



**AGENDA**  
**CITY COMMISSION MEETING**  
**WEDNESDAY, NOVEMBER 13, 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. Open Meeting Act Presentation – City Attorney
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 23, 2024 regular meeting as presented.**
  - B. Pay Bills
    - **AUTHORIZE the payment of the City bills in the amount of \$2,209,829.36 as presented.**
9. UNFINISHED BUSINESS
  - A. Urban Chickens Ordinance Second Reading – William Prichard
10. NEW BUSINESS
  - A. Public Hearing for Plant Rehabilitation District – Kenneth Rhodes
  - B. Groundwater Protection Board of Appeals – Kenneth Rhodes
  - C. SYCA Lower-Level Restrooms – Daniel Root
  - D. Prescription Drug Stop-Loss Coverage – Holly Keyser
  - E. Review of City Commission Policies – Andrew Kuk
  - F. Commissioner Board Appointments – Mayor
  - G. SHDC Shareholders Consent Resolution – Andrew Kuk
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

# Manager's Report

---

NOVEMBER 13, 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 November 13, 2024 as presented.

### Staff Recommendation:

**APPROVE**

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

##### Consent Agenda Motion:

*APPROVE the minutes from the October 23, 2024 regular meeting as presented.*

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

##### Consent Agenda Motion:

*AUTHORIZE the payment of the City bills in the amount of \$2,209,829.36 as presented.*

## **9. Unfinished Business**

### **A. Urban Chickens Ordinance Second Reading**

**Staff: William Prichard**

Dating back to 2011, both the City Commission and Planning Commission have periodically discussed the potential for allowing urban chickens within City limits. In 2023 these discussions reengaged, with the Planning Commission, at the request of the City Commission, reviewing and proposing language for an urban chicken ordinance and associated amendments.

This process included several opportunities for public input, as well as a public hearing on the issue at the Planning Commission. While the Planning Commission ultimately did not recommend to the Commission allowing urban chickens, they did have consensus that if the City Commission were to move forward with an urban chicken ordinance, they would strongly recommend it to be placed on a future ballot for a vote of the people.

The City Commission completed the first reading of the associated amendments on April 24, 2024 and approved the language to be placed on the ballot. At the November 5, 2024 election, the proposed urban chicken ordinance, City Code of Ordinances Section 10.65 – Urban Chickens, was approved by voters.

The process now continues with the second reading of the zoning ordinance and fine schedule, as well as adding urban chickens fees to the City of Sturgis fee schedule.

The following ordinance sections were considered for first readings on April 24, 2024:

- Amendments to City Code of Ordinances Section 10.64. – Keeping of animals, fowl, etc. restricted
- Amendment to City Code of Ordinances Appendix A. – Zoning Code Section 1.1105. – Accessory buildings, structures and uses relating to “Chicken Coops”

- Amendment to City Code of Ordinances Appendix A. – Zoning Code Section 1.1401. – Building Permits; language to exempt separate permits for accessory structures and fences that are included as part of an urban chicken permit.
- Amendment to City Code of Ordinances Appendix B. – Fine Schedule; adding fines related to the Urban Chickens

Red-lined copies of all the proposed language amendments are included in your packet.

Finally, included in your packet are also changes to the City's fee schedule related to administration and enforcement of Urban Chickens. Changes to the Fee Schedule only require Commission approval and not two readings.

**Proposed Motion:**

**Move that the Sturgis City Commission CONSIDER/NOT CONSIDER this the second reading of and APPROVE/DENY the amendments to the City Code of Ordinances, Section 10.64, Appendix A - Zoning Code Sections 1.1105 and 1.1401, and Appendix B - Fine Schedule regarding Urban Chickens effective December 5, 2024.**

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/NOT APPROVE the addition of fees pertaining to urban chickens to the City of Sturgis Fee Schedule as presented.**

**Information Included in Packet:**

1. Urban Chicken Ordinance
2. Proposed Zoning Ordinance Amendments
3. Proposed Appendix B. Fine Schedule Amendments
4. Proposed Fee Schedule Amendments

## **10. New Business**

### **A. Public Hearing for Plant Rehabilitation District**

**Staff: Kenneth Rhodes**

#### **OPEN PUBLIC HEARING**

The City of Sturgis has several Industrial Development Districts which allow companies to construct new or expanded industrial facilities and then apply for tax abatements from the City. A Plant Rehabilitation District allows a company to rehabilitate an existing obsolete industrial facility and apply for an abatement on the taxes for the improvements made. City Staff has received a request from Automotive AC Design and Consulting, LLC to establish a district at the former Sturgis Armory at 1103 N. Centerville. The City Assessor has deemed the property obsolete.

The enclosed resolution will establish a District and allow the company to apply for a tax abatement in the future when they are ready to begin construction.

#### **CLOSE PUBLIC HEARING**

#### **Proposed Motion:**

**Move that the Sturgis City Commission ADOPT/NOT ADOPT the Resolution Establishing a Plant Rehabilitation District for Automotive AC Design and Consulting LLC**

#### **Staff Recommendation:**

**ADOPT**

#### **Information Included in Packet:**

**1. Resolution**

## **10. New Business**

### **B. Groundwater Protection Board of Appeals**

**Staff: Kenneth Rhodes**

In 2013, the City adopted a groundwater protection ordinance. This ordinance was adopted as part of the City's Wellhead Protection Program, which identified areas of the community that impact municipal water sources and developed strategies and provisions to manage and protect them.

The goal of the Wellhead Protection Program is to provide mechanisms to prevent existing and potential sources of contamination from reaching the municipal water supply wells. The groundwater protection ordinance is enforced by the Community Development Department through the Zoning Code as part of the site plan review process for future development (Zoning Ordinance Article XV, included in your packet). The ordinance provides regulation and restrictions on development that would impact the groundwater system of the City.

The groundwater protection ordinance includes a process for appeals related to decisions made under this ordinance. The final step of this appeals process is the Groundwater Protection Board of Appeals; Section 1.1514 of the Zoning Code establishes the Groundwater Protection Board of Appeals. The duty of this Board is to "consider appeals from the decision of the city manager and to determine, in particular cases, whether any deviation from strict enforcement will violate the intent of this article or jeopardize the public health or safety or environment."

The members of the Board include the Mayor, the Chair of the Planning Commission, an at-large Planning Commission member, the City Engineer, the Director of Public Services, an at-large Citizen of the City of Sturgis, and an at-large representative of industry in the City of Sturgis.

To date, there have been no appeals to this Board, but it is anticipated that one will come in the near future. At this time, staff is recommending the City Commission appoint the at-large Planning Commission Member, as well as a citizen and industry representative. City Staff has sought out qualified candidates

to serve on this board and their applications are included in your packet. Kimberly Bush has extensive experience in this area, works for Abbott Nutrition, and lives in the City. Pete Stemen also has familiarity with this area and is willing to serve as the industry representative. Planning Commissioner Buddy Denman has volunteered to serve as the at-large Planning Commission representative.

**Proposed Motion:**

**Move that the Sturgis City Commission APPOINT/NOT APPPOINT Kimberly Bush as citizen representative, Pete Stemen as industry representative, and Buddy Denman as the at-large Planning Commissioner to the Groundwater Protection Board of Appeals.**

**Staff Recommendation:**

**APPOINT**

**Information Included in Packet:**

1. Zoning Ordinance Article XV
2. Applications



## 10. New Business

### C. SYCA Lower-Level Restrooms

**Staff: Daniel Root**

As part of the Sturges-Young Center for the Arts (SYCA) Road to Restoration Plan, the current fiscal year capital improvement budget includes the completion of the lower-level restroom renovation. This project will reflect the main floor restroom renovation that took place in 2021. Frederick Construction acted as the general contractor on the main level restroom project under the MiDeals Indefinite Scope, Indefinite Delivery contract. Staff has continued to work with Frederick Construction for the design and budget development for the lower-level project as well.

Staff authorized a proposal for design and budgeting for the project in June of 2022 in the amount of \$25,597.00. A contract incorporating the approved design amount was signed in February of 2023. Construction work was originally anticipated to be completed in FY 2022-2023 and Fredrick provided a budget for that work in March of 2023 under Change Order #001 in the amount of \$225,144.44. If approved, the Change Order would increase the contract total to \$250,741.44. A copy of the change order is included in your packet.

In early 2023 it was determined necessary to push the project to a later date so project funding could be sought from grants and other sources. In February 2024 the City received grant funding from the Grace A. and Newell A. Franks Fund at the Sturgis Area Community Foundation (Franks Fund) to help complete the project. Based on the timing, the project had been budgeted for FY 2023-2024 with the amount budgeted increased to reflect potential additions to the project scope.

Given the proposed increased scope, as well as time gap from the initial change order, staff sought an amended budget change order from Frederick Construction. Due to delays in receiving that information, it was determined that construction could not be completed prior to increased activity at the facility that would be disrupted by the work. The project was budgeted for FY 2024-2025 and it was communicated to Frederick that a start date in May would be necessary.

Subsequently, estimates were provided by Fredrick for the proposed changes in scope, and ultimately these changes were significantly over budget and not included in the final project. These improvements are being reviewed as part of a separate, future project.

On November 6, 2024, Frederick Construction provided Change Order #002 for the project, which is included in your packet. This Change Order reflects cost increases in material and labor to the project since Change Order #001 in the amount of \$25,018.89, bringing the total cost of the proposed project to \$275,760.33. The detailed cost increases are included as part of Change Order #002, which is included in your packet. A budget and cost spreadsheet for the project is included in your packet. Note that \$24,080.50 has been paid for design work in June of 2023 when the project did not immediately proceed.

The scope of this project will include new restroom fixtures, partitions, sinks, touch free flush valves, and faucets. Other improvements will include new lighting, counters, ventilation upgrades, and cosmetic improvements to both restrooms.

The current year budget includes \$301,759.00 to complete this project. Of that amount, \$153,000.00 is being provided by the grant from the Franks Fund with the balance of the project to be paid out from a transfer from Capital Reserve. Frederick Construction included an \$8,500.00 contingency in their proposed budget so additional contingency is not being recommended. The timeline to complete the project is slated at 12 weeks and if approved, Frederick has agreed to be ready to start May 19, 2025. This schedule was proposed to allow for the least amount of disruption to SYCA activities and events.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY Change Order 001 in the amount of two hundred twenty-five thousand one hundred forty-four dollars and forty-four cents (\$225,144.44) and Change Order 002 in the amount of twenty-five thousand eighteen dollars and eighty-nine cents (\$25,018.89) from Frederick Construction for renovations to the lower-level restrooms at Sturges-Young Center for the Arts.**

**Staff Recommendation:**

**APPROVE**

**Information Included in Packet:**

1. Change Order #001
2. Change Order #002
3. Budget & Costs Spreadsheet

## 10. New Business

### D. Prescription Drug Stop-Loss Coverage

**Staff: Holly Keyser**

The City has worked with Manquen Vance for employee benefit management and consultation for several years. Each year during the annual renewal they evaluate health, dental, vision and life insurance options and contracts. Currently the City has a self-funded medical benefit plan administered by Blue Cross Blue Shield of Michigan (BCBSM) for active employees and eligible retirees until Medicare eligibility. The City has stop-loss coverage for medical claims exceeding \$65,000.00 which does not include prescriptions.

Over the last several years Manquen Vance has evaluated whether the City should expand our stop-loss policy to include prescription drugs. This change would increase the stop-loss premium but decrease the risk of paying out large claims. While the benefits of advancements in pharmaceuticals can improve health, there is a significant cost to these new drugs. Due to rising specialty drug usage across the industry and the relatively small population at the City, adding prescription coverage to the stop-loss is being recommended by Manquen Vance as a good risk management decision.

Included in your packet is the analysis provided by Manquen Vance for the current year. Over the last several years, the City has seen the difference between its actual payouts for prescription drugs versus cost of prescription drug stop-loss premium slowly shrink to near the point of break-even. Manquen Vance is predicting that for 2024, the City will pay more for actual prescription drug benefits than it would have paid for a stop-loss premium if we would have elected it. Based on this history and our experiences, they project these costs will continue to increase such that the stop-loss premium will likely continue to be a near-break-even proposition (give or take), even with stop-loss premiums increasing. For the current plan year, the increase in the stop-loss premium would be \$322,108.00 to add prescription drug coverage.

The funding of insurance is based upon illustrative rates provided by BCBSM. These rates are charged to the various City funds with the actual payment of claims accounted for in the Employee Benefit Fund. Although the increase in the stop-loss premium would be \$322,108.00, the illustrative rates would not change, evidence of an anticipated net-zero impact.

Staff is recommending to add prescription drug coverage to the stop-loss policy. Kimberly Kulas from Manquen Vance will be attending virtually to answer questions.

**Proposed Motion:**

**Move that the Sturgis City Commission APPROVE/DENY expanding insurance stop-loss coverage to include prescription drugs as presented.**

**Staff Recommendation:**

**APPROVE**

**Information Included in Packet:**

1. Stop Loss Analysis

## 10. New Business

### E. Review of City Commission Policies

**Staff: Andrew Kuk**

There are a number of policies that should be reviewed on an annual basis to incorporate any changes or to certify that they have been recently approved.

*City Commission Procedural Policy* – This policy outlines the expectations and guidelines for the Sturgis City Commission; the policy was last amended August of 2021. The previous Commission reviewed several potential changes to the policy proposed by staff in 2024, but did not take any action. A redlined copy of the policy with proposed changes is included in your packet. Staff wanted to bring additional discussion to including the City Manager review process and its timing into the policy. During 2024 the Commission had worked on changes to this process to move the evaluation from the anniversary date of the Manager to October of every year (just prior to any election of new Commissioners). No proposed language is included at this time. Staff recommends review of these potential changes by the Commission, with action brought back to a future meeting.

*Authorized Depositories* – A provision of the City's Investment Policy requires the annual approval of the authorized depositories for City funds. The resolution in your packet includes five area banks. This resolution has been updated to reflect Key Bank's departure from the City and the elimination of the deposit account for the Sturges-Young Center for the Arts, which is now unnecessary because alcohol is purchased online via the State's website.

*Investment Policy* – This policy outlines the regulations and goals for investment of the City's idle funds. The policy included in the packet was approved in March 2019 to address the Cemetery Perpetual Care fund. No additional changes have been made to the policy.

#### Documents Included in the Packet:

1. Commission Procedural Policy Draft w/Changes

2. Authorized Depositories Resolution
3. City of Sturgis Investment Policy

**Propose Motion:**

**Move that the Sturgis City Commission ADOPT/NOT ADOPT the Authorized Depositories Resolution and City of Sturgis Investment Policy as presented.**

**Staff Recommendation:**

**ADOPT**

## **10. New Business**

### **F. Commissioner Board Appointments**

Annually the Mayor reviews and makes Commissioner appointments to various boards of the City where representation is required. Included in your packet is a list of the current Commissioner Board Appointments. The Mayor may choose to take action during the meeting or postpone their decision until a later date.

#### Documents Included in the Packet:

1. Current Commissioner Board Appointment List



## **10. New Business**

### **G. SHDC Shareholders Consent Resolution**

**Staff: Andrew Kuk**

The City is the sole shareholder of Sturgis Housing Development Corp. By law, it is required to hold an annual meeting. In lieu of a meeting, it can sign written consent. In approving the Consent in Lieu of Special Meeting of Shareholders, the City is appointing each Commissioner and the City Manager as its Board of Directors. A final version of the Consent in Lieu of Special Meeting will be presented before the City Commission meeting, along with a brief report on activities of the SHDC for shareholders at the meeting.

**Proposed Motion:**

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

**Staff Recommendation:**

**ADOPT**

## Noteworthy Meetings / Events

- Chamber Board of Directors Meeting | October 22<sup>nd</sup>
- Downtown Lighting Ceremony | October 22<sup>nd</sup>
- Lazer Expressions Business After Hours | October 24<sup>th</sup>
- Lucky Diaz | October 24<sup>th</sup>
- Downtown Trick-or-Treating | October 25<sup>th</sup>
- Safety Town Halloween Extravaganza | October 26<sup>th</sup>
- Employee Benefits Open Enrollment | October 29<sup>th</sup>
- DDA Meeting | November 6<sup>th</sup>
- Chamber Annual Dinner | November 7<sup>th</sup>

## Upcoming Events

- Chocolate in the City | Downtown | 5:30pm-8:00pm | November 15<sup>th</sup>
- The Wizard of Oz Play | SYCA | November 15<sup>th</sup> - November 17<sup>th</sup>
- Six Appeal | SYCA | 3:30pm | November 24<sup>th</sup>
- Dashing Thru Downtown | Downtown | December 5<sup>th</sup> - December 7<sup>th</sup>
- Kristkindlmarkt | Downtown | December 5<sup>th</sup> - December 7<sup>th</sup>
- First Fridays Karaoke | SYCA | 8:00pm | December 6<sup>th</sup>
- Cyrus Chestnut | SYCA | 7:30pm | December 7<sup>th</sup>
- Sturgis Wind Symphony | SYCA | 3:00pm | December 8<sup>th</sup>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 8A**



**REGULAR MEETING - STURGIS CITY COMMISSION  
WEDNESDAY, OCTOBER 23, 2024  
WIESLOCH RAUM – CITY HALL**

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

The Pledge of Allegiance was said by all present.

The Invocation was given by Comm. Mullins.

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

Commissioners absent: None

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

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

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

Moved by Comm. Hile and seconded by Comm. Smith to approve the Consent Agenda of October 23, 2024 as presented.

**8A. 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.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

City Manager Andrew Kuk explained that the changes to the policy and ordinance related to downtown parking have not changed since the previous meeting. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve changes to the Downtown Parking Policy and Parking Maps as presented.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

Moved by Comm. Hile and seconded by Comm. Smith to consider this the second reading of and approve an amendment to the City Code of Ordinances, Chapter 58, Section 58-6 pertaining to downtown parking effective November 18th, 2024.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

**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 Controller Holly Keyser provided information on additional cooperative purchasing programs available to the City. Discussion followed.

Moved by Comm. Hile and seconded by Comm. to approve the use of GSA and Omnia as cooperative purchasing programs under the City Purchasing Policy.

**Voting yea: Eight**

**Voting nay: None**

**MOTION CARRIED**

City Manager Andrew Kuk provided information on his goals for the current year. Discussion followed.

Comm. Hile commented on his time on the City Commission and as Mayor. City Commissioners thanked him for his service and wished him well.

The meeting was adjourned at 6:50 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: 11/13/2024 Month: 02

Date	Check#	Vendor	VendorName	Amount
10/23/2024	250350M	06547	REVEL ROAD TOURING LLC	4,500.00
10/30/2024	250351M	06533	ENTERPRISE FM TRUST	5,039.17
10/25/2024	PR0648M	00061	CITY OF STURGIS PAYROLL	461,467.57
10/09/2024	T17130M	00181	GORDON FOOD SERVICE	1,172.70
10/21/2024	T17131M	04197	MI PUBLIC POWER AGENCY	169,277.80
10/31/2024	T17132M	04389	FRONTIER COMMUNICATIONS A	122.06
10/22/2024	T17133M	03173	FIFTH THIRD BANK	25,606.22
10/28/2024	T17134M	04197	MI PUBLIC POWER AGENCY	149,374.15
10/11/2024	T17135M	00062	CITY OF STURGIS-EMPLOYEE INS	72,455.49
10/11/2024	T17136M	00063	CITY OF STURGIS TAX TRANSFER	18,537.01
10/11/2024	T17137M	00064	INTL CITY MGMT ASSOC RETR CORP	9,756.98
10/11/2024	T17138M	00065	DOYLE MEMBERSHIP TRANSFER	2,895.07
10/11/2024	T17139M	03229	CITY OF STURGIS-WORKERS COMP	2,974.70
10/11/2024	T17140M	05123	COMERICA BANK-INST TRUST SERV	33,514.84
10/11/2024	T17141M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,078.21
10/25/2024	T17142M	00108	STATE OF MICHIGAN	64,182.43
10/28/2024	T17143M	06388	ALLIANCE BEVERAGE DISTRIBUTING	164.35
10/18/2024	T17144M	04088	BLUE CROSS BLUE SHIELD OF MI	21,731.69
10/25/2024	T17145M	04088	BLUE CROSS BLUE SHIELD OF MI	86,415.28
10/28/2024	T17146M	06093	PEPSI BEVERAGES COMPANY	246.30
10/25/2024	T17147M	00062	CITY OF STURGIS-EMPLOYEE INS	72,780.42
10/25/2024	T17148M	00063	CITY OF STURGIS TAX TRANSFER	26,356.98
10/25/2024	T17149M	00064	INTL CITY MGMT ASSOC RETR CORP	11,373.19
10/25/2024	T17150M	00065	DOYLE MEMBERSHIP TRANSFER	2,929.45
10/25/2024	T17151M	03229	CITY OF STURGIS-WORKERS COMP	4,108.42
10/25/2024	T17152M	05123	COMERICA BANK-INST TRUST SERV	39,145.97
10/25/2024	T17153M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,545.74
10/25/2024	T17154M	06190	HEALTH EQUITY/HSA PR TRANSFER	300.00
10/31/2024	T17155M	01127	STATE OF MICHIGAN	231.39
11/04/2024	T17156M	00197	CITY OF STURGIS UTILITIES	24,276.90
11/12/2024	T17157M	00197	CITY OF STURGIS UTILITIES	13,043.30
11/06/2024	T17158M	06121	GB SOLAR TE 2020 HOLDINGS LLC	135,141.50
11/05/2024	T17159M	03770	MICHIGAN GAS UTILITIES	47.24
11/05/2024	T17160M	03770	MICHIGAN GAS UTILITIES	44.84
11/20/2024	T17161M	00197	CITY OF STURGIS UTILITIES	14,477.25

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

Date: 11/13/2024 Month: 02

11/12/2024	T17162M	03770	MICHIGAN GAS UTILITIES	55.24
11/12/2024	T17163M	03770	MICHIGAN GAS UTILITIES	150.08
11/12/2024	T17164M	03770	MICHIGAN GAS UTILITIES	216.76
11/12/2024	T17165M	03770	MICHIGAN GAS UTILITIES	32.37
11/01/2024	T17166M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
11/20/2024	T17167M	00197	CITY OF STURGIS UTILITIES	5,784.84
11/13/2024	T17168M	04389	FRONTIER COMMUNICATIONS A	62.07
11/12/2024	T17169M	04389	FRONTIER COMMUNICATIONS A	61.39
11/12/2024	T17170M	04389	FRONTIER COMMUNICATIONS A	26.08
11/12/2024	T17171M	04389	FRONTIER COMMUNICATIONS A	735.24
11/12/2024	T17172M	04389	FRONTIER COMMUNICATIONS A	330.92
11/12/2024	T17173M	04389	FRONTIER COMMUNICATIONS A	586.42
11/04/2024	T17174M	04197	MI PUBLIC POWER AGENCY	169,752.85
11/15/2024	T17175M	04389	FRONTIER COMMUNICATIONS A	604.00
11/11/2024	T17176M	02909	CHARTER COMMUNICATIONS	781.88
11/19/2024	T17177M	03770	MICHIGAN GAS UTILITIES	85.82
11/19/2024	T17178M	03770	MICHIGAN GAS UTILITIES	214.37
11/10/2024	T17179M	04421	AT&T MOBILITY	751.01
11/07/2024	T17180M	05892	PAYCOR	1,042.90
11/01/2024	T17181M	06290	MEDPRO WASTE DISPOSAL LLC	27.56
11/01/2024	T17182M	04088	BLUE CROSS BLUE SHIELD OF MI	21,485.50
11/01/2024	T17183M	00449	CENTURY BANK & TRUST	6,221.68
Manual Total				1,694,601.36
11/13/2024	250352	00110	A & K PRINTING & POOLS	782.40
11/13/2024	250353	00066	ACTION QUICK PRINT PLUS	1,357.89
11/13/2024	250354	06519	AFFORDABLE EQUIPMENT RENTAL	250.00
11/13/2024	250355	00332	ALEXANDER CHEMICAL CORP	30.50
11/13/2024	250356	05103	BRIDGETTE ALLEY	250.00
11/13/2024	250357	02334	ALLMAKE BROADCOM	554.00
11/13/2024	250358	05986	ALPHA BUILDING CENTER-NOTTAWA	34.98
11/13/2024	250359	06119	AMAZON.COM SALES INC	4,374.05
11/13/2024	250360	06141	AMY SWETCOFF	400.00
11/13/2024	250361	06562	APPEAL ENTERTAINMENT LLC	8,200.00
11/13/2024	250362	03576	ARROW SERVICES INC	83.00
11/13/2024	250363	02292	ASPLUNDH TREE EXPERT CO	16,654.44
11/13/2024	250364	06212	AUTHORS UNBOUND AGENCY	1,292.06
11/13/2024	250365	05656	AXON ENTERPRISE INC	2,879.66

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

Date: 11/13/2024 Month: 02

11/13/2024	250366	00130	BANDHOLTZ PAINT MFG CO	215.77
11/13/2024	250367	05640	BECKETT & RAEDER	4,970.00
11/13/2024	250368	06117	BENITA ANN LEWIS	45.00
11/13/2024	250369	06589	BEST WESTERN PLUS HOWE INN	273.98
11/13/2024	250370	00072	BIRD, SCHESKE, REED & BEEMER,	10,293.00
11/13/2024	250371	02749	HARLAN BLOOD	15.00
11/13/2024	250372	00511	BOALS SEWER & DRAIN CLEANING	92.00
11/13/2024	250373	05080	BOBILYA CHRYSLER DODGE JEEP	517.00
11/13/2024	250374	06585	BOFA INC	1,208.00
11/13/2024	250375	00006	BOLAND TIRE INC	1,759.88
11/13/2024	250376	03327	BOUND TREE MEDICAL LLC	1,135.17
11/13/2024	250377	00296	BRENDA L JONES	16.59
11/13/2024	250378	05634	BRITESWITCH	155.20
11/13/2024	250379	00296	BRITTNEY LOETZ	16.60
11/13/2024	250380	06474	BROWN EQUIPMENT COMPANY	1,861.10
11/13/2024	250381	00296	BRUCE KREBS	11.47
11/13/2024	250382	05125	CANNON TECHNOLOGIES	2,668.00
11/13/2024	250383	00364	CAROL DUSTIN	440.00
11/13/2024	250384	00296	CENTURY BANK & TRUST	7,500.00
11/13/2024	250385	01323	CITY OF COLDWATER	220.00
11/13/2024	250386	00047	CITY OF THREE RIVERS	9,433.60
11/13/2024	250387	00001	CIVICA NORTH AMERICA INC	5,761.80
11/13/2024	250388	04971	MARTIE CLARK	350.00
11/13/2024	250389	06325	COTTIN'S HARDWARE	484.75
11/13/2024	250390	06019	CRONKHITE CEMETERY SERVICES	12,600.00
11/13/2024	250391	03425	CRUISERS INC	10,270.88
11/13/2024	250392	04719	CTT MICHIGAN TECH UNIVERSITY	15.00
11/13/2024	250393	06158	CULLIGAN WATER OF STURGIS	74.00
11/13/2024	250394	00296	D & D BUILDING	41.27
11/13/2024	250395	02005	DELL MARKETING LP	1,413.91
11/13/2024	250396	03109	DOWNTOWN DEVELOPMENT AUTHORITY	74.00
11/13/2024	250397	00166	ELHORN ENGINEERING CO	1,433.00
11/13/2024	250398	06588	EMILY PANTERA CONSULTING	3,175.00
11/13/2024	250399	05634	ENERGY RECOVERY SYSTEMS	1,991.80
11/13/2024	250400	04955	ENVIRO-CLEAN	6,158.00
11/13/2024	250401	06230	ERGOTECH CONTROLS INC	300.00
11/13/2024	250402	05745	ERICA VARGAS SARCO	60.00

# Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 11/13/2024 Month: 02

11/13/2024	250403	00169	FASTENAL COMPANY	35.82
11/13/2024	250404	05151	FAWN RIVER MECHANICAL LLC	1,511.50
11/13/2024	250405	01204	FERGUSON DBA POLLARDWATER	86.75
11/13/2024	250406	05490	FERGUSON WATERWORKS #3386	344.34
11/13/2024	250407	01182	FIEBIG JEWELERS INC	200.00
11/13/2024	250408	00013	FISHBECK	22,754.41
11/13/2024	250409	05583	FITNESS THINGS INC	5,214.67
11/13/2024	250410	00776	FLEIS & VANDENBRINK	48,414.00
11/13/2024	250411	06287	FOCAL POINT STUDIOS	7,000.00
11/13/2024	250412	04389	FRONTIER COMMUNICATIONS A	6,123.44
11/13/2024	250413	06468	GANNETT MICHIGAN LOCALiQ	1,691.32
11/13/2024	250414	00296	GIDEON AND JAMIE L BAUMEISTER	377.86
11/13/2024	250415	00183	GRAINGER INC	177.32
11/13/2024	250416	04243	GRP ENGINEERING INC	12,000.00
11/13/2024	250417	06219	HAVILAND PRODUCTS COMPANY	606.40
11/13/2024	250418	00296	HEALTHEQUITY	145.09
11/13/2024	250419	05349	HEATHER SWINSICK	5,577.00
11/13/2024	250420	04922	HUTSON ASSESSING INC	5,047.50
11/13/2024	250421	05809	IMAGE TREND INC	11,751.65
11/13/2024	250422	06587	INTERSTATE ALL BATTERY CENTER	62.98
11/13/2024	250423	01101	JANENE KOSMAN	80.00
11/13/2024	250424	06199	JANSEN PLUMBING, HEATING &	550.60
11/13/2024	250425	06314	JODIE M JOHNSON	40.00
11/13/2024	250426	05842	JOHN DEERE FINANCIAL	1,825.94
11/13/2024	250427	06217	JOHN J FLOWERS	60.00
11/13/2024	250428	06584	JOHNSON HEALTH TECH NA, INC	5,544.50
11/13/2024	250429	00296	JOSEPH A LEARY	52.17
11/13/2024	250430	00296	JUAN G SANCHEZ APOLONIO	13,835.00
11/13/2024	250431	06482	KENDRICK STATIONERS	1,672.49
11/13/2024	250432	00581	KRONTZ GENERAL MACHINE & TOOL	150.60
11/13/2024	250433	00212	KSS ENTERPRISES	1,631.83
11/13/2024	250434	04039	LAKELAND ASPHALT CORP	854.84
11/13/2024	250435	05977	LAKELAND INTERNET LLC	106.94
11/13/2024	250436	00394	LAWSON-FISHER ASSOCIATES PC	4,228.54
11/13/2024	250437	00296	LESLIE A GARCIA GARCIA	87.24
11/13/2024	250438	00296	LIZBETH GONZALEZ HERNANDEZ	42.60
11/13/2024	250439	06464	LRS LLC	1,156.44

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

Date: 11/13/2024 Month: 02

11/13/2024	250440	00224	MAIL MANAGEMENT INC	240.00
11/13/2024	250441	06250	MARANA GROUP	5,383.04
11/13/2024	250442	03095	MARY DRESSER	30.00
11/13/2024	250443	00635	MCMASTER-CARR SUPPLY COMPANY	65.05
11/13/2024	250444	03189	MI ASSOC OF AIRPORT EXECUTIVES	20.00
11/13/2024	250445	00403	MICHIGAN CAT	2,810.89
11/13/2024	250446	00505	STATE OF MICHIGAN	5,795.45
11/13/2024	250447	00024	STATE OF MICHIGAN - MDOT	35,492.76
11/13/2024	250448	05121	MICKEY'S LINEN	369.60
11/13/2024	250449	04702	MILLER JOHNSON ATTORNEYS	101.56
11/13/2024	250450	00241	JEFF MILLER	22,885.00
11/13/2024	250451	05051	MILSOFT UTILITY SOLUTIONS	502.07
11/13/2024	250452	06575	MUSIC EXPRESS	1,935.00
11/13/2024	250453	00847	MWEA	285.00
11/13/2024	250454	06471	NTH CONSULTANTS, LTD	400.00
11/13/2024	250455	06491	ONLINE INFORMATION SERVICES	52.90
11/13/2024	250456	03934	OUDBIER INSTRUMENT CO	504.13
11/13/2024	250457	05181	PEOPLEFACTS LLC	25.00
11/13/2024	250458	03104	PHILLIPS STEEL CORPORATION	171.06
11/13/2024	250459	05042	PLANT GROWTH MANAGEMENT SYSTEM	5,600.40
11/13/2024	250460	05026	PLUMMER'S ENVIRONMENTAL	6,942.05
11/13/2024	250461	00485	POWER LINE SUPPLY	15,322.35
11/13/2024	250462	04481	PROF SPORTS SPECIFIC TRAINING	270.00
11/13/2024	250463	05468	PVS TECHNOLOGIES INC	3,026.08
11/13/2024	250464	04251	RAI JETS LLC	1,260.00
11/13/2024	250465	00041	RANDY DODSON	18.00
11/13/2024	250466	00296	RANDY WILLIAMS	92.44
11/13/2024	250467	02953	REGULATORY SOFTWARE SERVICES	948.00
11/13/2024	250468	05739	RENEWABLE WORLD ENERGIES LLC	3,933.54
11/13/2024	250469	00035	RESCO	7,176.48
11/13/2024	250470	06038	REVOLUTION HEALTH, P.C.	424.00
11/13/2024	250471	06521	RICKETT'S LAWN CARE	2,316.00
11/13/2024	250472	05472	S D MYERS INC	7,149.00
11/13/2024	250473	05765	SELKING INTERNATIONAL	2,363.90
11/13/2024	250474	06458	SEMI ACADEMY	6,320.00
11/13/2024	250475	06483	SONIT SYSTEMS LLC	7,675.00
11/13/2024	250476	06094	SOS SERVICE INC	800.00

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

Date: 11/13/2024 Month: 02

11/13/2024	250477	00707	SPORTSARAMA INC	220.00
11/13/2024	250478	00604	ST JOSEPH CO CLERK	619.04
11/13/2024	250479	01546	ST JOSEPH CO ROAD COMMISSION	708.80
11/13/2024	250480	06231	STANLEY STEEMER	4,654.00
11/13/2024	250481	01801	STAR CRANE & HOIST	3,720.39
11/13/2024	250482	06525	STRAIGHT LINE MOWING	50.00
11/13/2024	250483	03214	STRYKER	1,942.37
11/13/2024	250484	06487	STURGIS ACE HARDWARE	707.32
11/13/2024	250485	01021	STURGIS COMMUNITY FOUNDATION	47.54
11/13/2024	250486	00290	STURGIS HOSPITAL	403.00
11/13/2024	250487	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
11/13/2024	250488	00507	STURGIS OVERHEAD DOOR & LADDER	95.00
11/13/2024	250489	06134	SWANK MOTION PICTURES INC	385.00
11/13/2024	250490	06107	TALIA YEOMAN	490.00
11/13/2024	250491	00046	TELE-RAD INC	300.00
11/13/2024	250492	06151	THE NAKED SHIRT CUSTOM PRINTNG	1,435.00
11/13/2024	250493	05777	TRACE ANALYTICAL LABORATORIES	3,720.50
11/13/2024	250494	06426	TRACY LIVELY LLC	60.00
11/13/2024	250495	05999	TRI STATE CUSTOMS AND OFFROAD	950.00
11/13/2024	250496	04714	ULINE	15,069.10
11/13/2024	250497	03362	UTILITY FINANCIAL SOLUTIONSLLC	12,457.50
11/13/2024	250498	03511	WASTE MANAGEMENT	1,503.16
11/13/2024	250499	06451	WILCOX NEWSPAPERS	1,199.00
11/13/2024	250500	06486	WMUK	600.00
11/13/2024	250501	06480	ZIP'S AW DIRECT	1,800.02
11/13/2024	D02448	00340	AMERICAN SAFETY & FIRST AID	160.35
11/13/2024	D02449	05462	AUTOZONE STORES LLC	157.99
11/13/2024	D02450	04066	BORDEN WASTE-AWAY SERVICE INC	6,401.19
11/13/2024	D02451	00077	CARQUEST AUTO PARTS	69.85
11/13/2024	D02452	02983	CINTAS LOCATION #351	2,579.39
11/13/2024	D02453	06086	FACILITIES MANAGEMENT EXPRESS	3,557.50
11/13/2024	D02454	06505	GALLS LLC	374.35
11/13/2024	D02455	02483	GRACE CONSULTING INC	1,450.00
11/13/2024	D02456	00157	JACK DOHENY COMPANIES INC	696.28
11/13/2024	D02457	00019	KENDALL ELECTRIC INC	233.34
11/13/2024	D02458	03944	LINDE GAS & EQUIPMENT INC	70.10
11/13/2024	D02459	06238	LUBRICATION ENGINEERS, INC	831.85

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

Date: 11/13/2024 Month: 02

11/13/2024	D02460	06026	MID-CITY SUPPLY CO INC	38.76
11/13/2024	D02461	06069	NAPA AUTO PARTS	663.40
11/13/2024	D02462	01411	NCL OF WISCONSIN INC	5,832.30
Automatic Total				515,228.00
Grand Total				2,209,829.36



**PAYROLL DISBURSEMENT**  
**FOR PAYROLL ENDING 10/20/2024**  
**PR0648M PAYROLL DATE 10/25/2024**

GENERAL	\$192,065.90
MAJOR STREET	7,805.57
LOCAL STREET	8,438.95
CEMETERY	5,259.76
AIRPORT	114.00
BUILDING	3,586.68
HOUSING DEPARTMENT	94.50
STURGES-YOUNG CENTER FOR THE ARTS	5,966.68
RECREATION	3,699.20
DOYLE RECREATION CENTER	9,663.56
AMBULANCE	13,401.84
ELECTRIC	182,806.34
SEWER	16,284.92
WATER	9,836.47
MOTOR VEHICLE	2,443.20
<b>Payroll Sub-Total</b>	<b>\$461,467.57</b>

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 9A**



AMENDMENT TO THE CITY CODE OF ORDINANCES  
PERTAINING TO URBAN CHICKENS

An Ordinance to amend Chapter 10 – Animals, Article III. – Livestock and Fowl, Sections 10-64 – “Keeping of animals, fowl, etc. restricted”; of the Ordinances of the City of Sturgis pertaining to the keeping of fowl if permitted by section 10.65 and to provide for an effective date of this Ordinance.

WHEREAS, the City Commission has determined that it is in the best interest of the residents of the City to modify Section 10-64 regarding the keeping of fowl when permitted by section 10-65.

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

Chapter 10 – Animals, Article III. – Livestock and Fowl, Section 10-64 of the Ordinances of the City of Sturgis are hereby modified as follows effective December 5, 2024:

Chapter 10 – Animals, Article III. – Livestock and Fowl

...

Sec. 10-64. - Keeping of animals, fowl, etc. restricted.

No horse, cow, calf, swine, sheep, goat, geese, ducks, donkeys, **fowl unless permitted by section 10-65**, or pigeons shall be kept in any dwelling or part thereof. No such animals or fowl shall under any circumstances be kept on the same lot or premises with a dwelling unless they are maintained in connection with the operation of a bona fide farm.

Notwithstanding the foregoing, it shall be permissible to own, keep, or harbor not more than two adult rabbits per household, together with not more than eight young rabbits until they attain the age of four months. The keeping of chickens shall be permitted with a valid permit issued by the City of Sturgis as per section 10-65.

AMENDMENTS TO ZONING ORDINANCE  
PERTAINING TO THE REGULATION  
OF URBAN CHICKENS

An ordinance to amend Appendix A of the Zoning Ordinance of the City of Sturgis to provide for the modification of regulation of Accessory buildings, structures and uses and update Building Permit requirements as it pertains to urban chickens within certain districts in the City and an effective date of this Ordinance.

WHEREAS, the City Commission, upon recommendation from the Planning Board, has determined that it is in the best interest of the residents of the City to modify the Zoning Ordinance to provide for the modification of regulation of urban chickens within the City;

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

Appendix A of the Zoning Ordinance of the City of Sturgis, Section 1.1105 and Section 1.1401 of the Zoning Ordinance is hereby modified to provide as follows effective as of December 5, 2024.

Article XI. – General Provisions

...

1.1105 Accessory buildings, structures and uses.

...

(B) Accessory building or accessory structures in a residential district.

...

(8) There shall be no more than two accessory buildings on any one parcel excluding play houses, dog houses, **chicken coops not exceeding 30 square feet**, pergolas or gazebos not exceeding 150

square feet, or buildings of similar uses.

(10) Chicken coops shall not exceed eight (8) feet in height and sixty (60) square feet in area. Chicken coops shall be removed if a valid urban chicken permit as per section 10.65 of the City of Sturgis code of ordinances is not maintained.

#### Article XIV. – Administration and Enforcement

...

##### 1.1401.-Building Permits.

No sign, parking area, fence, building, or other structure regulated by this zoning ordinance shall be erected, razed, moved, extended, enlarged, altered, or changed in use, and no exterior of any commercial building in the central business district shall be painted until a building permit has been issued by the building department, except the following:

1. Touch-up painting of the same color of any commercial building in the central business district.
2. Accessory structures and fences that are included as part of an urban chicken permit, section 10.65 of the City of Sturgis code of ordinances.

AMENDMENT TO THE CITY CODE OF ORDINANCES  
PERTAINING TO URBAN CHICKENS

An Ordinance to amend Appendix B – Fine Schedule for Municipal Civil Infractions, Chapter 10 – Animals, of the Ordinances of the City of Sturgis pertaining to the fines for violations regarding urban chickens 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 Appendix B – Fine Schedule for Municipal Civil Infractions Chapter 10 fines for violations regarding urban chickens.

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

Appendix B – Fine Schedule for Municipal Civil Infractions, Chapter 10 – Animals, of the Ordinances of the City of Sturgis are hereby modified as follows effective December 5, 2024:

Appendix B – Fine Schedule for Municipal Civil Infractions

...

Chapter 10. -Animals

Urban Chickens Violations:

First Offense - \$100.00

Second Offense - \$200.00

Any additional offenses - \$300.00

## City of Sturgis Fee Schedule

...

### Planning / Zoning

...

#### Urban Chickens

Initial Permit Application Fee	\$150.00
Renewal Permit Application Fee	\$75.00
Additional Inspection Fee	\$50.00
Permitted Chickens Running At Large (per Chicken)	\$40.00
Keeping of chickens prior to permit issuance	\$100.00



**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10A**



**Resolution Establishing a Plant Rehabilitation District for Automotive AC Design and Consulting LLC**

WHEREAS, pursuant to PA 198 of 1974, as amended, this City of Sturgis City Commission has the authority to establish “Plant Rehabilitation Districts” within City of Sturgis; and

WHEREAS, Automotive AC Design and Consulting LLC has petitioned this City of Sturgis City Commission to establish a Plant Rehabilitation District on its property located in City of Sturgis hereinafter described; and

WHEREAS, construction, acquisition, alteration, or installation of a proposed facility has not commenced at the time of filing the request to establish this district; and

WHEREAS, written notice has been given by mail to all owners of real property located within the district, and to the public by newspaper advertisement in the Sturgis Journal and/or public posting of the hearing on the establishment of the proposed district; and

WHEREAS, on Wednesday, November 13, 2024 a public hearing was held at which all owners of real property within the proposed Plant Rehabilitation District and all residents and taxpayers of City of Sturgis were afforded an opportunity to be heard thereon; and

WHEREAS, the City of Sturgis City Commission deems it to be in the public interest of the City of Sturgis to establish the Plant Rehabilitation District as proposed; and

IT IS HEREBY DETERMINED that the property comprising not less than 50 percent of the state equalized valuation of the property within the proposed Plant Rehabilitation District is obsolete; and”

NOW, THEREFORE, BE IT RESOLVED by the City of Sturgis City Commission of City of Sturgis that the following described parcel of land situated in City of Sturgis, Saint Joseph County, and State of Michigan, to wit:

**Parcel #75-052-777-011-00, 1103 North Centerville Road**

**COM ON W LN OF SEC 36 T7S R10W 1068 1/2 FT N OF SW COR OF SD SEC TH N 400 FT TH E 691.42 FT TO W LN OF R. R. R/W TH SLY ALG R/W 402.28 FT TH W 735.21 FT TO POB. 6.65 A.**

is established as a Plant Rehabilitation District pursuant to the provisions of PA 198 of 1974, as amended.

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10B**



1.1501. - Purpose.

The City of Sturgis has determined that:

1. Certain groundwater underlying areas, including the City of Sturgis, currently is, or may be in the future, the sole source of the city's drinking water supply.
2. Groundwater aquifers are integrally connected with the surface water, lakes, and streams that constitute significant public health, recreational and economic resources of the city and surrounding area.
3. Spills and discharges of hazardous substances threaten the quality of the groundwater supplies and other water related resources, posing potential public health and safety hazards and threatening economic losses.

Therefore, the City of Sturgis has enacted a groundwater protection ordinance to:

1. Protect existing and potential groundwater supplies, aquifers, and groundwater recharge areas of the city.
2. Preserve the natural resources of the city and the surrounding area.

(Ord. of 11-25-2013)

1.1502. - Definitions.

*Aquifer:* A geological formation, group of formations, or part of a formation capable of storing and yielding a significant amount of groundwater to wells and springs.

*Chemical abstract service (CAS) number:* This is a unique number for every chemical established by a Columbus Ohio organization which indexes information published in "Chemical Abstracts" by the American Chemical Society.

*Hazardous substance:* A chemical or other material that is or may become injurious to the public health, safety, or welfare, or to the environment. The term "hazardous substance" includes, but is not limited to, any of the following which are stored or generated in quantities greater than 100 kilograms (approximately 220 pounds or 25 gallons) per month, and which require site plan review under provisions of this article.

- a. Hazardous Substances as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, Public Law 96.510, 94 State. 2767;
- b. Hazardous Waste as defined in Part 111 of the State of Michigan Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended;
- c. Regulated Substance as defined in Part 213 of the State of Michigan Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended;
- d. Hazardous Substance as defined in Part 201 of the State of Michigan Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended;
- e. Used oil;

f. Radiological materials.

*Properly plugged abandoned well:* A well that has been closed in accordance with regulations and procedures of the Michigan Department of Environmental Quality and the local health department. A properly plugged abandoned well requires a permit to be brought back into service.

*Secondary containment:* A second tank, catchment pit, pipe, or vessel that limits and contains liquid or chemical leaking or leaching from a primary containment area; monitoring and recovery are required.

*Underground storage tank:* A tank or combination of tanks, including underground pipes connected to the tank or tanks, which is, was, or may have been used to contain an accumulation of hazardous substances, as defined in Part 211 of the State of Michigan Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended.

*Unplugged abandoned well:* A well which has not been used for one year or more.

*Waste oil:* Any oil that has been refined from crude oil, or used, or as a result of such use contaminated by physical or chemical impurities.

*Well:* As defined in the Michigan Water Well Construction and Pump Installation Code, Part 127, Act 368 of the Public Acts of 1978, as amended, and rules; or a permanent or temporary opening in the surface of the earth for the purpose of removing water, or testing water quality, or measuring water characteristics, or measuring liquid recharge, or measuring liquid levels, or oil and gas exploration or production, or waste disposal, or dewatering purposes, or geothermal heat exchange purposes, or a cistern of a depth of four feet or more and with a top width of 12 inches or more.

*Wellhead protection area:* The area which has been approved by the MDEQ in accordance with the State of Michigan Wellhead Protection Program, which represents the surface and subsurface area surrounding a water well or well field, which supplies a public water system, and through which contaminants are reasonably likely to move toward and reach the water well or well field within a ten-year time of travel.

(Ord. of 11-25-2013)

#### 1.1503. - Applicability.

*Uses subject to site plan review:* Except as provided in Section 1.1507, "exemptions and waivers", this groundwater protection ordinance applies to all building permit requests made under Article XII, Site Plan Review.

(Ord. of 11-25-2013)

#### 1.1504. - Prohibitions within ten-year time-of-travel (TOT) wellhead protection area.

1. For any parcel of land that has a portion within a ten-year wellhead protection area, the following are prohibited at any location on the parcel:
  - a. Operations of a scrap and recycling yard.
  - b. Operations of a State of Michigan Type II or Type III solid waste landfill.
  - c. Use of oil, waste oil, or similar liquid petroleum-type products for dust suppression.
  - d.

Installation of a private water well for the purpose of drinking water or irrigation if, in the determination of the City of Sturgis City Manager, or a person or body designated by the city manager, public water service is reasonably available.

- e. Use of a non-municipal well that meets the State of Michigan's definition of a High Capacity Well as defined in Part 327 The Great Lakes Preservation Act unless it can be shown that the proposed well will not have an adverse impact on current municipal wells.
- f. Excavation, extraction, or mining of sand, gravel, bedrock, or any other type of earth if a permit or site plan review is required.
- g. Unplugged abandoned wells.
- h. Drilling for natural gas or petroleum, whether for exploration or production.
- i. Drilling, direct-push and other earth penetration beyond 20 feet depth shall be sealed to within two feet of surface grade with grout, or with soil material exhibiting lower hydraulic permeability than the native soil.

(Ord. of 11-25-2013)

#### 1.1505. - Site plan review.

1. *Site plan review procedures:* Applicable projects under this article that also require site plan review under Article XII shall include:
  - a. Existing and proposed land use deed restrictions, if any.
  - b. Location and outline of all existing septic tanks and drain fields.
  - c. The location of any floor drains in proposed structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
  - d. Location of existing and proposed public and private drinking water wells, monitoring wells, irrigation wells, test wells, wells used for industrial processes or wells that have no identified use.
  - e. Inventory of hazardous substances to be stored, used or generated on-site, presented in a format acceptable to the code official and Fire Department (include CAS numbers).
  - f. Description and drawings showing size and location for any existing or proposed aboveground and underground storage tanks, piping lines and dispensers.
  - g. Descriptions of type of operations proposed for the project and drawings showing size, location, and description of any proposed interior or exterior areas of structures for storing, using, loading or unloading of hazardous substances.
  - h. Reported delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of cleanup or closure.
  - i. Completion of the City of Sturgis Environmental Permits Checklist.

(Ord. of 11-25-2013)

#### 1.1506. - Criteria for review.

1. Article XII Criteria for Review will include:



- a. The project and related improvements shall be designed to protect land and water resources from pollution, including pollution of soils, groundwater, rivers, streams, lakes, ponds, and wetlands.
- b. Sites that at any time use, store or generate hazardous substances shall be designed to prevent spills and unpermitted discharges to air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.
- c. Hazardous substances stored on the site before, during or after site construction, shall be stored in a location and manner designed to prevent spills and unpermitted discharges to air, surface of the ground, groundwater, lakes, streams, rivers, or wetlands. Secondary containment facilities shall be provided for aboveground storage of hazardous substances in accordance with state and federal requirements. Aboveground secondary containment facilities shall be designed and constructed so that the potentially polluting material cannot escape from the unit by gravity through sewers, drains, or other means, directly or indirectly into a sewer system, or to the waters of the state (including groundwater).
- d. Unplugged abandoned wells and cisterns shall be plugged in accordance with regulations and procedures of the Michigan Department of Environmental Quality and the county health department.
- e. Completion of the City of Sturgis Environmental Permits Checklist.

(Ord. of 11-25-2013)

#### 1.1507. - Exemptions and waivers.

1. A limited exclusion from this ordinance is hereby authorized as follows:
  - a. The site plan review criteria of Section 1.1506 do not apply to hazardous substances packaged for personal or household use or present in the same form and concentration as a product packaged for use by the general public. The total excluded substances containing hazardous substances may not exceed the lesser of 200 gallons or 1,000 pounds at any time.
  - b. The site plan review requirements of Section 1.1506 do not apply to products held in containers with a volume of less than 40 gallons and packaged for retail use.

(Ord. of 11-25-2013)

#### 1.1508. - Inactive operations.

1. This section applies to any inactive business or other operation ("operation") at which there are hazardous substances. For purposes of this section, "inactive" is defined to include those business/operations that are unoccupied and have no activity for at least 30 days. Those who own or control such an inactive operation shall do the following:
  - a. Within seven days of becoming inactive, take such steps as necessary to secure the site such that natural elements such as water, wind and ice or vandals and all other persons cannot gain access to the hazardous substances.
  - b. Within 30 days of becoming inactive, provide to the code official and the Fire Department a document that identifies the site, the date of inactivity, the hazardous substances that exist on site, and the name, address, and telephone number of both the owner and the person in control of the site.

c.

Within 60 days of becoming inactive, remove all hazardous substances from the site. This does not include those substances used for heating, cooling, and/or electrical lighting.

(Ord. of 11-25-2013)

1.1509. - Enforcement.

1. Whenever the city determines that a person has violated a provision of this article, the city may order compliance by issuing a written Notice of Violation to the responsible person/facility/property owner.
2. If abatement of a violation and/or restoration of affected property are required, the notice shall set forth a deadline by which such remediation or restoration must be completed. Said notice shall further advise that, should the responsible party fail to remediate or restore within the established deadline, the work may be done by the city, with the expense thereof charged to the property owner and possibly assessed as a lien against the property.

(Ord. of 11-25-2013)

1.1510. - Abatement/remedial activities by the city.

1. The city is authorized to take or contract with others to take reasonable and necessary abatement or remedial activities whenever the city determines a violation of this ordinance has occurred and that the responsible party cannot or will not correct the violation in a timely manner, or when no known responsible party exists. The responsible party shall reimburse the city for all reasonable expenses thus incurred by the city. A lien may be placed on the property for the reimbursement of all reasonable expenses.
2. If the city desires the responsible party to reimburse it for reasonable abatement activity expenses, the city shall, within 90 days of the completion of said activities, mail to that person a Notice of claim outlining the expenses incurred, including reasonable administrative costs, and the amounts thereof. The person billed shall pay said sum in full within 30 days of receipt of the claim. If the person billed desires to object to all or some of the amount sought by the city, said person may file, within the same 30-day period, a written objection so stating. The city shall, within 30 days of its receipt of the objection, provide an opportunity for the objecting party to present facts or arguments supporting said objection. If the city determines that some or the entire amount originally billed is appropriate, the person shall pay said sum within 30 days of receipt of that determination. If the amount due is not paid, the city may cause the charges to become a special assessment against the property and shall constitute a lien on the property.

(Ord. of 11-25-2013)

1.1511. - Injunctive relief.

If a person has violated or continues to violate the provisions of this ordinance, the city may petition the appropriate court for injunctive relief restraining the person from activities that would create further violations, or compelling the person to perform necessary abatement or remediation.

(Ord. of 11-25-2013)

1.1512. - Violations deemed a public nuisance.

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the responsible party's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken by the city.

(Ord. of 11-25-2013)

1.1513. - Penalties and costs.

Any violation of this ordinance shall be considered a misdemeanor, punishable by a fine of not more than \$500.00 or imprisonment of not more than 90 days. Each day a violation exists shall be deemed a separate violation. A citation charging such a misdemeanor may be issued by the code official, or his or her designee.

(Ord. of 11-25-2013)

1.1514. - Groundwater protection board of appeals.

1. In order that the provisions of this article may be reasonably applied and substantial justice done in instances where unnecessary hardship would result from carrying out the strict letter of these sections, the city commission shall appoint a groundwater protection board of appeals. The duty of the groundwater protection board of appeals shall be to consider appeals from the decision of the city manager and to determine, in particular cases, whether any deviation from strict enforcement will violate the intent of this article or jeopardize the public health or safety or environment.
2. The groundwater protection board of appeals shall meet at times as the board may determine. There shall be a fixed place of meeting and all meetings shall be open to the public in accordance with applicable laws. The groundwater protection board of appeals shall adopt its own rules of procedure and keep a record of its proceedings, showing findings of fact, the action of the board, and the vote of each member upon each question considered. The presence of five members of the groundwater protection board of appeals shall be necessary to constitute a quorum.
3. The groundwater protection board of appeals may prescribe the sending of notice to persons as it deems to be interested in any hearing by the board.
4. The groundwater protection board of appeals will be appointed by city commission, may be revised from time to time, and shall include:
  - a. Mayor.
  - b. Chair of the planning commission.
  - c. At large planning commission member.
  - d. City engineer.
  - e. Director of public services.
  - f. At large Citizen of the City of Sturgis.

g. At large representative of industry in the City of Sturgis.

(Ord. of 11-25-2013)

## 1.1515. - Appeals.

1. *Right of appeal.* Any person has the right to appeal the basis for any charges, permits, orders, or other action developed in accordance with this article. Appeals shall be directed to the city manager along with any supporting documentation for amendment of the charges in question. Any additional information that may be required to resolve the appeal, as directed by the city manager, shall be obtained by the user at his expense. Resolution of appeals shall be made within 30 days in accordance with the best available data and the formulations presented in this article. In no event shall appeals be accepted which would require a variance in the methods of charge calculations established and in force by this article.
2. *Informal hearing.*
  - a. An informal hearing before the city manager may be requested in writing by any person deeming itself aggrieved by any citation, order, charge, fee, surcharge, penalty, or action within ten days after the date thereof, stating the reasons therefor with supporting documents and data.
  - b. The informal hearing shall be scheduled at the earliest practicable date, but not later than five days after receipt of the request, unless extended by mutual written agreement.
  - c. The hearing shall be conducted on an informal basis at the city hall or such place as designated by the city manager.
3. *Formal hearing.*
  - a. Appeals from orders of the city manager may be made at the groundwater protection board of appeals, within 30 days from the date of any citation, order, charge, fee, surcharge, from the date of any citation, order, charge, fee, surcharge, penalty or other action. The appeal may be taken by any person aggrieved. The appellant shall file a notice of appeal with the city manager and with the groundwater protection board of appeals, specifying the grounds therefor. Prior to a hearing, the City Manager shall transmit to the groundwater protection board of appeals a summary report of all previous action taken. The board of appeals may, at its discretion, call upon the city manager to explain the action. The final disposition of the appeal shall be in the form of a resolution, either reversing, modifying, or affirming, in whole or in part, the appealed decision or determination. In order to find for the appellant, a majority of the groundwater protection board of appeals must concur.
  - b. The groundwater protection board of appeals shall fix a reasonable time for the hearing of the appeal, give due notice thereof the interested parties, and decide the appeal within a reasonable time. Within the limits of its jurisdiction, the groundwater protection board of appeals may reverse or affirm, in whole or in part, or may make such order, requirements, decisions, or determination as, in its opinion, ought to be made in the case under consideration, and to that end shall have all the powers of the official from whom the appeal is taken.
  - c. The decision of the groundwater protection board of appeals shall be final, except that the board or the members thereof may be required, under proper mandamus proceedings, to show cause why certain actions were taken or decisions rendered.

4. *Charges outstanding during appeal process.* All charges for service, penalties, fees, or surcharges outstanding during any appeal process shall be due and payable to the city. Upon resolution of any appeal, the city shall adjust such amounts accordingly.
5. *Administrative action.* If an informal or formal hearing is not demanded within the periods specified in this section, the administrative action shall be deemed final. In the event either or both hearings are demanded, the action shall be suspended until a final determination has been made, except for immediate cease and desist orders or any emergency or judicial action.
6. *Appeals from determinations of groundwater protection board of appeals.* Appeals from the determinations of the groundwater protection board of appeals may be made to the circuit court for the county as provided by law. The appeals shall be governed procedurally by the Administrative Procedures Act of 1969 (MCL 24.201 et seq.). All findings of fact, if supported by the evidence, made by the board shall be conclusive upon the court.

(Ord. of 11-25-2013)

1.1516. - Remedies not exclusive.

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state, or local law, and it is within the discretion of the city to seek cumulative remedies.

(Ord. of 11-25-2013)

1.1517. - Conflicting regulations.

Whenever any provision of this article imposes more stringent requirements, regulations, restrictions or limitations than are imposed or required by the provisions of any other law or ordinance, then the provisions of this article shall govern. Whenever the provisions of any other law or ordinance impose more stringent requirements than are imposed or required by this title, then the provision of such ordinance shall govern.

(Ord. of 11-25-2013)

1.1518. - Severability.

If any provision, paragraph, work, section or article of this article is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, and chapters shall not be affected and shall continue in full force and effect.

(Ord. of 11-25-2013)



## Boards and Commissions Application

Name: Kimberly S Bush  
(First) (Middle) (Last)  
Address: 1305 Wilson Sturgis MI 49091 Email: Kimberly.S.bush@abbott.com  
(Street) (City) (Zip)  
Are you a city resident? Yes Home/Cell Phone: 269 625 3763  
Occupation: Regional EHS Manager Work Phone: 269 651 0685  
Employment: Abbott Nutrition  
(Name of Employer)  
901 N. Centerville Rd. Sturgis MI 49091  
(Street) (City) (Zip)

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

Served on the Wellhead Protection Planning team, Bachelor's in Hydrogeology,  
Career in Environmental, Health and Safety for 15 years, St. Joe's Aquifer Knowledge.

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

Protection of water quality.

Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission which you listed? \_\_\_\_\_ If yes, please explain.

No

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

Mike Collins 66290 Mido Sturgis MI 49091 269 503 6009  
(Name) (Address) (Phone)

Vanessa Ware 700 Wilshire Dr. Sturgis MI 49091 269 319 1445  
(Name) (Address) (Phone)

Signature: KBush Date: 11/6/24

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

- |   |   |
|---|---|
| <input type="checkbox"/> Airport Advisory Board                         | <input type="checkbox"/> LDFA Board of Directors                        |
| <input type="checkbox"/> Board of Review                                | <input type="checkbox"/> Parks and Cemetery Board                       |
| <input type="checkbox"/> Construction Board of Appeals                  | <input type="checkbox"/> Planning Commission                            |
| <input type="checkbox"/> DDA Board of Directors                         | <input type="checkbox"/> Sister City Committee                          |
| <input type="checkbox"/> Doyle and Recreation Advisory Board            | <input type="checkbox"/> Sturges-Young Center for the Arts Board        |
| <input type="checkbox"/> EDC & BRA Board of Directors                   | <input type="checkbox"/> Sturgis Building Authority                     |
| <input type="checkbox"/> Elected Officials Compensation Commission      | <input type="checkbox"/> Sturgis District Library Board                 |
| <input type="checkbox"/> Election Commission                            | <input 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 | <input checked="" type="checkbox"/> <u>Groundwater Board of Appeals</u> |

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

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



## Boards and Commissions Application

Name: DANIEL PETER STEMEN  
(First) (Middle) (Last)

Address: 685N 230E HOWE IN 46746 Email: PSTEMEN@michigantoolworks.co  
(Street) (City) (Zip)

Are you a city resident? NO Home/Cell Phone: 269-625-6285

Occupation: OWNER Work Phone: 269-625-6285

Employment: MICHIGAN TOOL WORKS  
(Name of Employer)

1200 W LAFAYETTE ST. STURGIS MI 49091  
(Street) (City) (Zip)

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

I HAVE WORKED, MANAGED OR OWNED MANUFACTURING FACILITIES IN STURGIS FOR OVER 40 YEARS.  
THROUGH THIS PROCESS I HAVE WORKED WITH THE CITY, STATE INSPECTORS, CONTRACTORS, AND BUSINESSES.

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

I FEEL THROUGH MY EXPERIENCE I COULD HELP GIVE GUIDANCE AND PERSPECTIVE AS A  
MANUFACTURER. IT WOULD ALSO BE AN OPPORTUNITY TO GIVE BACK TO MY 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):

FRANK PEREZ 889 S CENTERVILLE RD 269-625-7274  
(Name) (Address) (Phone)

ROGER KROWITZ 27521 FEATHERSTONE RD 269-221-3286  
(Name) (Address) (Phone)

Signature: *Daniel Stemen* Date: 11-8-2024

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

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

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 10C**



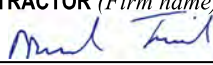


**AIA**<sup>®</sup>**Document G701<sup>®</sup> – 2017****Change Order****PROJECT:** *(Name and address)*Sturges-Young Lower Level Restroom  
201 N. Nottawa Street  
Sturgis, Michigan 49091**CONTRACT INFORMATION:**Contract For: General Construction  
Date: 2/17/2023**CHANGE ORDER INFORMATION:**Change Order Number: 001  
Date: 3/3/2023**OWNER:** *(Name and address)*City of Sturgis  
130 N Nottawa  
Sturgis, MI 49091**ARCHITECT:** *(Name and address)***CONTRACTOR:** *(Name and address)*Frederick Construction, Inc.  
120 E Prairie Street, Suite C  
Vicksburg, Michigan 49097**THE CONTRACT IS CHANGED AS FOLLOWS:***(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Addition of Construction Budget for Renovation of Lower Level Restrooms = \$225,144.44

The original Contract Sum was	\$	25,597.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	25,597.00
The Contract Sum will be increased by this Change Order in the amount of	\$	225,144.44
The new Contract Sum including this Change Order will be	\$	250,741.44

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be Unchanged**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<b>ARCHITECT</b> <i>(Firm name)</i>	Frederick Construction, Inc.	City of Sturgis
<b>CONTRACTOR</b> <i>(Firm name)</i>		<b>OWNER</b> <i>(Firm name)</i>
<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>
<b>PRINTED NAME AND TITLE</b>	Michael Frederick, Treasurer	<b>PRINTED NAME AND TITLE</b>
<b>DATE</b>	3/3/2023	<b>DATE</b>

February 27, 2023

Mr. Dan Root, Facilities Manager  
City of Sturgis  
130 N. Nottawa  
Sturgis, MI 49091

RE: Stuges-Young Center for the Arts  
Lower Restrooms\_Construction Budget

Dan,

We are pleased to provide the following construction budget to complete the renovations for the existing Women's Restroom, Women's Waiting Room, Janitors Closet, and Men's Restroom. This budget is based upon preliminary budgets established by working with subcontractors, review of actual costs from the previous project at the main level, project site visits, and preliminary conceptual design drawings from GH Forbes.

**Total Construction Budget for lower restroom project.....\$ 225,144.44**

- This budget does not include design fees already under contract.
- Please see attached budget breakdown for details and exclusions.
- Budget includes a construction/design contingency in the amount of \$8,500.00. It is highly recommended this remain in the budget until work is complete given the nature of this renovation and possibilities of discovering unexpected items.
- Final project plans are scheduled to be delivered to us by March 10, 2023.

Thank you for the opportunity and please do not hesitate to contact me with any questions or concerns.

Sincerely,  
*Ryan D. Collins*  
Ryan D. Collins  
Senior Estimator

# Estimate: 181959 Sturges-Young Center for the Arts\_Lower Level Restroom Renovation\_Budget

## Unit Cost by Division Summary

Item Code	Description	Quantity	Unit	Material Unit Cost	Material Total	Labor Unit Cost	Labor Total	Subcontractor Unit Cost	Subcontractor Total	Total
<b>01 General Requirements</b>										
01.1200.1000	Contract Interface_MiDeal Fee to State of Michigan	1.00	LS	3,800.00	3,800.00	0.00	0.00	0.00	0.00	3,800.00
01.2000.1010	Contingency Allowances_Owner's Contingency	1.00	LS	8,500.00	8,500.00	0.00	0.00	0.00	0.00	8,500.00
01.2400.1000	Architectural Fees_CA Services_EXCLUDED	0.00	LS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01.3000.1110	Superintendent_12 Weeks_480 hrs	12.00	WK	0.00	0.00	2,800.00	33,600.00	0.00	0.00	33,600.00
01.4000.1000	Plan Review & Permit Fees_City of Sturgis_Allowance	1.00	LS	1,300.00	1,300.00	0.00	0.00	0.00	0.00	1,300.00
01.4000.1070	Insurance-Builders Risk_EXCLUDED	0.00	LS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01.5000.1000	Misc. Consumables_Allowance	12.00	WK	100.00	1,200.00	0.00	0.00	0.00	0.00	1,200.00
01.5000.1040	Temporary Job Site Trailer to Store Materials_EXCLUDED	0.00	AL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01.5000.1070	Temporary Construction Signs_Restroom Closed	1.00	AL	50.00	50.00	0.00	0.00	0.00	0.00	50.00
01.5000.1100	Temporary Fire Extinguishers During Construction	1.00	EA	100.00	100.00	0.00	0.00	0.00	0.00	100.00
01.5000.1160	Temporary Toilets_EXCLUDED	0.00	MO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01.5600.1030	Temporary Dust Barriers_Material Allowance	1.00	AL	600.00	600.00	0.00	0.00	0.00	0.00	600.00
01.5600.1070	Temporary Protective Walkways_RAMboard & Sticky Mats	1.00	AL	600.00	600.00	0.00	0.00	0.00	0.00	600.00
01.7000.1100	General Fuel	12.00	WK	175.00	2,100.00	0.00	0.00	0.00	0.00	2,100.00
01.7400.1020	Dumpsters	4.00	EA	475.00	1,900.00	0.00	0.00	0.00	0.00	1,900.00
01.7400.1060	Final Cleaning Budget	1.00	LS	0.00	0.00	0.00	0.00	800.00	800.00	800.00
01.7400.1070	Steam Cleaning Floor Grout Surfaces_Allowance	1.00	AL	0.00	0.00	0.00	0.00	1,600.00	1,600.00	1,600.00
01.7800.1000	Performance & Payment Bond	1.00	LS	2,800.00	2,800.00	0.00	0.00	0.00	0.00	2,800.00
<b>01 - General Requirements Totals</b>					<b>\$22,950.00</b>		<b>\$33,600.00</b>		<b>\$2,400.00</b>	<b>\$58,950.00</b>
<b>02 Existing Conditions</b>										
02.2600.1000	Asbestos & Lead Survey Budget	1.00	LS	0.00	0.00	0.00	0.00	1,400.00	1,400.00	1,400.00

Item Code	Description	Quantity	Unit	Material Unit Cost	Material Total	Labor Unit Cost	Labor Total	Subcontractor Unit Cost	Subcontractor Total	Total
02.4100.1460	Selective Building Demolition	64.00	HR	0.00	0.00	65.00	4,160.00	0.00	0.00	4,160.00
02.8200.1010	Asbestos & Lead Paint Abatement_Allowance	1.00	AL	0.00	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00
<b>02 - Existing Conditions Totals</b>					<b>\$0.00</b>		<b>\$4,160.00</b>		<b>\$4,400.00</b>	<b>\$8,560.00</b>
<b>03 Concrete</b>										
03.3000.1010	Miscellaneous Cast-In-Place Concrete_Patch Men's Room	1.00	LS	0.00	0.00	0.00	0.00	2,500.00	2,500.00	2,500.00
03.8100.1000	Concrete Cutting at Men's Room	1.00	LS	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
<b>03 - Concrete Totals</b>					<b>\$1,000.00</b>		<b>\$0.00</b>		<b>\$2,500.00</b>	<b>\$3,500.00</b>
<b>06 Wood , Plastic and Composites</b>										
06.1000.1000	Rough Carpentry_Material Allowance	1.00	LS	600.00	600.00	0.00	0.00	0.00	0.00	600.00
06.1000.1010	Rough Carpentry_Labor Allowance	16.00	HR	0.00	0.00	65.00	1,040.00	0.00	0.00	1,040.00
<b>06 - Wood , Plastic and Composites Totals</b>					<b>\$600.00</b>		<b>\$1,040.00</b>		<b>\$0.00</b>	<b>\$1,640.00</b>
<b>07 Thermal and Moisture Protection</b>										
07.9200.1010	Joint Sealants	1.00	LF	350.00	350.00	0.00	0.00	0.00	0.00	350.00
<b>07 - Thermal and Moisture Protection Totals</b>					<b>\$350.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$350.00</b>
<b>08 Openings</b>										
08.1000.1010	Commercial Doors, Frames and Hardware	1.00	LS	8,750.00	8,750.00	2,600.00	2,600.00	0.00	0.00	11,350.00
<b>08 - Openings Totals</b>					<b>\$8,750.00</b>		<b>\$2,600.00</b>		<b>\$0.00</b>	<b>\$11,350.00</b>
<b>09 Finishes</b>										
09.2900.1010	Drywall & Plaster Repairs	1.00	LS	0.00	0.00	0.00	0.00	5,050.00	5,050.00	5,050.00
09.6000.1010	Flooring & Grout Staining	1.00	LS	0.00	0.00	0.00	0.00	8,560.00	8,560.00	8,560.00
09.9100.1010	Painting	1.00	LS	0.00	0.00	0.00	0.00	3,590.00	3,590.00	3,590.00
<b>09 - Finishes Totals</b>					<b>\$0.00</b>		<b>\$0.00</b>		<b>\$17,200.00</b>	<b>\$17,200.00</b>
<b>10 Specialties</b>										
10.1400.1010	Signage_Restroom Signs_Allowance	3.00	EA	50.00	150.00	0.00	0.00	0.00	0.00	150.00
10.2100.1100	Plastic Toilet Compartments	1.00	LS	0.00	0.00	0.00	0.00	10,438.00	10,438.00	10,438.00
10.2800.1030	Commercial Toilet Accessories	1.00	LS	0.00	0.00	0.00	0.00	4,800.00	4,800.00	4,800.00
<b>10 - Specialties Totals</b>					<b>\$150.00</b>		<b>\$0.00</b>		<b>\$15,238.00</b>	<b>\$15,388.00</b>
<b>12 Furnishing</b>										

Item Code	Description	Quantity	Unit	Material Unit Cost	Material Total	Labor Unit Cost	Labor Total	Subcontractor Unit Cost	Subcontractor Total	Total
12.3600.1070	PLAM Countertop & Solid Surfacing	1.00	LS	7,632.00	7,632.00	1,560.00	1,560.00	0.00	0.00	9,192.00
<b>12 - Furnishing Totals</b>					<b>\$7,632.00</b>		<b>\$1,560.00</b>		<b>\$0.00</b>	<b>\$9,192.00</b>
<b>22 Plumbing</b>										
22.0010.1010	Plumbing Budget	1.00	LS	0.00	0.00	0.00	0.00	42,500.00	42,500.00	42,500.00
<b>22 - Plumbing Totals</b>					<b>\$0.00</b>		<b>\$0.00</b>		<b>\$42,500.00</b>	<b>\$42,500.00</b>
<b>23 Heating, Ventilating and Air-Conditioning (HVAC)</b>										
23.0010.1010	HVAC Subcontractor	1.00	LS	0.00	0.00	0.00	0.00	16,500.00	16,500.00	16,500.00
<b>23 - Heating, Ventilating and Air-Conditioning (HVAC) Totals</b>					<b>\$0.00</b>		<b>\$0.00</b>		<b>\$16,500.00</b>	<b>\$16,500.00</b>
<b>26 Electrical</b>										
26.0010.1010	Electrical Subcontractor	1.00	LS	0.00	0.00	0.00	0.00	17,500.00	17,500.00	17,500.00
<b>26 - Electrical Totals</b>					<b>\$0.00</b>		<b>\$0.00</b>		<b>\$17,500.00</b>	<b>\$17,500.00</b>

### Estimate Summary



Description		Total
<b>Sub-Total (Base Cost)</b>		<b>\$202,630.00</b>
<b>Sub-Total (Direct Cost)</b>		<b>\$202,630.00</b>
Overhead & Profit	10.0000%	22,514.44
<b>Total Estimate</b>		<b>\$225,144.44</b>

- Material [\$41,432]
- Labor [\$42,960]
- SubContractor [\$118,238]
- Equipment [\$0]
- Other [\$0]



AIA®

## Document G701® – 2017

**Change Order****PROJECT:** *(Name and address)*

Sturges-Young Lower Level Restroom  
201 N. Nottawa Street  
Sturgis, Michigan 49091

**CONTRACT INFORMATION:**

Contract For: General Construction  
Date: 2/17/2023

**CHANGE ORDER INFORMATION:**

Change Order Number: 002  
Date: 11/6/2024

**OWNER:** *(Name and address)*

City of Sturgis  
130 N Nottawa  
Sturgis, MI 49091

**ARCHITECT:** *(Name and address)***CONTRACTOR:** *(Name and address)*

Frederick Construction, Inc.  
120 E Prairie Street, Suite C  
Vicksburg, Michigan 49097

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

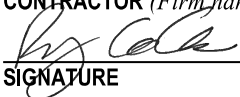
Updated Project Budget = \$25,018.89

The original Contract Sum was	\$	25,597.00
The net change by previously authorized Change Orders	\$	225,144.44
The Contract Sum prior to this Change Order was	\$	250,741.44
The Contract Sum will be increased by this Change Order in the amount of	\$	25,018.89
The new Contract Sum including this Change Order will be	\$	275,760.33

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be unchanged

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<b>ARCHITECT</b> <i>(Firm name)</i>	Frederick Construction, Inc.	City of Sturgis
<b>CONTRACTOR</b> <i>(Firm name)</i>		<b>OWNER</b> <i>(Firm name)</i>
<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>
<b>PRINTED NAME AND TITLE</b>	Ryan Collins, Secretary	Dan Root
<b>DATE</b>	11/6/2024	<b>DATE</b>



# Estimate: 182409 Sturges Young Lower Restroom Renovations\_Change Order No. 2\_Updated Budget

## Unit Cost by Division Summary

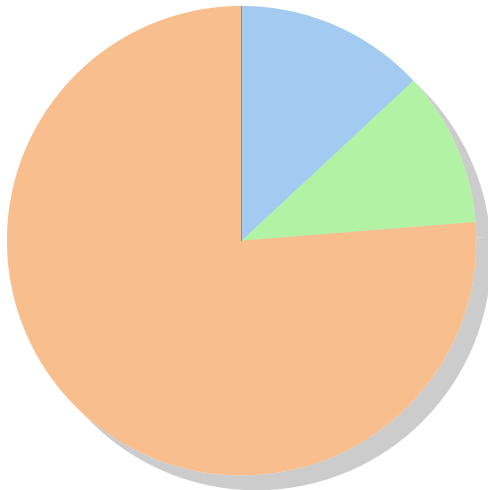
### Estimate Table

Item Code	Description	Quantity	Unit	Material Unit Cost	Material Total	Labor Unit Cost	Labor Total	Subcontractor Unit Cost	Subcontractor Total	Total
<b>01 General Requirements</b>										
01.3000.1110	Superintendent_12 Weeks_480 hrs Added Hourly Rate	480.00	WK	0.00	0.00	5.00	2,400.00	0.00	0.00	2,400.00
01.4000.1000	Plan Review & Permit Fees_City of Sturgis_Allowance ADD	1.00	LS	200.00	200.00	0.00	0.00	0.00	0.00	200.00
01.5000.1000	Misc. Consumables_Allowance	12.00	WK	50.00	600.00	0.00	0.00	0.00	0.00	600.00
01.5000.1070	Temporary Construction Signs_Restroom Closed	1.00	AL	25.00	25.00	0.00	0.00	0.00	0.00	25.00
01.7000.1100	General Fuel	12.00	WK	25.00	300.00	0.00	0.00	0.00	0.00	300.00
01.7400.1020	Dumpsters	4.00	EA	175.00	700.00	0.00	0.00	0.00	0.00	700.00
01.7400.1060	Final Cleaning Budget	1.00	LS	0.00	0.00	0.00	0.00	600.00	600.00	600.00
<b>01 - General Requirements Totals</b>					<b>\$1,825.00</b>		<b>\$2,400.00</b>		<b>\$600.00</b>	<b>\$4,825.00</b>
<b>09 Finishes</b>										
09.2900.1010	Drywall & Plaster Repairs	1.00	LS	0.00	0.00	0.00	0.00	550.00	550.00	550.00
09.6000.1010	Flooring & Grout Staining	1.00	LS	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
09.9100.1010	Painting	1.00	LS	0.00	0.00	0.00	0.00	610.00	610.00	610.00
<b>09 - Finishes Totals</b>					<b>\$0.00</b>		<b>\$0.00</b>		<b>\$2,160.00</b>	<b>\$2,160.00</b>
<b>10 Specialties</b>										
10.1400.1010	Signage_Restroom Signs_Allowance	2.00	EA	25.00	50.00	0.00	0.00	0.00	0.00	50.00
10.2100.1100	Plastic Toilet Compartments	1.00	LS	0.00	0.00	0.00	0.00	162.00	162.00	162.00
10.2800.1030	Commercial Toilet Accessories	1.00	LS	0.00	0.00	0.00	0.00	2,052.00	2,052.00	2,052.00
<b>10 - Specialties Totals</b>					<b>\$50.00</b>		<b>\$0.00</b>		<b>\$2,214.00</b>	<b>\$2,264.00</b>
<b>12 Furnishing</b>										
12.3600.1070	PLAM Countertop & Solid Surfacing	1.00	LS	1,068.00	1,068.00	0.00	0.00	0.00	0.00	1,068.00
<b>12 - Furnishing Totals</b>					<b>\$1,068.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,068.00</b>
<b>22 Plumbing</b>										
22.0010.1010	Plumbing Budget	1.00	LS	0.00	0.00	0.00	0.00	6,000.00	6,000.00	6,000.00
<b>22 - Plumbing Totals</b>					<b>\$0.00</b>		<b>\$0.00</b>		<b>\$6,000.00</b>	<b>\$6,000.00</b>
<b>23 Heating, Ventilating and Air-Conditioning (HVAC)</b>										



Item Code	Description	Quantity	Unit	Material Unit Cost	Material Total	Labor Unit Cost	Labor Total	Subcontractor Unit Cost	Subcontractor Total	Total
23.0010.1010	HVAC Subcontractor	1.00	LS	0.00	0.00	0.00	0.00	-500.00	-500.00	-500.00
<b>23 - Heating, Ventilating and Air-Conditioning (HVAC) Totals</b>					<b>\$0.00</b>		<b>\$0.00</b>		<b>-\$500.00</b>	<b>\$500.00</b>
<b>26 Electrical</b>										
26.0010.1010	Electrical Subcontractor	1.00	LS	0.00	0.00	0.00	0.00	6,700.00	6,700.00	6,700.00
<b>26 - Electrical Totals</b>					<b>\$0.00</b>		<b>\$0.00</b>		<b>\$6,700.00</b>	<b>\$6,700.00</b>

### Estimate Summary



Description		Total
<b>Sub-Total (Base Cost)</b>		<b>\$22,517.00</b>
<b>Sub-Total (Direct Cost)</b>		<b>\$22,517.00</b>
Overhead & Profit	10.0000%	2,501.89
<b>Total Estimate</b>		<b>\$25,018.89</b>

- Material [\$2,943]
- Labor [\$2,400]
- SubContractor [\$17,174]
- Equipment [\$0]
- Other [\$0]

## SYCA Lower-Level Restrooms

		261 - SYCA		TOTAL PROJECT		
Prior FY Costs						Notes
PROJECT COSTS						
Project Contract (Design Work)	Staff Approved 6/15/22	\$	25,597.00	\$	25,597.00	MiDeal Indefinite Scope, Indefinate Delivery Contract, Frederick Construction; Paid \$24,080.50 June 2023
TOTAL Prior FY Costs		\$	25,597.00	\$	25,597.00	
FY 2024-2025						Notes
BUDGETED FUNDS		\$301,759.00			\$301,759.00	
PROJECT COSTS						
Change Order #001 - Initial Construction	Recommended 11/13/2024	\$	225,144.44	\$	225,144.44	Frederick Construction, submitted March 2023
Change Order #002 - Revised Estimates	Recommended 11/13/2024	\$	25,018.89	\$	25,018.89	Frederick Construction, Submitted November 2024
TOTAL FY 2023-2024		\$	250,163.33	\$	250,163.33	
OVER (UNDER) BUDGET		\$51,595.67			\$51,595.67	

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10D**



# Stop Loss Alternatives – With Drugs

- BCBSM has the ability to include Drugs in the Specific deductible. Due to rising specialty drug usage across the industry and the relative small population at Sturgis, adding drugs to spec would be a good risk management decision. In 2024, the analysis on a retrospective basis did not support savings to do this.

## Analysis from 2024

If Adding Rx to Current \$65k Spec		
Add. Annual Prem	\$265,392	
Historical Additional Offset		
2021	-\$74,342	Finished Year -\$154,534
2022	-\$113,841	
2023 YTD	-\$62,916	
2024 YTD/Annualized	-\$181,666	
		-\$272,499

2025 Add. Prem to Add Rx to Spec \$65k \$322,108
--

- Sturgis has seen an increase in drug usage in 2024, specifically on specialty drugs. Thru Aug, if Rx was in the Spec the City would have had \$181k in additional offset, if this continues to annualize at that pace, the year would be at \$272k in additional reimbursement, meaning Rx in spec would have been a \$7k positive even though the analysis from last year's renewal was about a \$100k negative.
- While the above is a retrospective analysis, we can also do some prospective analysis by adjusting the underwriting to assume the drugs in spec. This is not perfect as large claims are by nature unpredictable, but when adjusting the underwriting formula, there would be potential gains for adding Rx to spec for 2025.

## 2025 MV Projections - Data Thru Aug 2024

	\$65k Spec Med Only	\$65k Spec Med&Rx
--	---------------------	-------------------

BCBSM Self Funded

\$2,566,679

\$2,505,921

-\$60,758

-2.4%



**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10E**



# POLICY STATEMENT



## COMMISSION PROCEDURAL POLICY

01-CCM-10

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

Office of Origin: City Commission  
Authorized By: City Commission

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

### ***Policy Statement and Form of Government***

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

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

### ***Section 1: Responsibilities and Regulations for City Commissioners***

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

#### **Observe the Community**

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

#### **Talk with Citizens**

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



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

### **Study Pertinent Literature**

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

### **Establish Priorities**

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

### **Participate in Formal Commission Meetings**

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

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

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

### **Cooperate with Other Governmental Units**

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

### **City Negotiations**

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

### **City Commission Lobbying**

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

### **Attorney Client Communications**

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

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

### **Committee Reports to the City Commission**

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

### **City Commission Members' Involvement in Administrative Meetings**

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

### **Trust and Team Building between City Commissioners and City Staff**

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

### **City Commissioner ~~Expenses and Pay~~**

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

### **City Commissioner Expenses**

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

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

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

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

### **Commissioner Apparel and Business Cards**

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

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

## ***Section 2: City Commission Meetings***

### **General Rules of Order for Sturgis City Commission Meetings**

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

### **Regular Meetings**

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

### **Special Meetings**

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

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

### **Work Sessions**

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

### **Rules To Govern Debate at a Commission Meeting**

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

### **Rules to Govern Debate during Public Comments**

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

the Mayor.

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

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

### **Voting**

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

## ***Section 3: Guidelines for Conduct of City Commissioners***

### **Informational Briefing**

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

### **Being Well Informed**

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

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

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

### **Listening**

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

### **Making Decisions**

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

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

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

### **Communicate with the Media**

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

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

### **Tips for Working with the Media**

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

### **Commission Meeting Dress Code for City Commissioners and Staff**

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

### **Training**

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



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

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

#### ***Section 4: Commissioner Resignation / Appointment Guidelines***

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

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

#### **NOTICE**

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

In order to apply, you will need to:

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

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

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

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

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

**Revision History**

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

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

## **RESOLUTION OF AUTHORIZED DEPOSITORIES**

**WHEREAS**, there may now be and may hereafter from time to time come into the hands of Kenneth D. Rhodes, Clerk/Treasurer of the City of Sturgis, Michigan certain monies belonging to or being held by the state, county, or other political units of the state, or otherwise held according to law, and

**WHEREAS**, under the law of the State of Michigan, this Commission is required to provide by resolution for the deposit of all monies including tax monies coming into the hands of said Clerk/Treasurer, in one or more banks, hereinafter called banks, to be designated in such resolution.

**NOW, THEREFORE, BE IT RESOLVED**, that said Clerk/Treasurer Kenneth D. Rhodes, is hereby directed to deposit all public monies including tax monies coming into his hands as Clerk/Treasurer, in the following banks:

Century Bank & Trust - Sturgis, Michigan  
Farmers State Bank – Sturgis, Michigan  
Huntington Bank - Sturgis, Michigan  
  
Southern Michigan Bank & Trust, Coldwater, MI  
Sturgis Bank & Trust Co. FSB - Sturgis, Michigan

**BE IT FURTHER RESOLVED**, that the City Controller and the City Accounting Manager be appointed as Deputies to the Clerk/Treasurer for the purposes of managing all accounts in the aforementioned banks .

# POLICY STATEMENT

## CITY OF STURGIS INVESTMENT POLICY



Effective Date: 8/27/14  
Last Revised: 03/13/19

Office of Origin: Clerk/Treasurer  
Authorized By: City Commission

### ***Policy Statement***

The mission of the City of Sturgis is to provide statutory and constitutional services in a fiscally responsible manner which will allow the City to continue providing high quality services to its residents and utility customers. To that purpose and in accordance with Public Act 20 of 1943, as amended MCL 129.91 ("Act"), the following policy is hereby approved and set forth in the form of a Resolution passed by the City Commission of the City of Sturgis.

### ***Purpose of Policy***

It is the purpose of this document to define a policy by which the City of Sturgis can invest its idle funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the City of Sturgis and complying with all state statutes governing the investment of public funds. Additionally, it is the intent of this document to recognize the fact that local financial institutions have contributed to the success of Sturgis, and therefore, whenever possible should continue to play a primary role in maximizing the City's financial resources.

Additionally, this document shall define those specific situations which shall be exempt from the terms of this document.

### ***Policy***

#### **Scope**

This investment policy shall apply to all financial assets of the City of Sturgis, except for those situations which are specifically listed under the section covering exceptions to the diversification policy. These assets are accounted for in the various funds of the City of Sturgis and shall include the General fund, Special Revenue funds, Debt Service funds, Capital Project funds, Enterprise funds, Internal Service funds, Trust and Agency funds, and any new fund established by the City as well as the component unit funds including the Brownfield Redevelopment Authority, Local Development Finance Authority and Building Authority.

#### **Objectives**

The primary objectives of the City of Sturgis's investment activities, in order of priority, shall be:

Safety: Safety of principal is the foremost objective of the investment program.

Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification: The investments shall be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The exception to this policy shall be where there exists a contractual agreement for debt administration or investment management services, such as with the following:

City of Sturgis Employees Retirement System;  
City of Sturgis Employees Savings Plans (401K) & (457); and City of Sturgis Electric, Water, and Sewer Debt Administration Services.

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment: The investment portfolio shall be designed with the objective of obtaining a maximum rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

### **Authority**

The authority to manage the investment program is derived from the City of Sturgis Investment Policy adopted by resolution by the Sturgis City Commission March 10, 1999.

Pursuant to the Act, management responsibility for the investment program is hereby delegated to the City Manager or designee, who shall establish written procedure and internal controls for the operation of the investment program consistent with this investment policy and state laws regulating investments. Exceptions to the policy are in regard to the listed specific investment relationships, and responsibility in those relationships will be as follows:

1. City of Sturgis Employees Retirement System – Retirement Board of Trustees.
2. City of Sturgis Employees Savings Plans (401K) & (457) - Employee self-administered
3. City of Sturgis Electric, Water, and Sewer Debt Administration Services - contractual arrangements through the City Manager or designee.

The responsible entity shall do the following:

1. Develop and implement a banking policy in compliance with the investment policy for the city.
2. Develop and implement such additional rules and procedures as may be necessary to carry out this policy and document the results of the City's investment activities.
3. Provide an Annual report to the City Manager or designee, concerning results of the previous year's investment activities.

### **Authorized Depositories**

The City Treasurer shall maintain a list of financial institutions authorized and approved by resolution by the City Commission on an annual basis to provide depository services. Depositories shall include financial institutions that must be a chartered bank or savings & loan association, savings bank or credit union whose deposits are insured by an agency of the United States government and which maintain a

principal office or branch office in the State of Michigan under the laws of Michigan or the United States.

The City Treasurer shall conduct annual evaluations of all depositories' credit worthiness to determine whether it should be on the "Qualified Institution" listing. Use of financial institutions or security dealers may include primary or regional dealers that qualify under the Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) and investment departments of banks, which have been subject to the following evaluation:

1. Financial condition, loan exposure, capital adequacy, asset quality, earnings and liquidity
2. Regulatory status of dealer
3. Background and expertise of the individual representative

Individuals representing institutions doing business with the City shall receive a copy of this policy, shall certify they have read and understand it's provisions. A copy of each certification shall be kept on file by the City Treasurer – Appendix A.

### **Authorized Investments**

Investments for the City of Sturgis shall be made in accordance with Michigan State statutes (Specifically, 1943 Public Act 20, as amended) and meet the criteria of this policy. Examples of such investments assuming they are fully secured are:

1. Interest bearing savings and checking accounts
2. Bankers' acceptances of United States banks
3. Certificates of Deposit
4. U.S. Treasury securities
5. Federal agency securities
6. Money Market Funds/investment pools in accordance with PA 20 and its amendments. Authorized mutual funds are limited to net asset value (NAV) of \$1.00 per share. Investment pools must be organized under the Surplus Funds Investment Pool Act of 1982, the Local Investment Pool act of 1985 or the Urban Cooperation Act of 1967.
7. Commercial Paper with the following ratings:
  - a. A-1/P-1
  - b. A-2/P-2

To accomplish the objectives of this investment policy the following investment restrictions shall be honored:

1. Commercial paper must be rated as referenced above and maturing not more than 270 days after the purchase. Not more than 25% of any fund (cash and investments) may be invested in commercial paper at any time.
2. The City shall attempt to match the maturity of its investments with anticipated cash requirements. Unless matched to a specific cash requirement or funding source such as bond or borrowing proceeds, the City shall not invest directly into Authorized Investments which mature more than five years from the date of purchase.

3. In an effort to meet the purpose of recognizing local financial institutions, consideration in investment management shall be given to those institutions headquartered locally and then to those institutions maintaining an active local office.

#### **Authorized Investments – Cemetery Endowment Fund**

The equity position of the City of Sturgis Cemetery Endowment Fund will not exceed 60% of the fund balance and the equity position will not contain more than 40% in any given asset category. Additionally, the equities securities will consist of mutual funds which are rated in the top 2 of 5 or more tiers by Morningstar, Inc. or another nationally recognized mutual fund rating agency at the time of purchase. All fixed income securities will consist of those investments listed above.

#### **Safekeeping and Custody**

All security transactions and financial institution deposits, entered into by the City Manager or designee shall be on a cash or delivery versus payment, basis. Securities may be held by a third party custodian designated by the City Manager or designee and evidenced by safekeeping receipts as determined by the City Manager or designee. Additionally the City Manager or designee may enter into a third party agreement for the providence of investment management services, subject to any such agreement being fully in compliance with the terms of this policy. No withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the City Treasurer as authorized herein, or the respective designee.

#### **Prudence**

The standard of prudence to be applied by the investment official(s) shall be the “prudent person rule”. Investment shall be made with judgment and care, considering prevailing circumstances, which person of prudence, discretion and intelligence exercise in the management of their own investment, weighing the probable safety of capital as well as the probable revenue to be derived.

#### **Ethics and Conflicts of Interest**

City Officers, employees, authorized investment advisors and all other persons involved in the investment activities of the City of Sturgis shall refrain from personal business activity that could conflict with the investment program or could impair their ability to make impartial investment decisions. These persons shall disclose to the City Commission any material financial interests in financial institutions that could be related to the performance of the City’s portfolio.

#### **Internal Controls**

The City Treasurer shall have investments reviewed annually by the City’s designated audit firm. This review will check for appropriate internal controls, check for compliance with policies and procedures and prevent any loss of public funds due to fraud, error, misrepresentation or illegal action.

#### **Performance Standards**

The City’s investment portfolio shall be designed to obtain a return sufficient to support budgetary needs while taking into account the City’s investment risk constraints and cash flow needs. The benchmark for the portfolio shall be the BofA Merrill Lynch 1-3 Year U.S. Treasury Index.

#### **Reporting**

Performance of the portfolio shall be reported quarterly and submitted to the City Commission or its delegate as to the type, rate and terms of the investments, total interest received, annual rate of returns



with benchmark comparisons, bank ratings and other related information which enables the governing body to monitor and measure the success of the investment portfolio.

**Investment Policy Adoption**

This investment policy is adopted by resolution of the City Commission. The policy should be reviewed annually by the City Commission or its delegate. Modifications made at that time or when necessitated by statutory revision must be approved by the appropriate action of the City Commission.

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

<b>CITY MANAGER</b> Reviewed <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/>   Michael L. Hughes City Manager	<b>CITY COMMISSION</b> Approved <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/>  City Commission Meeting Date: 8/27/14  Motion:                      Commissioner Austermann  Second:                      Commissioner Hile  Vote:                          8 Yea ; 0 Nay ; 1 Absent
---	--

**Revision History**

Revision Date	Section(s) Revised	City Manager Reviewed / Approved	Commission Approved
11/14/16	<i>No Revisions; Reapproved</i>	<i>KR 11/14/16</i>	<i>11/14/16</i>
11/12/18	<i>No Revisions; Reapproved</i>	<i>KR 11/12/18</i>	<i>11/12/18</i>
3/13/19	<i>Revisions; Reapproved</i>	<i>KR 3/13/19</i>	<i>3/13/19</i>
11-8-21	<i>No Revisions; Reapproved</i>		<i>11-8-21</i>

Appendix A  
ACKNOWLEDGEMENT OF RECEIPT OF INVESTMENT POLICY  
AND AGREEMENT TO COMPLY

I have read and fully understand Act 20 PA 1943, as amended, and the Investment Policy Statement of the City of Sturgis.

Any investment advice or recommendation given by \_\_\_\_\_ to the City of Sturgis shall comply with the requirements of Act 20 PA 1943 as amended, and the Investment Policy Statement of the City of Sturgis.

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

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

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

**City of Sturgis  
City Commission  
Regular Meeting**

**Agenda Item 10F**



# City Commission Board/Committee Appointments

Board	Current	Meets
Auditorium	Bir	1 <sup>st</sup> Thursday prior to the 1st City Commission meeting of the month at the Sturges-Young Auditorium at 5:00 p.m.
Finance Committee	<b>Vacant</b> , Bir, Mullins, Perez alt.	Monday prior to the regular Commission meeting at City Hall
EDC	Miller	1 <sup>st</sup> Tuesday of the month at City Hall at 4:00 p.m.
Employee's Retirement Board	Perez, Mullins	Once each quarter (February, May, August, November) at City Hall Exact time and date TBD
IFEC / Idle Buildings	All Commissioners	As needed
Investment Committee	Harrington, <b>Vacant</b> , Smith	Semi-annually
Match on Main	Smith, <b>Vacant</b>	As needed. Usually the first quarter of the year.
Sister City Committee	Mullins	4 <sup>th</sup> Thursday of odd months at City Hall at 5:30 p.m.