONCRETE INC	8,627.00
10/23/2024	250234	00006	BOLAND TIRE INC	151.98
10/23/2024	250235	05991	BORGESS MEDICAL GROUP	335.00
10/23/2024	250236	03327	BOUND TREE MEDICAL LLC	653.53
10/23/2024	250237	00296	BTCA HOLDINGS	11.34
10/23/2024	250238	00296	CAITLYN M METZ	11.93
10/23/2024	250239	05125	CANNON TECHNOLOGIES	14,303.12
10/23/2024	250240	06517	CARELINC MEDICAL EQUIP &SUPPLY	280.00
10/23/2024	250241	00364	CAROL DUSTIN	260.00
10/23/2024	250242	04673	CDW GOVERNMENT LLC	12,038.11
10/23/2024	250243	05634	CENTRAL MFG SERVICES	3,974.55
10/23/2024	250244	00001	CIVICA NORTH AMERICA INC	23,911.39
10/23/2024	250245	06296	CIVICPLUS LLC	21,281.47
10/23/2024	250246	03605	COLDSPRING GRANITE COMPANY	950.40
10/23/2024	250247	03059	CONCORD EXCAVATING, LLC	626,365.09
10/23/2024	250248	06523	CORE TECHNOLOGY CORP	18,226.00
10/23/2024	250249	05108	CORRIGAN OIL CO	1,425.82
10/23/2024	250250	06325	COTTIN'S HARDWARE	258.21
10/23/2024	250251	06158	CULLIGAN WATER OF STURGIS	299.55
10/23/2024	250252	06264	CUTTER'S EDGE LAWN CARE LLC	6,331.00
10/23/2024	250253	05909	TONY D'HAESE	224.00
10/23/2024	250254	06536	DAVID COY LANHAM	3,000.00
10/23/2024	250255	00296	DAVID GEARRING	6.00
10/23/2024	250256	06583	DIXBORO VETERINARY DENTAL	942.41
10/23/2024	250257	00296	DOUG L WILLIAMS	100.00
10/23/2024	250258	03954	TITAN AVIATION FUELS	20,166.10
10/23/2024	250259	06361	ECOLAYERS INC	775.00
10/23/2024	250260	06014	EGANIX INC	840.00
10/23/2024	250261	06533	ENTERPRISE FM TRUST	7,306.07
10/23/2024	250262	04955	ENVIRO-CLEAN	6,158.00

# Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 10/23/2024 Month: 01

10/23/2024	250263	05745	ERICA VARGAS SARCO	40.00
10/23/2024	250264	00296	EXCELLENCE MARTIAL ARTS LLC	443.72
10/23/2024	250265	05151	FAWN RIVER MECHANICAL LLC	2,448.89
10/23/2024	250266	01204	FERGUSON DBA POLLARDWATER	1,777.71
10/23/2024	250267	05490	FERGUSON WATERWORKS #3386	3,961.86
10/23/2024	250268	06496	FISH WINDOW CLEANING	385.00
10/23/2024	250269	00013	FISHBECK	11,509.00
10/23/2024	250270	00776	FLEIS & VANDENBRINK	25,044.53
10/23/2024	250271	06287	FOCAL POINT STUDIOS	5,000.00
10/23/2024	250272	04389	FRONTIER COMMUNICATIONS A	100.18
10/23/2024	250273	00183	GRAINGER INC	57.48
10/23/2024	250274	03806	GREAT LAKES PEST CONTROL	365.00
10/23/2024	250275	06219	HAVILAND PRODUCTS COMPANY	1,137.20
10/23/2024	250276	05586	MARY M HAYLETT	20.00
10/23/2024	250277	06553	HEAT TRACING SALES &	1,368.65
10/23/2024	250278	05222	HOLLAND DEPT OF PS/WMCJTC	1,467.57
10/23/2024	250279	04298	HPS LLC	1,996.15
10/23/2024	250280	03515	HYDROCORP	4,625.50
10/23/2024	250281	06309	INTERGRAPH CORP	3,452.05
10/23/2024	250282	05522	INTERSTATE BATTERIES-GREAT LKS	64.95
10/23/2024	250283	05171	STUART C IRBY CO	9,581.70
10/23/2024	250284	01101	JANENE KOSMAN	40.00
10/23/2024	250285	06199	JANSEN PLUMBING, HEATING &	400.16
10/23/2024	250286	06314	JODIE M JOHNSON	40.00
10/23/2024	250287	06217	JOHN J FLOWERS	40.00
10/23/2024	250288	00296	KAREN L RECHER	40.93
10/23/2024	250289	06482	KENDRICK STATIONERS	107.62
10/23/2024	250290	01615	KENNEDY INDUSTRIES INC.	3,000.00
10/23/2024	250291	05668	KNOWBE4 INC	9,315.00
10/23/2024	250292	05385	LAKE AREA VETERINARY GROUP	114.48
10/23/2024	250293	03684	LEXISNEXIS RISK SOLUTIONS	100.00
10/23/2024	250294	00296	LINDSEY J METZGER	55.98
10/23/2024	250295	06571	M & K JETTING AND TELEVISION	16,868.13
10/23/2024	250296	06250	MARANA GROUP	1,562.18
10/23/2024	250297	06155	MERCER SEPTIC AND EXCAVATING	2,800.00
10/23/2024	250298	03189	MI ASSOC OF AIRPORT EXECUTIVES	20.00
10/23/2024	250299	03774	STATE OF MICHIGAN	86.50

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

Date: 10/23/2024 Month: 01

10/23/2024	250300	01078	STATE OF MICHIGAN	52.00
10/23/2024	250301	05121	MICKEY'S LINEN	302.49
10/23/2024	250302	05051	MILSOFT UTILITY SOLUTIONS	501.35
10/23/2024	250303	03204	E I MORROW CO INC	83.20
10/23/2024	250304	00245	MOSTROM & ASSOC INC	700.00
10/23/2024	250305	00847	MWEA	185.00
10/23/2024	250306	06267	NEW CREATIONS LANDSCAPE LLC	3,182.41
10/23/2024	250307	05677	NORTH BREATHING AIR LLC	613.86
10/23/2024	250308	06491	ONLINE INFORMATION SERVICES	307.77
10/23/2024	250309	06556	OSTRANDER WINDOWS, SIDING &	11,800.00
10/23/2024	250310	03080	OTIS ELEVATOR COMPANY	801.48
10/23/2024	250311	06561	OUTDOOR LIGHTING PERSPECTIVES	10,426.00
10/23/2024	250312	03104	PHILLIPS STEEL CORPORATION	653.49
10/23/2024	250313	05042	PLANT GROWTH MANAGEMENT SYSTEM	9,477.60
10/23/2024	250314	00485	POWER LINE SUPPLY	4,461.06
10/23/2024	250315	01110	PRO-TECH SALES	265.00
10/23/2024	250316	04909	REHMANN ROBSON LLC	770.00
10/23/2024	250317	05739	RENEWABLE WORLD ENERGIES LLC	6,910.98
10/23/2024	250318	00035	RESCO	49,243.52
10/23/2024	250319	06547	REVEL ROAD TOURING LLC	4,500.00
10/23/2024	250320	06038	REVOLUTION HEALTH, P.C.	30.00
10/23/2024	250321	06521	RICKETT'S LAWN CARE	3,120.00
10/23/2024	250322	05379	S & S INDUSTRIAL SUPPLY	205.67
10/23/2024	250323	05765	SELKING INTERNATIONAL	4,515.50
10/23/2024	250324	00296	SHERRY L CONNELLY	100.00
10/23/2024	250325	05168	SLS PRODUCTION SERVICES LLC	68,731.58
10/23/2024	250326	00707	SPORTSARAMA INC	16.00
10/23/2024	250327	01801	STAR CRANE & HOIST	945.00
10/23/2024	250328	00488	STATE SYSTEMS RADIO INC	195.00
10/23/2024	250329	05523	DIANA STRUDWICK	808.14
10/23/2024	250330	03214	STRYKER	551.62
10/23/2024	250331	06487	STURGIS ACE HARDWARE	360.06
10/23/2024	250332	03273	SAB/EA	550.00
10/23/2024	250333	04400	STURGIS BANK & TRUST-CUSTODIAN	2,359.12
10/23/2024	250334	05826	STURGIS GLASS LLC	65.00
10/23/2024	250335	00507	STURGIS OVERHEAD DOOR & LADDER	1,120.00
10/23/2024	250336	06527	SWARTHOUT EXCAVATING LLC	405,087.61

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

Date: 10/23/2024 Month: 01

10/23/2024	250337	04140	SWICK BROADCASTING COMPANY	200.00
10/23/2024	250338	00554	T C APPLIANCE	199.95
10/23/2024	250339	06107	TALIA YEOMAN	315.00
10/23/2024	250340	00046	TELE-RAD INC	2,639.96
10/23/2024	250341	06151	THE NAKED SHIRT CUSTOM PRINTNG	956.00
10/23/2024	250342	05777	TRACE ANALYTICAL LABORATORIES	331.00
10/23/2024	250343	05664	TREECORE LLC	12,000.00
10/23/2024	250344	01238	UNITED PARCEL SERVICE	196.41
10/23/2024	250345	06150	UNITED WHOLESALE GROCERY	240.41
10/23/2024	250346	03331	UTILITIES INSTRUMENTATION SERV	49,675.00
10/23/2024	250347	04453	VERIZON WIRELESS	2,554.71
10/23/2024	250348	03511	WASTE MANAGEMENT	9,300.78
10/23/2024	250349	03872	JORY WEBB	300.00
10/23/2024	D02437	00340	AMERICAN SAFETY & FIRST AID	47.88
10/23/2024	D02438	02983	CINTAS LOCATION #351	1,003.19
10/23/2024	D02439	05694	CUMMINS INC	1,183.95
10/23/2024	D02440	06244	EMERGENCY VEHICLES PLUS	607.70
10/23/2024	D02441	03423	ESRI INC	27,500.00
10/23/2024	D02442	03944	LINDE GAS & EQUIPMENT INC	54.12
10/23/2024	D02443	06069	NAPA AUTO PARTS	445.23
10/23/2024	D02444	05932	O'REILLY AUTO ENTERPRISES LLC	69.41
10/23/2024	D02445	03091	PRIME QUALITY ELECTRIC LLC	7,192.33
10/23/2024	D02446	06125	THE COPY IMAGE INC	85.00
10/23/2024	D02447	04792	VILLA ENVIRONMENTAL CONSULTANT	200.00
Automatic Total				1,639,238.68
Grand Total				3,098,142.82

**PAYROLL DISBURSEMENT**  
**FOR PAYROLL ENDING 10/06/2024**  
**PR0647M PAYROLL DATE 10/11/2024**

GENERAL	\$158,237.93
MAJOR STREET	5,792.72
LOCAL STREET	5,022.07
CEMETERY	5,448.10
AIRPORT	722.60
BUILDING	3,577.48
HOUSING DEPARTMENT	50.50
STURGES-YOUNG CENTER FOR THE ARTS	4,702.36
RECREATION	3,261.70
DOYLE RECREATION CENTER	9,447.06
AMBULANCE	12,008.83
ELECTRIC	87,160.57
SEWER	18,355.93
WATER	17,906.79
MOTOR VEHICLE	2,800.31
<b>Payroll Sub-Total</b>	<b>\$334,494.95</b>



**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8C**



Amanda Wickey  
Maximum Performance Chiropractic  
Oct. 10<sup>th</sup>, 2022  
9/10/2024

Dear DDA Board,

It is a regret that I will be resigning from the DDA board, effective immediately.

I just accepted a full time job to help contribute to my family's financial needs. So, I will have no time to come to the board meetings anymore. I am grateful for having had the opportunity to serve the board for the past few years. Thank you for giving me this opportunity, I have learned a lot and I enjoyed my time helping our downtown be a better place for our community. I will still be involved with volunteering and helping with event ideas for our downtown.

Sincerely, 

Amanda Wickey  
DDA Board member

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8D**





## Boards and Commissions Application

Name: Craig Paul Bolthouse  
(First) (Middle) (Last)

Address: 707 myrtle st Sturgis 49091 Email: 2gelectricdesign@gmail.com  
(Street) (City) (Zip)

Are you a city resident? Yes Home/Cell Phone: 269-908-3646

Occupation: Student / Consultant Work Phone: \_\_\_\_\_

Employment: Self Employeed  
(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):

Moved to Sturgis in 2009, Business owner in community, Current president of the Sturgis Federal

Housing commission board, Working to re-invest federal dollars in the community through RAD Conversion

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

Attempting to fill a need in the community

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):

Tim Hill N/a 269-986-7401  
(Name) (Address) (Phone)

Eric Ruckert n/a 269-209-3953  
(Name) (Address) (Phone)

Signature: craig bolthouse Date: 10-15-24

**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 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 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)

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 9A**





## 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, in~~ 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

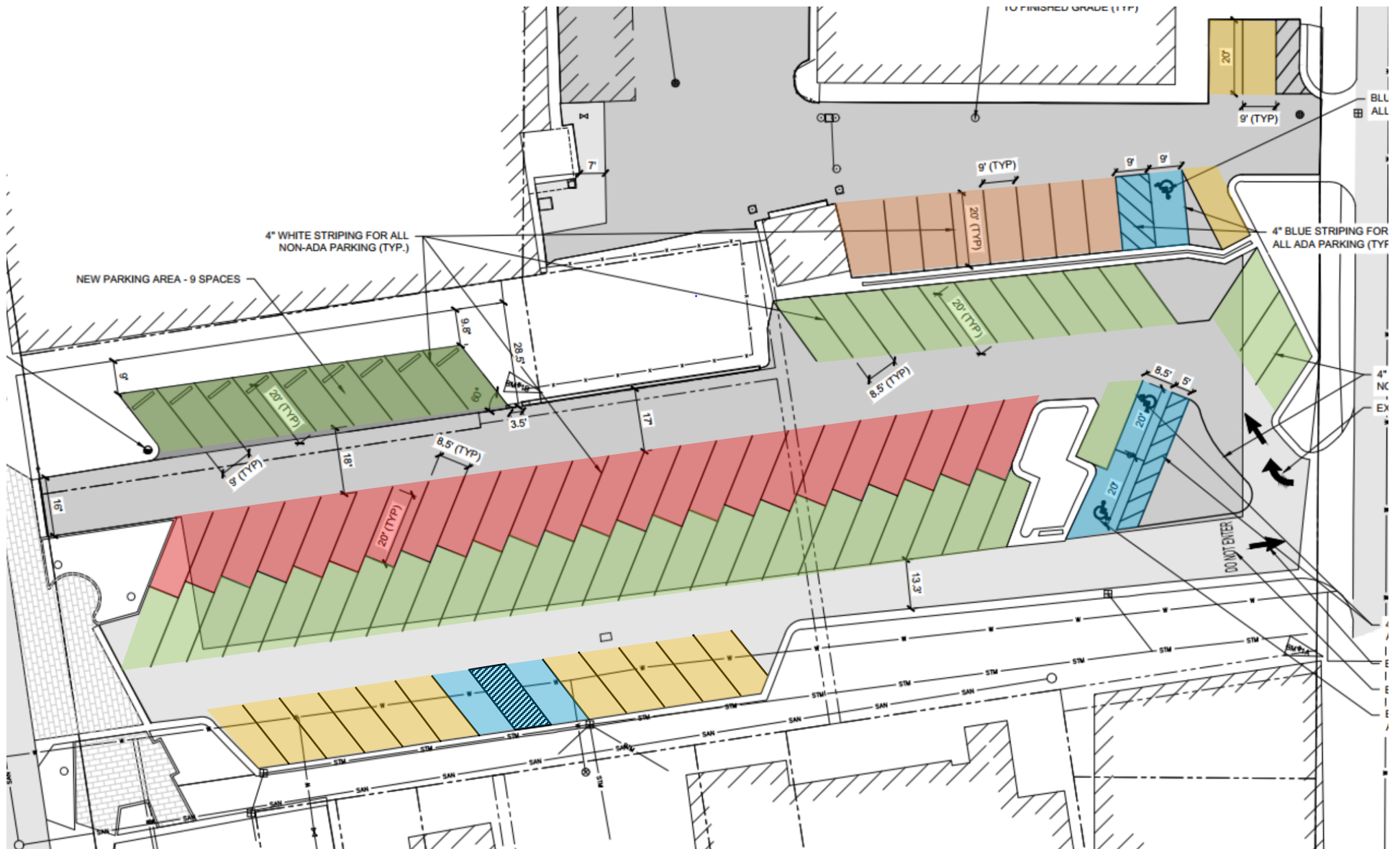


15 Minute



City Reserved Parking (no public parking)

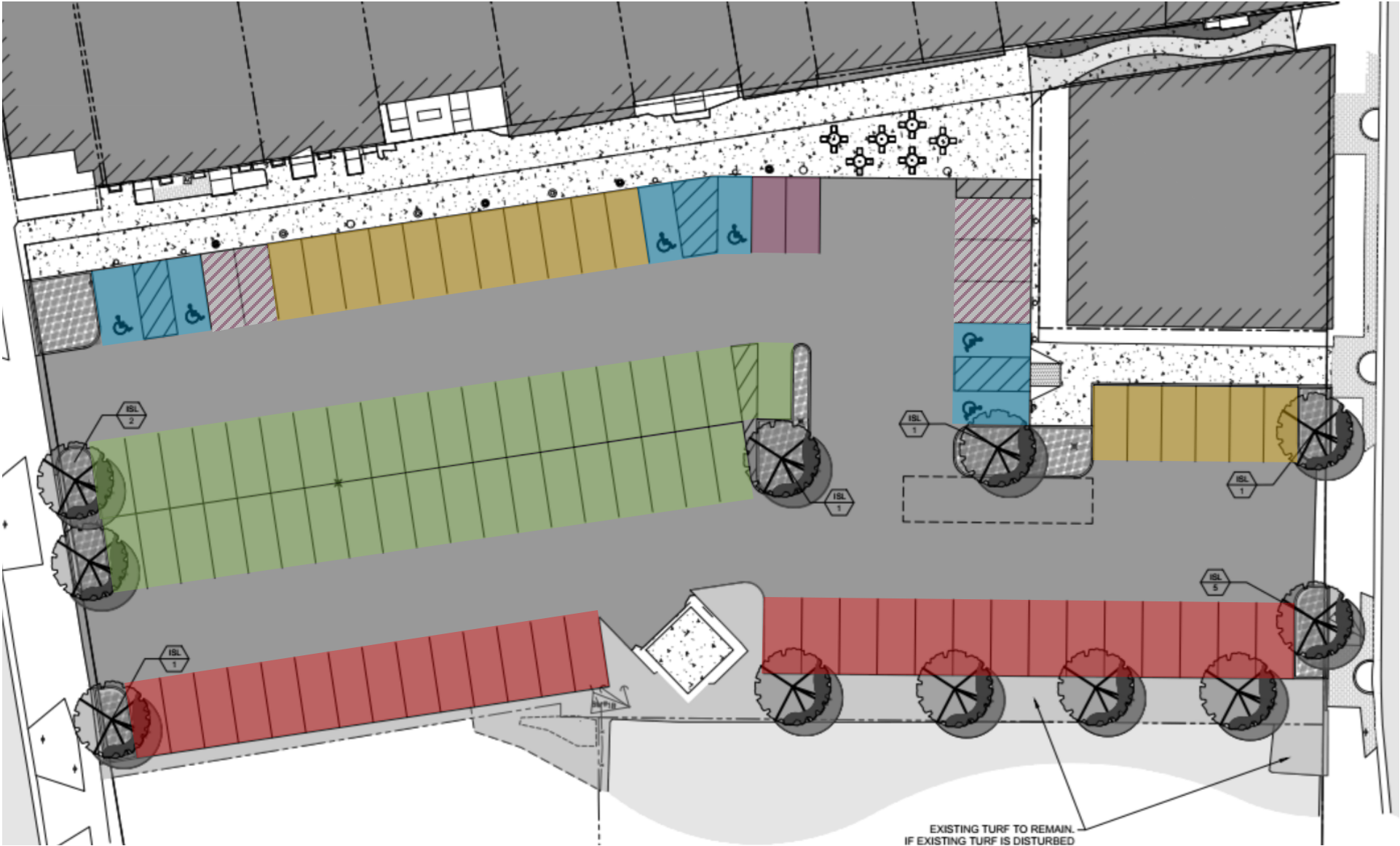
# Parking Lot 4 and Public Safety



- Open
- Short-Term (2 hr)
- Open/Overnight
- 15 Minute
- City Reserved Parking (no public parking)



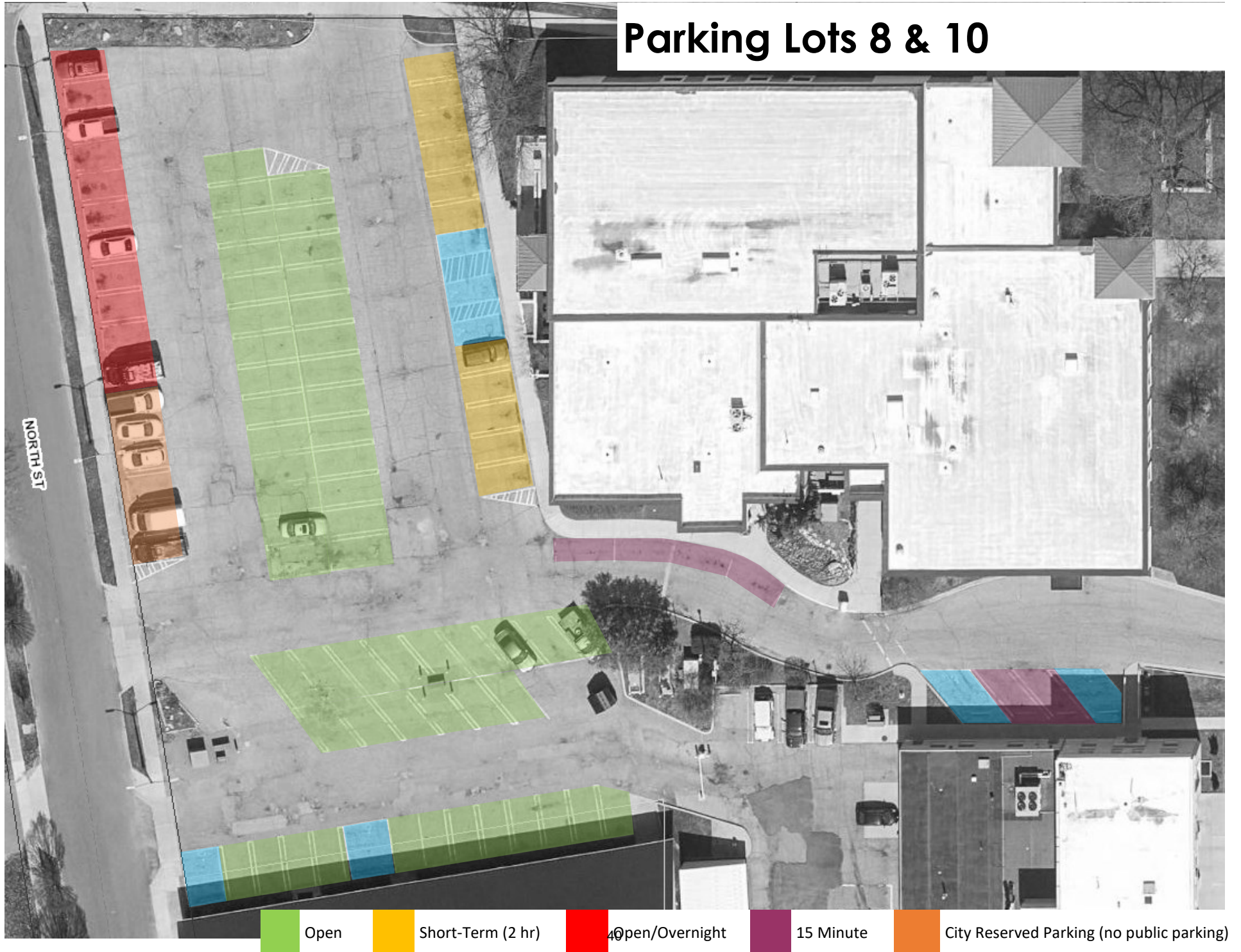
# Parking Lot 6



# Parking Lot 7



## Parking Lots 8 & 10

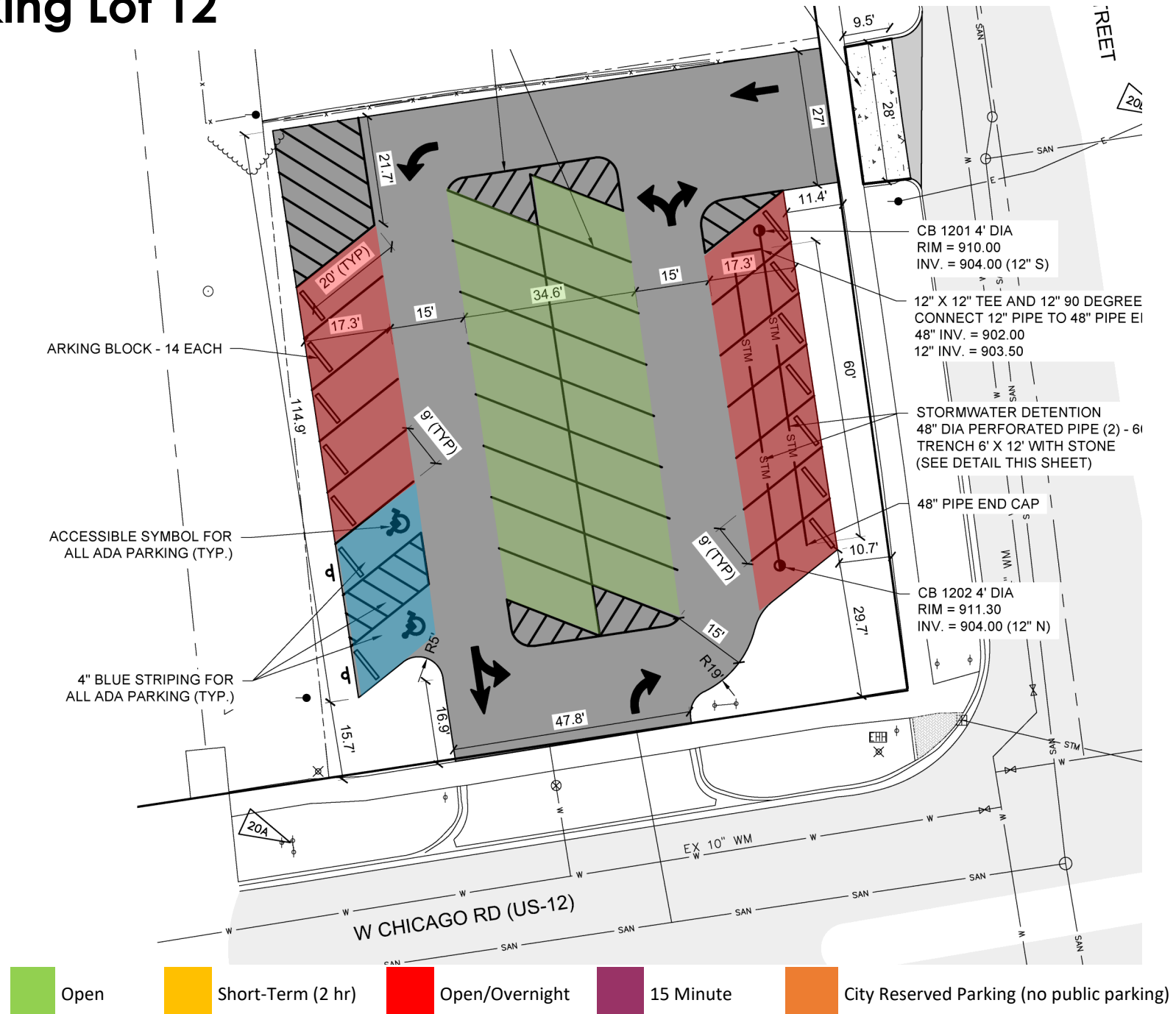




# Parking Lots 9 & 11



# Parking Lot 12



AMENDMENT TO THE CITY CODE OF ORDINANCES  
PERTAINING TO PARKING IN DOWNTOWN

An Ordinance to amend Chapter 58 – Traffic and Vehicles, Article I. – In General, Section 58-6 – “Pedestrians and vehicular traffic in certain public areas”, subsections (h) through (k); of the Ordinances of the City of Sturgis pertaining to keeping of dogs and to provide for an effective date of this Ordinance.

WHEREAS, the City Commission has determined that it is in the best interest of the residents of the City to modify Section 58-6, subsections (h) through (k) regarding provisions related to parking downtown, including overnight parking, limited term parking, and penalties for illegal parking in the district.

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

Chapter 58 – Traffic and Vehicles, Article I. – In General, Section 58-6 – “Pedestrians and vehicular traffic in certain public areas”, subsections (h) through (k) of the Ordinances of the City of Sturgis are hereby modified as follows effective November 18, 2024:

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

...

- (h) Overnight parking restrictions in B-C district parking lots. In city-owned parking lots in the B-C district, parking is prohibited 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 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. 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.

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10B**





## CITY MANAGER GOALS 2024

<b>Goal #1</b>	<b>Personnel Policies and Procedures</b>
Objective #1	Develop standard staff performance evaluations and standards for compensation adjustment
Tactic #1	Complete a process for staff performance evaluations that ties into salary step model proposed by GovHR as part of compensation study
Tactic #2	Develop policy/procedure incorporating performance evaluation into reviews for compensation adjustment. Formalize implementation of salary step model.
Objective #2	Implement policies related to personnel matters
Tactic #1	Complete revision of employee handbook
Tactic #2	Complete miscellaneous policies related to various staffing issues such as golf outings, City Hall weather closures, etc.
<b>Goal #2</b>	<b>Staff Succession Planning</b>
Objective	Plan for Upcoming Staff Vacancies (next five years)
Tactic #1	Evaluate upcoming critical staff vacancies
Tactic #2	Discuss and develop strategic plans with department heads to address known/expected upcoming vacancies
Tactic #3	Evaluate organizational structure in light of known/expected upcoming vacancies
<b>Goal #3</b>	<b>Modernize City Website and Online Presence</b>
Objective	Update City website and associated functions
Tactic #1	Contract for updates to the City website to bring it to a modern platform with appropriate functionality
Tactic #2	Evaluate and update ancillary online services (eGov, citizen alert system, calendar) to modern standards and cohesive functionality with web
<b>Goal #4</b>	<b>Update and Improve Communication Flow with City Commission</b>
Objective #1	Develop, improve, and provide standardized reports to Commission
Tactic	Work to identify key areas for regular reports and develop/improve reports and information formatting (i.e. more useful quarterly financial reports; quarterly electric department information, project reporting, etc.)
Objective #2	Improve regular communications with Commission
Tactic #1	Work with Commissioners to better understand information expectations and match those expectations to ability to provide information in the context of operations