



AGENDA
CITY COMMISSION MEETING
WEDNESDAY, JUNE 11, 2025
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM

REGULAR MEETING 6:00 P.M.

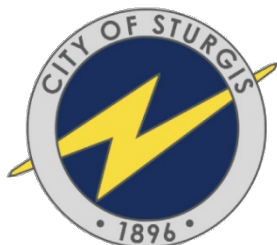
1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. ROLL CALL
5. PROCLAMATIONS / PRESENTATIONS
 - A. Swearing in of Firefighter Julian Alldredge and Police Office Alexander Klever – Ryan Banaszak
6. VISITORS – (Public comments for items not listed as agenda items)
7. APPROVAL OF AGENDA
8. APPROVAL OF CONSENT AGENDA
 - A. Action of Minutes of Previous Meetings
 - **APPROVE the minutes from the May 28, 2025 regular meeting as presented.**
 - B. Pay Bills
 - **AUTHORIZE the payment of the City bills in the amount of \$1,728,213.28 as presented.**
 - C. Walking Along Suicide Prevention Annual 5K
 - **APPROVE the request for the Walking Along Suicide Prevention 5K Walk on September 6, 2025 as presented.**
 - D. 2025 David Locey Memorial Sturgis Youth Triathlon
 - **APPROVE the requests for the 2025 David Locey Memorial Sturgis Youth Triathlon on June 21, 2025 as presented.**
9. UNFINISHED BUSINESS
 - A. Zoning Ordinance Amendments Second Reading – William Prichard
10. NEW BUSINESS
 - A. Sturges-Young Center for the Arts HVAC Controls – Daniel Root
 - B. Lift Station SCADA – Thomas Sikorski
 - C. PA 229 Energy Waste Reduction Plan – Chris McArthur
 - D. Set Millage Rate Public Hearing – Kenneth Rhodes
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

STURGIS HOUSING DEVELOPMENT CORPORATION

1. CALL TO ORDER BY PRESIDENT
2. CLOSED SESSION – Purchase of Property
3. ADJOURN

Manager's Report

JUNE 11, 2025



CITY OF
Sturgis
MICHIGAN

Submitted by:

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

Andrew Kuk
City Manager

5. Presentation

A. Swearing In of Firefighter Julian Alldredge & Police Officer Alexander Klever

Staff: Ryan Banaszak

Firefighter Julian Alldredge was born and raised in Sturgis. Shortly after graduating from Sturgis High in 2021, Julian became a member of the Sturgis Department Public Safety Explorer program. During this time, he developed his passion for being a member of the Fire Service. After two years as an explorer Julian attended the St. Joseph County Fire Academy, and during the fall of 2023 he attended and graduated EMT school. Julian was serving as an On-Call Firefighter and a part-time EMT for SDPS until his full-time hire.

Officer Alexander Klever was born and raised in Toledo, Ohio. At the age of 26, he joined the U.S. Army and spent six years serving his country. Alexander left the Army in 2024 and decided to pursue a career in Law Enforcement. Alexander attended Kellogg Community College Police Academy and graduated in December of 2024. Alexander was hired by the Sturgis Department of Public Safety in January of 2025.

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for June 11, 2025 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the May 28, 2025 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$1,728,213.28 as presented.

8C. Walking Along Suicide Prevention Annual 5K

Included in your packet is an event summary for the “Walking Along Suicide Prevention 5K Walk”. The event is scheduled to take place on Saturday, September 6th.

The event is looking for several approvals, including:

- Use of Oaklawn Terrace Park including amphitheater
- Completion of a 5K walk along the stated route; event would take place on sidewalks with participants following normal rules of pedestrian usage and crossing.

The St. Joseph County United Way has agreed to act as a fiduciary for the event, handing all funds associated with the event.

Consent Agenda Motion:

APPROVE the request for the Walking Along Suicide Prevention 5K Walk on September 6, 2025 as presented.

8D. 2025 David Locey Memorial Sturgis Youth Triathlon

Organizers of the Dave Locey Memorial Sturgis Youth Triathlon submitted a request for their event again this year. The event is put on by volunteers with the cooperation of the Sturgis Elks Lodge and Sturgis Community Pool and is scheduled for Saturday, June 21st.

Organizers are requesting closure of Ivanhoe Street from 7:00 a.m. until 1:00 p.m., as well as the use of City barricades. The event will also require the closure of Franks Avenue from the south entrance of the Sturgis Medical Commons to Fawn River Road. This stretch of road, while within the City limits, is the jurisdiction of the County Road Commission. Event organizers will secure permission of the County Road Commission for the closure, but as with previous years, City barricades would be used to complete the closure.

Consent Agenda Motion:

APPROVE the requests for the 2025 David Locey Memorial Sturgis Youth Triathlon on June 21, 2025 contingent upon approval from the St. Joseph County Road Commission.

9. Unfinished Business

A. Zoning Ordinance Amendments Second Reading

Staff: William Prichard

During the zoning ordinance review process in late 2024 and early 2025, a couple of items were discussed for future consideration. Two key topics raised by the City Commission for additional review included:

1. The requirement for the color of roofing materials to match between principal and accessory buildings.
2. Regulations concerning driveway and parking area surfaces.

Accessory Building(s): In response to the City Commissions' concerns, staff presented three options for accessory building roofing/siding requirements, with the Commission reaching consensus to move forward with requesting the Planning Commission to revise ordinance language to allow for some variation. Under this option, the ordinance would require that each structure (principal and accessory) be uniform in color but would not require that the accessory structure match the principal structure. This would prevent highly inconsistent or patchwork appearances while allowing some flexibility.

The proposed ordinance would consider principal and accessory structures separately, while still requiring them to maintain a harmonious overall design.

The proposed ordinance language states: *Accessory structures shall be provided with exterior finish materials that are harmonious in color and design. Accessory buildings greater than 200 square feet shall also be designed to be harmonious with the principal structure.*

Harmonious as defined in the zoning ordinance means: *The buildings on a property contribute positively to the overall character of the neighborhood without causing visual discord or disruption to the neighborhood or each other.*

Character is defined as: *Used in this Ordinance to describe consistency between existing and proposed development, or consistency in materials of construction and architecture.*

Driveways/Parking Areas: The other concern was the driveway and parking surface materials in residential districts. Staff also presented three options to the City Commission, and they had consensus to move forward with requesting the Planning Commission to revise ordinance language based on standards in place prior to a 2021 change to the ordinance. Under this option, only front yard areas in residential districts must be paved, while gravel may be used elsewhere.

At the April 15th meeting, the Planning Commission reviewed draft language and agreed to proceed with a public hearing. Staff presented further draft language and the public hearing on the issue was held at the May 20th meeting.

Current Ordinance Details:

- All residential driveways and parking areas must be a solid surface (minimum 2.5" asphalt or 4" concrete).
- Bricks/pavers are allowed if properly installed.
- A one-time exception exists for up to 2-foot width expansion of non-hard surface driveways permitted before 2011 (established earlier this year).

Proposed Ordinance Revisions:

- Distinguishes front yard from other areas: Solid surface material is still required in the front yard.
- Allows flexibility beyond the front yard: Side and rear yard driveway/parking areas may use approved aggregate materials (e.g., 21AA, limestone, crushed concrete).
- Establishes clear construction standards:
 - Minimum base prep and thickness requirements for aggregate areas.
 - Defined list of permitted and prohibited materials (e.g., no pea gravel or sand).
 - Edge containment is required to prevent migration.

- Dust control may be required.
- Requires edge containment for expansion of an existing aggregate driveway as per the exception.

The Planning Commission made the recommendation to the City Commission to approve the proposed ordinances at the public hearing on May 20th, 2025. The first reading for these zoning ordinance amendments was heard at the May 28th City Commission meeting.

Proposed Motion:

Move that the Sturgis City Commission CONSIDER/NOT CONSIDER this the second reading of and APPROVE/DENY amendments to City Zoning Ordinance Sections 1.0902(G)(2) and 1.1105(B)(5) effective July 1, 2025 as presented.

Staff Recommendation:

CONSIDER and APPROVE

Information Included in Packet:

1. Original Ordinance Language 1.0902(G)(2)
2. Proposed Ordinance Language 1.0902(G)(2)
3. Original Ordinance Language 1.1105(B)(5)
4. Proposed Ordinance Language 1.1105(B)(5)
5. Resolutions

10. New Business

A. Sturges-Young Center for the Arts HVAC Controls

Staff: Daniel Root

Included in the 2025 fiscal year budget was the replacement of the boiler at the Sturges-Young Center for the Arts. Part of that project included upgrading the building controls for the HVAC system within the building. The boiler replacement was approved in late January of this year due to the failure of the existing boiler.

The existing building controls system was installed in 2010 and has not been upgraded since that time. Staff contacted representatives from Havel, our current building controls contractor, and Trane to discuss developing proposals for upgrading these controls and integrating the new boilers into that system. Staff received a proposal from Trane; however, Havel did not respond to the request after several attempts to contact them.

These building controls allow staff to set schedules for heating and cooling for the entire building and provides data about the function and operation of the HVAC equipment. Scheduling occupied times for the facility is a significant part of making the facility as efficient as possible and keeping utility costs down. The ability to see chilled water, boiler, and conventional heating and cooling systems in these building control systems aid staff in troubleshooting potential problems when they arise.

The proposal from Trane in the amount of \$84,090.00 is included in your packet. This proposal includes all new hardware components and equipment for all the existing HVAC equipment including new temperature sensors throughout the facility. This proposal also includes the replacement and integration of new zone valves on the heating water system that need to be replaced. The Trane proposal utilizes the Omnia cooperative purchasing program fulfilling the purchasing policy requirements for the City.

Staff is also recommending a contingency for the project of \$8,400.00, or ten percent, or for any unforeseen circumstances.

The Capital budget for FY 2024-2025 included \$250,000.00 for a boiler, \$96,598.00 was previously expended for purchase and installation of the boilers. With the recommended purchase and contingency, this line item would be under budget for the year by \$60,912.00. A budget and costs spreadsheet is included in your packet.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the proposal from Trane for the installation of building controls at the Sturges-Young Center for the Arts in the amount of eighty-four thousand and ninety dollars (\$84,090.00).

Move that the Sturgis City Commission APPROVE/DENY a contingency for the building controls project in the amount of eight thousand four hundred dollars (\$8,400.00)

Staff Recommendation:

APPROVE and APPROVE

Information Included in Packet:

1. Trane Proposal
2. Budget and Costs Spreadsheet

10. New Business

B. Lift Station SCADA

Staff: Thomas Sikorski

Supervisory Control and Data Acquisition (SCADA) systems are computerized control programs and graphical user interfaces that provide staff with the ability to remotely monitor certain system infrastructure.

The sanitary collection system (system) is made up of eleven lift stations. Eight of the stations are maintained and monitored by Public Services; the other three are maintained and monitored by Wastewater Treatment Plant staff and the WWTP SCADA. Of the eight stations monitored by Public Services, currently only two lift stations being monitored by a SCADA system provided by KISM; this system provides remote monitoring for these two stations. The remaining lift stations utilize manual alarms that include flashing lights at the individual lift stations. This requires staff to visit each lift station to make sure there are no issues.

In 2015, as part of the City's Asset Management Program (AMP), system assets were evaluated, scored, and recommendations were included in the final AMP report. The report recommended that all system stations be monitored by a centralized SCADA system.

In May 2024, the Commission approved the purchase of SCADA through UIS for the water system. In order to better standardize systems across the City, staff is recommending the use of UIS SCADA for the collection system; this will put water, and systems lift stations on the same SCADA platform, and eliminate two KISM contracts. To this end, UIS evaluated the collection system lift stations and provided a proposal in 2024; staff budgeted for the work to be completed in FY 2024-2025.

Included in your packet is an updated proposal from UIS SCADA in the amount of \$46,729.00. UIS SCADA will provide a cloud-based system that has multi-factor authentication (MFA) for users to login and monitor trending, reports, unlimited remote connections, and most importantly alarm notifications via voice calls,

emails, text messages. Also included in the proposal is start-up services, one day of training, and a PLC I/O list for each lift station. The proposal includes necessary controls for seven lift stations monitored by Public Services; the eighth station, Michigan Avenue, has SCADA controls included as part of its reconstruction this year.

Staff allocated \$60,000.00 in the FY24-25 capital budget for select lift station telemetry and controls replacement. As proposed, the project will be under budget by a little over \$13,000.00. As discussed earlier, staff want to complete this purchase through UIS to standardize systems for SCADA monitoring. As such, a bid waiver is being requested from the Commission for this purchase.

Currently, the City pays approximately \$1,638.00 per year for subscription costs for the two KISM SCADA systems that are part of the system. Following the first year, there would be a \$4,000.00 subscription each year for the new UIS system.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the proposal from UIS SCADA for the collection system lift station in the amount of forty-six thousand seven hundred and twenty-nine dollars (\$46,729.00) as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. UIS SCADA Proposal

10. New Business

C. PA 229 Energy Waste Reduction Plan

Staff: Chris McArthur

Public Act 229 of 2023, known as the Clean and Renewable Energy and Energy Waste Reduction Act, amends Michigan's 2008 energy law, Act 295. This new legislation sets revised Energy Waste Reduction (EWR) targets for electric and natural gas providers and requires the filing of Energy Optimization Plans. These plans must include strategies for Energy Waste Reduction and may also include optional measures for Efficient Electrification. Under the Act, electric utilities are required to achieve annual energy savings of 1.5% of their total retail sales from the previous year.

Since the original law was passed in 2008, the City has participated in programs that have established and administered our plans related to EWR. During this timeframe, the City has contracted with Franklin Energy, most recently on a voluntary basis as part of a joint effort through the Michigan Public Power Agency (MPPA) approved by the Commission in 2022.

As per Public Act 229, staff has been evaluating the implementation of the new Energy Waste Reduction (EWR) requirements. Municipal electric utilities have several options to comply with the requirements, including self-managing a program, participating in a joint MPPA EWR Program ("MPPA Program"), or participating in a State of Michigan managed) EWR program operated by Efficiency United ("EU") ("State Program").

Information on both the proposed MPPA program through Franklin Energy and the State Program with EU is included in your packet. Key details on the costs to participate in the two programs was obtained from an MPPA solicited RFP for services and information provided by the State of Michigan's EWR implementation contractor EU.

Key details about the two third-party EWR program implementation options:

Program	Commitment Length (Years)	*Avg. Annual Savings Goal (kWh)*	Cost Information			
			Avg. Annual Cost	Cost per kWh Saved (¢ / kWh)	% of Avg. Annual Cost to Customers (i.e., Incentives)	% of Avg. Annual Cost to Implementation Contractor
MPPA	4	2,718,123	\$511,317	\$0.188	70%	30%
State	2	3,038,500	\$709,379	\$0.233	54%	46%

Notes:

Cost information does not include required Evaluation, Measurement, and Verification (“EM&V”) activities.

- *Avg. Annual Savings Goal (kWh)*:
 - MPPA Program: 1.35% (of previous 3-year retail sales (kWh) avg.)
 - State Program: 1.50% (of previous 3-year retail sales (kWh) avg.)
 - The difference of 0.15% is based on the anticipation that an MPPA Program will utilize the Renewable Energy Credit (“REC”) Substitution for 10% (i.e., the 0.15%) of the 1.50% EWR Standard.
 - Procuring RECs for 0.15% of the EWR Standard in the MPPA Program will result in a relatively small “Avg. Annual Cost” increase (< \$1,000 for most Members) but reduce the “Cost per kWh Saved” by ~10%.

MPPA is determining whether enough members intend to participate in a program so they can bring an agreement to their board in July or August. The State has also set a deadline of July 1st for utilities to provide intent to participate in their program.

In FY 2024-2025 the City has budgeted just under \$340,000.00 for EWR expense. Both programs project significant increases in these costs for FY 2025-2026 and beyond. The MPPA proposal has a longer commitment, but is \$200,000.00 less annually in cost. Currently the City does not have the staff or logistics to take on the program in-house. After evaluating the options for complying with the requirements of PA 229, staff are recommending to participate in the MPPA program.

If the Commission wishes to move forward with the staff recommendation, the City would communicate our intent to participate to MPPA. Later this year staff would bring back the formal contract for the program for final approval.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY moving forward with the Michigan Public Power Agency on a contract for an Energy Waste Reduction program as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. MPPA Program Descriptions
2. State Program Descriptions

10. New Business

D. Set Millage Rate Public Hearing

Staff: Kenneth Rhodes

In order to include the City's millage rates on 2025 summer tax bills, the City Commission needs to set the City Operating property tax rate by the end of June. A public hearing is required and provides residents with the opportunity to comment on the millage proposed for this year. The City also needs to set the rate for the Streets/Sidewalks Improvement Millage.

In addition, as typically approved by the City Commission, a 1% tax administration fee is scheduled to be collected on all City tax bills this year. This fee is authorized and recommended by the State to allow communities to recover the costs of tax collection.

A proposed tax rate must be included in the required notice for the Public Hearing. The advertised tax rate is the maximum rate that the City Commission can set after the Public Hearing. The City Commission is not obligated to set the tax rate at the maximum allowable millage but the inclusion of that rate in the Public Hearing notice allows for consideration of a tax rate up to that amount.

Because of the Headlee rollback rule, the highest millage rate the City may consider this year is 11.5522 for City Operating and 2.9667 for Streets/Sidewalks, without a vote of the electorate. The City Operating millage rate for 2024 was set at 11.0800 and Streets/Sidewalks rate was set at the then-maximum of 2.9967.

Proposed Motion:

Move that the Sturgis City Commission SET the 2025 millage rate Public Hearing for the June 25, 2025 regular meeting and DIRECT City Staff to include _____ mils for Operating Millage and 2.9667 mils for Streets/Sidewalk Improvement Millage as part of the Public Hearing notice.

Staff Recommendation:

SET

Noteworthy Meetings / Events

- Chamber Board of Directors Meeting | May 27th
- DDA Promotion Committee Meeting | May 28th
- Sturgis Neighborhood Program/CTE New Build Open House | May 28th
- Chamber Golf Outing | May 30th
- Cemetery Board Meeting | June 2nd
- DDA Promotion Committee Meeting | June 3rd
- DDA Meeting | June 4th
- Chamber Fundraising Meeting | June 4th
- Budget Work Session | June 4th

Upcoming Events

- Movies on North | Downtown | 5:30pm-9pm | June 6th
- Ribbon Cutting – Gateway Real Estate Solutions | 1303 E. Chicago Rd. | 12pm | June 9th
- City Commission Budget Work Session | 5:00pm | June 12th
- Ribbon Cutting – Sam's Place | 60495 Lutz Rd., Three Rivers | 5pm | June 13th
- Comedy Night – Craig Tornquist | SYCA | 7pm | June 13th
- Sturgis Fest | Downtown | June 24th-28th
- Sturgis Fest Kickoff Dinner | SYCA | 6pm | June 24th
- MI Art Fest | Downtown | 5pm-9pm | July 11th
- City Commission Budget Work Session | 5:00 pm | July 16th

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

**REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, MAY 28, 2025
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 Justin Wickey.

City Clerk/Treasurer gave the Oath of Office to Mr. Wickey.

Commissioners present: Mullins, Boring, Wickey, Smith, Harrington, Miller, Vice-Mayor Bir
Commissioners absent: Abbs, Mayor Perez

Also present: City Attorney, City Manager, City Controller, Wastewater Superintendent,
Community Development Director, Electric Department Superintendent, City Clerk

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

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

Moved by Comm. Harrington and seconded by Comm. Smith to approve the Consent Agenda of May 28, 2025 as presented.

8A. Action of Minutes of Previous Meetings

APPROVE the minutes from the May 14, 2025 work session as presented.

APPROVE the minutes from the May 14, 2025 regular meeting as presented.

B. Pay Bills

AUTHORIZE the payment of the City bills in the amount of \$2,127,261.42 as presented.

C. Sturgis High School Homecoming Parade & Fireworks

APPROVE the request of Sturgis High School for the 2025 Homecoming Parade on October 10th and AUTHORIZE Deputy Director Fire Operations Andy Strudwick to approve the fireworks display as presented.

D. Set Public Hearings for Vinewood Ave./E. Congress St. Sidewalks

SET a Public Hearing of Assessment for the Vinewood & E. Congress Sidewalk Repair Assessment District #2021-01 for the July 9, 2025 City Commission meeting.

SET a Public Hearing of Assessment for the Vinewood Avenue New Sidewalk Assessment District #2021-02 for the July 9, 2025 City Commission meeting.

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

Electric Department Superintendent Chris McArthur explained that with costs escalating, staff suggests installing two 15MVA transformers at the Stateline substation and order new ones if future growth deems it necessary. Discussion followed.

Moved by Comm. Harrington and seconded by Comm. Smith to approve Change Order 001 with Panel Built for the Stateline Substation control house and relay panels in the amount of seventy thousand and fifteen dollars (\$70,015.00) as presented.

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

Wastewater Superintendent Brandon Schrader provided information on centrifugal pumps which serve as redundancy to the Archimedes Screw Pump for intermediate clarifier number one and need to be replaced. Discussion followed.

Moved by Comm. Harrington and seconded by Comm. Smith to approve the purchase of equipment from Kennedy Industries in the amount of one hundred eight thousand seven hundred ninety dollars (\$108,790.00) as presented.

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

Moved by Comm. Harrington and seconded by Comm. Smith to approve the Bid from JK of Michigan, LLC for mechanical installation of equipment in the amount of fifty-one thousand seven hundred eighty-five dollars and thirty-nine cents (\$51,785.39) as presented.

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

Moved by Comm. Harrington and seconded by Comm. Smith to approve a ten percent contingency for the overall project in the amount of sixteen thousand fifty-seven dollars and fifty-four cents (\$16,000.00) as presented.

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

Community Development Director Will Prichard explained that the Planning Commission has held a Public Hearing and provided recommended amendments to Zoning Ordinances related to accessory structures and driveways. Discussion followed.

Moved by Comm. Harrington and seconded by Comm. Smith to approve this the first reading of amendments to City Zoning Ordinance Sections 1.0902(G)(2) and 1.1105(B)(5) as presented.

Voting yea: Six Voting nay: Miller Absent: Abbs, Perez MOTION CARRIED

City Clerk/Treasurer Kenneth Rhodes provided information on the annual board reappointments and current applicants. Discussion followed.

Moved by Comm. Harrington and seconded by Comm. Smith to reappoint all board members requesting reappointment and appoint Wade Wolf to the Airport Advisory Board.

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

The meeting was adjourned at 6:42 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: 6/11/2025 Month: 09

Date	Check#	Vendor	VendorName	Amount
05/29/2025	252013M	03856	STATE OF MICHIGAN	638.00
05/23/2025	PR0663M	00061	CITY OF STURGIS PAYROLL	387,973.57
05/21/2025	T17689M	05903	WEST SIDE BEER DISTRIBUTING	161.50
05/26/2025	T17690M	04197	MI PUBLIC POWER AGENCY	191,642.15
05/23/2025	T17691M	00062	CITY OF STURGIS-EMPLOYEE INS	81,096.93
05/23/2025	T17692M	00063	CITY OF STURGIS TAX TRANSFER	22,056.94
05/23/2025	T17693M	00064	INTL CITY MGMT ASSOC RETR CORP	10,868.65
05/23/2025	T17694M	00065	DOYLE MEMBERSHIP TRANSFER	3,201.11
05/23/2025	T17695M	03229	CITY OF STURGIS-WORKERS COMP	3,380.36
05/23/2025	T17696M	05123	COMERICA BANK-INST TRUST SERV	36,690.37
05/23/2025	T17697M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,400.97
05/22/2025	T17698M	01127	STATE OF MICHIGAN	195.78
05/28/2025	T17699M	06093	PEPSI BEVERAGES COMPANY	420.33
05/23/2025	T17700M	04088	BLUE CROSS BLUE SHIELD OF MI	107,561.84
06/04/2025	T17701M	00197	CITY OF STURGIS UTILITIES	20,375.30
06/02/2025	T17702M	04389	FRONTIER COMMUNICATIONS A	152.37
06/02/2025	T17703M	06121	GB SOLAR TE 2020 HOLDINGS LLC	140,371.77
06/12/2025	T17704M	00197	CITY OF STURGIS UTILITIES	13,734.61
06/05/2025	T17705M	03770	MICHIGAN GAS UTILITIES	46.84
06/05/2025	T17706M	03770	MICHIGAN GAS UTILITIES	60.11
06/20/2025	T17707M	00197	CITY OF STURGIS UTILITIES	11,726.50
06/11/2025	T17708M	03770	MICHIGAN GAS UTILITIES	357.08
06/11/2025	T17709M	03770	MICHIGAN GAS UTILITIES	24.18
06/12/2025	T17710M	03770	MICHIGAN GAS UTILITIES	257.13
06/12/2025	T17711M	03770	MICHIGAN GAS UTILITIES	50.09
06/13/2025	T17712M	04389	FRONTIER COMMUNICATIONS A	890.34
06/12/2025	T17713M	04389	FRONTIER COMMUNICATIONS A	1,416.60
06/12/2025	T17714M	04389	FRONTIER COMMUNICATIONS A	827.30
06/12/2025	T17715M	04389	FRONTIER COMMUNICATIONS A	1,800.66
06/12/2025	T17716M	04389	FRONTIER COMMUNICATIONS A	26.08
06/12/2025	T17717M	04389	FRONTIER COMMUNICATIONS A	75.65
06/13/2025	T17718M	04389	FRONTIER COMMUNICATIONS A	77.27
06/20/2025	T17719M	00197	CITY OF STURGIS UTILITIES	6,251.31
06/10/2025	T17720M	04421	AT&T MOBILITY	830.83
06/16/2025	T17721M	04389	FRONTIER COMMUNICATIONS A	604.00

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 6/11/2025 Month: 09

06/11/2025	T17722M	02909	CHARTER COMMUNICATIONS	804.49
06/01/2025	T17723M	00449	CENTURY BANK & TRUST	6,221.68
06/01/2025	T17724M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
06/01/2025	T17725M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
06/02/2025	T17726M	04197	MI PUBLIC POWER AGENCY	191,581.66
06/01/2025	T17727M	06138	MUTUAL OF OMAHA INSURANCE CO	5,592.24
06/01/2025	T17728M	04088	BLUE CROSS BLUE SHIELD OF MI	24,164.80
06/02/2025	T17729M	04389	FRONTIER COMMUNICATIONS A	122.58
06/01/2025	T17730M	06290	MEDPRO WASTE DISPOSAL LLC	30.06
06/02/2025	T17731M	04389	FRONTIER COMMUNICATIONS A	6,306.06
06/02/2025	T17732M	04389	FRONTIER COMMUNICATIONS A	216.41
06/20/2025	T17733M	03770	MICHIGAN GAS UTILITIES	246.87
06/20/2025	T17734M	03770	MICHIGAN GAS UTILITIES	89.17
06/20/2025	T17735M	03770	MICHIGAN GAS UTILITIES	953.27
06/20/2025	T17736M	03770	MICHIGAN GAS UTILITIES	244.43
06/20/2025	T17737M	03770	MICHIGAN GAS UTILITIES	136.42
06/18/2025	T17738M	04389	FRONTIER COMMUNICATIONS A	324.60
06/18/2025	T17739M	04389	FRONTIER COMMUNICATIONS A	161.48
06/09/2025	T17740M	04389	FRONTIER COMMUNICATIONS A	113.58
Manual Total				1,293,490.51
06/11/2025	252014	00296	ACE CAPITAL INVESTMENTS LLC	74.91
06/11/2025	252015	00066	ACTION QUICK PRINT PLUS	95.00
06/11/2025	252016	03994	ALLIED MECHANICAL SERVICE INC	26,141.71
06/11/2025	252017	06119	AMAZON.COM SALES INC	5,432.31
06/11/2025	252018	06152	APEX SOFTWARE	260.00
06/11/2025	252019	01947	AQUA-AEROBIC SYSTEMS INC	351.27
06/11/2025	252020	06645	ARIZENT	1,535.00
06/11/2025	252021	03576	ARROW SERVICES INC	83.00
06/11/2025	252022	00041	ASHLEY HEIBER	35.00
06/11/2025	252023	02292	ASPLUNDH TREE EXPERT CO	5,577.22
06/11/2025	252024	05640	BECKETT & RAEDER	8,887.50
06/11/2025	252025	05634	BEL-AIRE HEATING & AIR	200.00
06/11/2025	252026	06117	BENITA ANN LEWIS	30.00
06/11/2025	252027	00041	BETHANY LITTLE	35.00
06/11/2025	252028	00296	BETTY J ROBISON	48.07
06/11/2025	252029	00072	BIRD, SCHESKE, REED & BEEMER,	7,982.50
06/11/2025	252030	00511	BOALS SEWER & DRAIN CLEANING	145.00

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 6/11/2025 Month: 09

06/11/2025	252031	06585	BOFA INC	695.50
06/11/2025	252032	00006	BOLAND TIRE INC	101.50
06/11/2025	252033	05991	BORGESS MEDICAL GROUP	132.00
06/11/2025	252034	03327	BOUND TREE MEDICAL LLC	605.83
06/11/2025	252035	05125	CANNON TECHNOLOGIES	1,500.00
06/11/2025	252036	00296	CARLA D GARD	100.00
06/11/2025	252037	00364	CAROL DUSTIN	280.00
06/11/2025	252038	01323	CITY OF COLDWATER	200.00
06/11/2025	252039	06178	CITY OF MARSHALL	22,351.08
06/11/2025	252040	05108	CORRIGAN OIL CO	1,106.33
06/11/2025	252041	06325	COTTIN'S HARDWARE	79.68
06/11/2025	252042	00041	CRAIG PIERCE	40.00
06/11/2025	252043	06526	CRAIG TORNQUIST	500.00
06/11/2025	252044	03425	CRUISERS INC	3,340.15
06/11/2025	252045	06158	CULLIGAN WATER OF STURGIS	25.00
06/11/2025	252046	05694	CUMMINS INC	2,048.81
06/11/2025	252047	05909	TONY D'HAESE	112.00
06/11/2025	252048	00296	DAVON R MOORE II	24.96
06/11/2025	252049	06637	DEAN BOILER INC	420.21
06/11/2025	252050	03109	DOWNTOWN DEVELOPMENT AUTHORITY	5,383.95
06/11/2025	252051	00166	ELHORN ENGINEERING CO	3,870.00
06/11/2025	252052	06244	EMERGENCY VEHICLES PLUS	670.68
06/11/2025	252053	04955	ENVIRO-CLEAN	6,158.00
06/11/2025	252054	05745	ERICA VARGAS SARCO	60.00
06/11/2025	252055	06277	EXCEL ROOFING, LLC	900.00
06/11/2025	252056	00091	FEDERAL EXPRESS	29.46
06/11/2025	252057	05490	FERGUSON WATERWORKS #3386	776.00
06/11/2025	252058	00013	FISHBECK	9,000.50
06/11/2025	252059	06287	FOCAL POINT STUDIOS	5,000.00
06/11/2025	252060	00296	GREAT LAKES CHOCOLATE CO	100.00
06/11/2025	252061	05586	MARY M HAYLETT	50.00
06/11/2025	252062	06644	HECTOR SPEAKS LLC	1,500.00
06/11/2025	252063	04922	HUTSON ASSESSING INC	5,198.93
06/11/2025	252064	01101	JANENE KOSMAN	80.00
06/11/2025	252065	06199	JANSEN PLUMBING, HEATING &	197.60
06/11/2025	252066	06314	JODIE M JOHNSON	20.00
06/11/2025	252067	05842	JOHN DEERE FINANCIAL	2,524.82

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 6/11/2025 Month: 09

06/11/2025	252068	06217	JOHN J FLOWERS	190.00
06/11/2025	252069	06482	KENDRICK STATIONERS	229.47
06/11/2025	252070	01615	KENNEDY INDUSTRIES INC.	4,300.00
06/11/2025	252071	00889	KENTON KELLEY	391.50
06/11/2025	252072	03757	KIMBALL MIDWEST	1,662.75
06/11/2025	252073	01656	KOORSEN FIRE & SECURITY INC	7,098.87
06/11/2025	252074	04666	PAUL KRICK	300.00
06/11/2025	252075	00212	KSS ENTERPRISES	748.95
06/11/2025	252076	04039	LAKELAND ASPHALT CORP	1,752.80
06/11/2025	252077	00296	LINDA R KOWALSKI	100.00
06/11/2025	252078	00220	LITHO PRINTERS INC	362.61
06/11/2025	252079	01346	TOM LONG	56.00
06/11/2025	252080	06464	LRS LLC	1,865.15
06/11/2025	252081	06250	MARANA GROUP	5,695.17
06/11/2025	252082	01391	MCLEAN ENGINEERING	113.00
06/11/2025	252083	00635	MCMaster-CARR SUPPLY COMPANY	50.98
06/11/2025	252084	06488	MEAD AND HUNT INC	6,880.06
06/11/2025	252085	06643	MFCI LLC	20,350.00
06/11/2025	252086	04238	MICHELE KELLEY	382.50
06/11/2025	252087	00403	MICHIGAN CAT	154.44
06/11/2025	252088	02994	STATE OF MICHIGAN	8.35
06/11/2025	252089	05121	MICKEY'S LINEN	186.53
06/11/2025	252090	04702	MILLER JOHNSON ATTORNEYS	1,499.06
06/11/2025	252091	00241	JEFF MILLER	1,785.00
06/11/2025	252092	05051	MILSOFT UTILITY SOLUTIONS	625.00
06/11/2025	252093	06639	MONTE SWARTZENTRUBER	1,275.00
06/11/2025	252094	06575	MUSIC EXPRESS	7,886.50
06/11/2025	252095	03080	OTIS ELEVATOR COMPANY	250.00
06/11/2025	252096	03934	OUDBIER INSTRUMENT CO	1,575.00
06/11/2025	252097	04770	PARRISH EXCAVATING INC	197,648.49
06/11/2025	252098	00296	PATRICIA D GATES	30.20
06/11/2025	252099	05042	PLANT GROWTH MANAGEMENT SYSTEM	5,888.00
06/11/2025	252100	00485	POWER LINE SUPPLY	631.13
06/11/2025	252101	00296	PREGNANCY HELPLINE	3,290.00
06/11/2025	252102	04481	PROF SPORTS SPECIFIC TRAINING	180.00
06/11/2025	252103	04251	RAI JETS LLC	1,260.00
06/11/2025	252104	04909	REHMANN ROBSON LLC	1,255.50

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 6/11/2025 Month: 09

06/11/2025	252105	06038	REVOLUTION HEALTH, P.C.	90.00
06/11/2025	252106	06521	RICKETT'S LAWN CARE	405.00
06/11/2025	252107	05379	S & S INDUSTRIAL SUPPLY	173.25
06/11/2025	252108	06642	SAN MIGUEL PAVING &SEALCOATING	7,960.00
06/11/2025	252109	00707	SPORTSARAMA INC	16.00
06/11/2025	252110	02439	ST JOSEPH CO GRANGE FAIR	325.00
06/11/2025	252111	00099	ST JOSEPH COUNTY	576.79
06/11/2025	252112	00505	STATE OF MICHIGAN	95.00
06/11/2025	252113	06487	STURGIS ACE HARDWARE	657.94
06/11/2025	252114	00042	STURGIS ELECTRIC MOTOR	895.00
06/11/2025	252115	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
06/11/2025	252116	05855	STURGIS TROPHY HOUSE	14.00
06/11/2025	252117	04140	SWICK BROADCASTING COMPANY	800.00
06/11/2025	252118	06281	T MOBILE USA INC	393.54
06/11/2025	252119	06479	THE LAB TRAINING CENTER LLC	650.00
06/11/2025	252120	06151	THE NAKED SHIRT CUSTOM PRINTNG	635.00
06/11/2025	252121	04773	TRIANGLE DIGITAL PRINTING INC	223.00
06/11/2025	252122	06150	UNITED WHOLESALE GROCERY	1,014.46
06/11/2025	252123	06147	WAYNE DUCHARME	56.00
06/11/2025	252124	03872	JORY WEBB	120.00
06/11/2025	252125	00041	XIMENA MALDONADO	315.00
06/11/2025	D02628	00340	AMERICAN SAFETY & FIRST AID	23.69
06/11/2025	D02629	02983	CINTAS LOCATION #351	1,118.85
06/11/2025	D02630	00019	KENDALL ELECTRIC INC	198.30
06/11/2025	D02631	03944	LINDE GAS & EQUIPMENT INC	89.80
06/11/2025	D02632	06026	MID-CITY SUPPLY CO INC	2,133.96
06/11/2025	D02633	01596	MOTION INDUSTRIES INC	121.41
06/11/2025	D02634	06069	NAPA AUTO PARTS	533.96
Automatic Total				434,722.77
Grand Total				1,728,213.28

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 05/18/2025
PR0663M PAYROLL DATE 05/23/2025

GENERAL	\$185,851.82
MAJOR STREET	6,797.92
LOCAL STREET	6,683.71
CEMETERY	10,453.20
BUILDING	3,693.18
STURGES-YOUNG CENTER FOR THE ARTS	6,601.97
RECREATION	2,949.74
DOYLE RECREATION CENTER	11,642.99
AMBULANCE	14,189.63
ELECTRIC	104,008.90
SEWER	18,066.54
WATER	14,442.49
MOTOR VEHICLE	2,591.48
Payroll Sub-Total	\$387,973.57

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 9A

Current Ordinance in Effect – Residential Driveways/Parking Areas

Zoning Ordinance Section 1.0902 (G) (2)

The driveway or defined parking area shall be constructed of a hard surface pavement with a minimum two-and-a-half (2.5) inches of asphalt or four inches of concrete. Bricks or pavers may be approved if they are constructed according to the manufacturer's specifications for driveways but may not be used in the right-of-way or sidewalk area. The right-of-way or sidewalk area must be of a material approved by the city of Sturgis engineering department. Exception: Existing non-hard surface driveways or parking areas permitted prior to 2011 may be expanded by up to two (2) feet in width without requiring this additional area to be constructed of a hard surface material. This exception may only be utilized once and is subject to compliance with all other applicable requirements of this zoning ordinance.

Proposed Ordinance – Residential Driveways/Parking Areas

Zoning Ordinance Section 1.0902 (G) (2)

All new or improved driveways and parking areas shall be constructed with an approved surface. A solid surface material is required for any portion of a driveway or parking area located within the front yard.

Acceptable solid surface materials include a minimum two-and-a-half (2.5) inches of asphalt or a minimum of four (4) inches of concrete. Bricks or pavers may be permitted if installed per the manufacturer's specifications for driveways or parking areas but may not be used in the right-of-way or sidewalk area. All work in the right-of-way or public sidewalk area must be permitted by the city of Sturgis engineering department.

The portion of driveway or parking area located outside of the front yard may be constructed with a solid surface material or an approved aggregate material, provided it meets the following minimum standards:

1. Site Preparation.

The driveway or parking shall not be placed on organic material, including topsoil and vegetation. A minimum of six (6) inches of compacted inorganic base material shall be in place before any aggregate surface is installed. Finish grade shall be even with remainder of site.

2. Base and Surface Requirements.

Approved aggregate material surfaces shall consist of a minimum of four (4) inches of material. Acceptable aggregate materials include:

- MDOT 21AA.
- Limestone.
- Crushed concrete (recycled and screened).
- Crushed granite or similar angular stone.
- Crushed asphalt (reclaimed asphalt pavement/RAP) with a maximum nominal size of 1-1/2 inches, provided it is compacted to a firm, stable surface and does not produce dust or track material into the street.
- Or other approved material by city of Sturgis Engineering Department.

The following materials are not permitted: sand, rounded stone or pea gravel.

3. Edge Containment and Dust Control.

Gravel or aggregate material shall be contained to the defined driveway or parking area with edging, curbing, or similar methods to prevent migration. Dust control measures may be required by the City as a condition of approval.

Existing driveways and parking areas may be maintained with their current surface material, unless it is prohibited material. However, any expansion, alteration, or removal of a driveway or parking area requires permit review and approval by the City prior to the start of any work to verify compliance with City ordinance requirements.

*Exception: Existing non-hard surface driveways or parking areas permitted prior to 2011 may be expanded by up to two (2) feet in width without requiring this additional area to be constructed of solid surface material. This exception may only be utilized once and is subject to compliance with all other applicable requirements of this zoning ordinance. **Edge containment will be required.***

Other Applicable Restrictions

Property owners are advised that subdivision regulations, deed restrictions, restrictive covenants, or homeowner association rules may impose additional requirements beyond this ordinance section. Some of these may require the entire driveway or parking area to be constructed of solid surface materials.

Current Ordinance in Effect – Accessory Buildings Colors

Zoning Ordinance Section 1.1105 (B) (5):

Accessory buildings exceeding 200 square feet must be provided with exterior finish materials similar to the principal building on the lot. Examples include roofing and siding materials. These items shall be of the same or similar, compatible colors to the principal building. An alternate roofing or siding material may be substituted if the color(s) is compatible with the principal building. They shall be built with architecture and materials that reasonably compliment the architecture and materials of the dwelling.

Proposed Ordinance - Accessory Building Colors

Zoning Ordinance Section 1.1105 (B) (5)

Accessory buildings shall be provided with exterior finish materials that are harmonious in color and design. Accessory buildings greater than 200 square feet shall also be designed to be harmonious with the principal structure.

PROPOSED

AMENDMENTS TO ZONING ORDINANCE

An ordinance to amend Appendix A of the Zoning Ordinance of the City of Sturgis to provide for the modification of Articles IX - Off Street Parking and Loading Requirements for residential driveways and parking areas and an effective date of this Ordinance.

WHEREAS, the City Commission, upon recommendation from the Planning Commission, 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 residential driveways and parking areas 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, Article IX, Section 1.0902 (G) (2) is hereby modified to provide as follows effective as of July 1, 2025.

Article IX. Off-Street Parking and Loading Requirements

...

1.0902

...

(G)

...

(2) All new or improved driveways and parking areas shall be constructed with an approved surface. A solid surface material is required for any portion of a driveway or parking area located within the front yard.

Acceptable solid surface materials include a minimum two-and-a-half (2.5) inches of asphalt or a minimum of four (4) inches of concrete. Bricks or pavers may be permitted if installed per the manufacturer's specifications for driveways or parking areas but may not be used in the right-of-way or sidewalk area. All work in the right-of-way or public sidewalk area must be permitted by the city of Sturgis engineering department.

The portion of driveway or parking area located outside of the front yard may be constructed with a solid surface material or an approved aggregate material, provided it meets the following minimum standards:

1. **Site Preparation.**

The driveway or parking shall not be placed on organic material, including topsoil and vegetation. A minimum of six (6) inches of compacted inorganic base material shall be in place before any aggregate surface is installed. Finish grade shall be even with remainder of site.

2. **Base and Surface Requirements.**

Approved aggregate material surfaces shall consist of a minimum of four (4) inches of material. Acceptable aggregate materials include:

- MDOT 21AA.
- Limestone.
- Crushed concrete (recycled and screened).
- Crushed granite or similar angular stone.
- Crushed asphalt (reclaimed asphalt pavement/RAP) with a maximum nominal size of 1-1/2 inches, provided it is compacted to a firm, stable surface and does not produce dust or track material into the street.
- Or other approved material by city of Sturgis Engineering Department.

The following materials are not permitted: sand, rounded stone or pea gravel.

3. **Edge Containment and Dust Control.**

Gravel or aggregate material shall be contained to the defined driveway or parking area

with edging, curbing, or similar methods to prevent migration. Dust control measures may be required by the City as a condition of approval.

Existing driveways and parking areas may be maintained with their current surface material, unless it is prohibited material. However, any expansion, alteration, or removal of a driveway or parking area requires permit review and approval by the City prior to the start of any work to verify compliance with City ordinance requirements.

Exception: Existing non-hard surface driveways or parking areas permitted prior to 2011 may be expanded by up to two (2) feet in width without requiring this additional area to be constructed of solid surface material. This exception may only be utilized once and is subject to compliance with all other applicable requirements of this zoning ordinance. Edge containment will be required.

Other Applicable Restrictions

Property owners are advised that subdivision regulations, deed restrictions, restrictive covenants, or homeowner association rules may impose additional requirements beyond this ordinance section. Some of these may require the entire driveway or parking area to be constructed of solid surface materials.

AMENDMENTS TO ZONING ORDINANCE

An ordinance to amend Appendix A of the Zoning Ordinance of the City of Sturgis to provide for the modification of Articles XI – General Provisions for accessory buildings in a residential district and an effective date of this Ordinance.

WHEREAS, the City Commission, upon recommendation from the Planning Commission, 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 exterior finish materials for accessory buildings in residential districts 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, Article XI, Section 1.1105 (B) (5) is hereby modified to provide as follows effective as of July 1, 2025.

Article XI. General Provisions

...

1.1105

...

(B)

...

(5) Accessory buildings shall be provided with exterior finish materials that are harmonious in color and design. Accessory buildings greater than 200 square feet shall also be designed to be harmonious with the principal structure.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A

**TRANE**

Proposal

(Valid for 30 days from Proposal date)

PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.

DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED

© 2025 Trane Technologies All rights reserved

Prepared For:

Dan Root – City of Sturgis

Date: May 15, 2025**Proposal Number:** 8080390**Job Name:** City of Sturgis Sturges Young
Auditorium Controls**Omnia Contract Number:** 3341 (Racine County)
Omnia Job Number: M5-ybuAAC-25-003**Delivery Terms:**

Freight Allowed and Prepaid - F.O.B. Factory

Payment Terms:

Net 30 Days

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

Trane Technologies proposes to make the following modifications to the Building Management System:

- **Front End**
 - Provide, mount and wire Trane SC+ BACnet Building controller and enclosure
 - Map points, create standard color graphics, and provide programming for HVAC controls
 - System utilizes BACnet communication
 - Provide standard equipment graphics
 - ESC shall demo existing front end controller and panel
- **Outside Air Conditions**
 - Provide, mount and wire outside air temperature and humidity sensor
- **Boilers QTY 2 (Viessmann)**
 - Provide, mount, and wire BACnet communications cards for existing boilers
 - Wiring to Trane Comm link is included
- **HW/CHW Panel**
 - Provide, mount, and install Trane BACnet controller and expansion module
 - Rewire all existing points to Trane controller
 - Assume all existing points to be in working condition
 - Provide, mount, and wire hot water FTR (finned tube radiation) valve actuator
 - Wiring to Trane Comm link is included
 - Pumps QTY 6
 - Control wiring for pumps to be wired back to Trane Controller for HW/CHW
 - Provide, mount and wire start/stop and status
 - ESC shall demo existing controller and panel
- **RTU 1st Flr Meeting Rm/Dining Area**
 - Provide, mount, and wire Trane BACnet controller or, if applicable, Trane BACnet card
 - Provide, mount, and wire relays for heat 1, heat 2, cool 1, cool 2, fan start/stop
 - Provide, mount, and wire current sensor for fan status
 - Provide, mount, and wire zone sensor
 - Provide, mount, and wire discharge air temp
 - Wiring to Trane Comm link is included
- **RTU-1 Stage**
 - Provide, mount, and wire Trane BACnet card
 - Provide, mount, and wire zone sensor
 - Wiring to Trane Comm link is included
- **RTU-2 Lounge Area**

- Provide, mount, and wire Trane BACnet card
- Provide, mount, and wire zone sensor
- Wiring to Trane Comm link is included
- AHU-1
 - Provide, mount, and wire Trane BACnet controller and expansion module
 - Rewire existing points to Trane controller
 - Assume all existing points and devices to be in working condition
 - Provide, mount, and wire (3) zone sensors
 - Wiring to Trane Comm link is included
 - ESC shall demo existing controller and panel
- AHU-8
 - Provide, mount, and wire Trane BACnet controller and expansion module
 - Rewire existing points to Trane controller
 - Assume all existing points and devices to be in working condition
 - Provide, mount, and wire zone sensor
 - Wiring to Trane Comm link is included
 - ESC shall demo existing controller and panel
- Lower Level RTU
 - Provide, mount, and wire Trane BACnet controller or, if applicable, Trane BACnet card
 - Provide, mount, and wire relays for heat 1, heat 2, cool 1, cool 2, fan start/stop
 - Provide, mount, and wire current sensor for fan status
 - Provide, mount, and wire zone sensor
 - Provide, mount, and wire discharge air temp
 - Wiring to Trane Comm link is included

Includes:

Low Voltage Control Wiring
 Programming/Verification
 Engineered Control Drawings
 Updated Graphics Package
 Owner Training
 1-year parts/labor warranty (On New Parts)

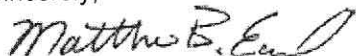
Total Net Price (Including All Applicable Taxes)**.....\$ 84,090.00**

Tax Status: Taxable <input type="checkbox"/> Exempt <input type="checkbox"/>	IF EXEMPT PLEASE SUBMIT COMPLETED TAX EXEMPTION CERTIFICATE WITH YOUR SIGNED PROPOSAL OR WITH YOUR PURCHASING DOCUMENTS, KEEP YOUR ORIGINAL ON FILE IN THE OFFICE. YOU WILL BE CHARGED TAX IF A VALID EXEMPTION CERTIFICATE IS NOT ON FILE BEFORE EQUIPMENT, PARTS OR SERVICES ARE PROVIDED. SEE WWW.TAXSITES.COM/STATE-LINKS.HTML FOR TAX FORMS.
---	--

Notes:

1. Price is valid for 30 days from date of proposal.
2. Unless specifically stated, start-ups, service/maintenance, spare parts, labor/refrigerant warranties, and training is not included.
3. All equipment has a 1 year parts only warranty from startup (not to exceed 18 months from shipment) unless otherwise noted.
4. Trane offers a Prepayment Discount Program. Please contact your Trane representative for more information

Sincerely,


Matthew Earl - Trane U.S. Inc.

5005 Corporate Exchange Blvd SE
 Grand Rapids, MI 49512
 Phone: (616) 971-1400
 Fax: (616) 971-1401
 EET

This proposal is subject to your acceptance of the attached Trane terms and conditions.

SYCA Boiler

				261 - SYCA	TOTAL PROJECT	Notes
FY 2024-2025						
BUDGETED FUNDS						
Boiler				\$250,000.00	\$250,000.00	
TOTAL BUDGETED FUNDS				\$250,000.00	\$250,000.00	
PROJECT COSTS						
Boilers and Installation	Approved 1/22/2025	\$	96,598.00	\$	96,598.00	Fawn River Mechanical; 2 boilers, removal of old, and install
Control System and Installation	Recommended 6/11/2025	\$	84,090.00	\$	84,090.00	Trane; building controls, temp sensors, zone valves; install
Contingency	Recommended 6/11/2025	\$	8,400.00	\$	8,400.00	10% contingency
TOTAL FY 2024-2025		\$	189,088.00	\$	189,088.00	
OVER (UNDER) BUDGET FY 2024-2025		\$	(60,912.00)			

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B



Date	May 27, 2025	Customer	City of Sturgis	To	Tom Sikorski
Description	Lift Station Scada and Control Modifications				
Quote #	240290R2				
Estimator	Duane Carr	Email	duane.carr@teamuis.com		

Scope of Work	Cost
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Stapleton Park Lift Station:

Furnish and install one (1) cell modem with necessary antenna hardware for monitoring and control of the lift station.

Provide necessary PLC and CRUiSE programming for monitoring, and control of the lift station.

Progress Lift Station:

Furnish and install one (1) MicroLogix PLC and analog input card, one (1) cell modem with necessary antenna hardware, and one (1) UPS for monitoring only of the lift station.

Provide necessary PLC and CRUiSE programming for monitoring of the lift station.

Penguin Lift Station:

Furnish and install one (1) MicroLogix PLC and analog input card, one (1) cell modem with necessary antenna hardware, and one (1) UPS for monitoring only of the lift station.

Provide necessary PLC and CRUiSE programming for monitoring of the lift station.

Diesel Plant Lift Station:

Furnish and install one (1) cell modem with necessary antenna hardware for monitoring of the lift station.

Provide necessary PLC and CRUiSE programming for monitoring of the lift station.

Market St. Lift Station:

Furnish and install one (1) cell modem with necessary antenna hardware for monitoring and control of the lift station.

Provide necessary PLC and CRUiSE programming for monitoring and control of the lift station.

Willshire Lift Station:

Furnish and install one (1) cell modem with necessary antenna hardware, and UPS for monitoring of the lift station.

Provide necessary PLC and CRUiSE programming for monitoring of the lift station.

Congress Lift Station:

Furnish and install one (1) cell modem with necessary antenna hardware, and UPS for monitoring of the lift station.

Provide necessary PLC and CRUiSE programming for monitoring of the lift station.

Michigan Lift Station:

No work on this contract.

CRUISE HMI (cloud based):

Provide the first year of the CRUISE (cloud-based HMI) subscription and cellular fees, currently \$3721.00 per year. The CRUISE provides easy trending, reports, unlimited remote connections, and alarm notifications via voice calls, emails, and text message

Provide training and start up services.

Total: \$46,729.00

UIS SCADA Approved by



Date May 27, 2025

Please make Purchase Orders/Subcontracts out to: UIS SCADA, Inc. and reference Quote #240290R2

Client Acceptance when the Client will not be providing a PO or Contract to UIS SCADA, Inc.

Client authorizes Utilities Instrumentation Service, Inc. to proceed with the work and agrees to comply with the attached Terms and Conditions.

Client Acceptance

Signature

Name

Title

Date

Exclusions and Clarifications

Pricing includes only the items listed above; anything not explicitly listed above is not included in our proposed scope of work.

Our quote is based on straight time during normal hours of 7:00 A.M. to 3:30 P.M., Monday through Friday, unless specified otherwise.

Our price is valid for thirty (30) days, after which time UIS SCADA, Inc. reserves the right to review and modify any and all portions of its proposal.

This proposal contains pricing and other information confidential and proprietary to UIS SCADA, Inc. and disclosure of the contents of this letter and any attachments to persons or organizations outside of this agreement is not authorized without specific written permission from UIS SCADA, Inc.

Team UIS - TERMS AND CONDITIONS

1. Offer. These Terms and Conditions ("Terms") apply to all products and services, including without limitation, computer software program(s) and software as a service ("SaaS Services") provided to Client under an Order Confirmation with Utilities Instrumentation Services, Inc., Utilities Instrumentation Services – Ohio, LLC., UIS SCADA, Inc., and/or UIS Renewable Power, Inc., as applicable ("Team UIS"). These Terms are incorporated into each Order Confirmation issued by Team UIS to a Client of such products or services ("Client"). A confirmation or acknowledgement of an order ("Order Confirmation") will be issued to Client after the Client has submitted an order to Team UIS. The Order Confirmation constitutes Team UIS's offer to the Client identified in the Order Confirmation to sell the products and/or provide the services identified in the Order Confirmation ("Products" and "Services", respectively) and otherwise to enter into the agreement that the Order Confirmation and these Terms describe (the "Agreement"), and the Order Confirmation and these Terms shall be the complete and exclusive statement of such Agreement.

2. Acceptance. A contract is formed when Client accepts the Order Confirmation by written acknowledgement, by accepting the Products and/or Services, or other issued acceptance documents for the Products and/or Services. Acceptance is expressly limited to the Agreement and shall not include any terms and conditions contained in Client's purchase order or similar document. Notwithstanding any contrary provision in Client's purchase order or other acceptance document or similar document, delivery of Products, performance of Services or commencement of Services by Team UIS shall not constitute acceptance of Client's terms and conditions to the extent any such terms or conditions are inconsistent with or in addition to the terms and conditions contained in the Agreement.

3. Prices. Prices for Products and/or Services shall be set forth in the Order Confirmation. Unless otherwise expressly stated in the Order Confirmation: (a) prices for Products specified in the Order Confirmation do not include storage, handling, packaging, or transportation charges; and (b) prices do not include any applicable taxes.

4. Payment Terms. Unless otherwise expressly stated in the Order Confirmation, all accounts are payable in U.S. currency thirty (30) days from the date of Team UIS's invoice. Credit and delivery of Products shall be subject to Team UIS's approval. The Client shall pay Team UIS for Services performed in accordance with the rates and charges set forth in the Order Confirmation. If the Client disputes any portion of an invoice, the Client shall notify Team UIS, in writing, within fourteen (14) calendar days of invoice receipt, identify the cause of the dispute, and pay when due any portion of the invoice not in dispute. Failure to provide such notification shall constitute acceptance of the invoice as submitted. If Client fails to pay undisputed invoiced amounts within the thirty (30) calendar days of the invoice date, Team UIS may at any time, without waiving any other claim against the Client (including lien rights) and without thereby incurring any liability to the Client, suspend or terminate the Order Confirmation. Client is prohibited from and shall not setoff against or recoup from any invoiced amounts due or to become due from Client or its affiliates any amounts due or to become due to Team UIS or its affiliates, whether arising under the Order Confirmation, any related purchase order or any other agreement.

5. Shipping and Delivery. All sales of Products are F.O.B. Team UIS's plant unless otherwise specified in the Order Confirmation. Responsibility of Team UIS shall cease upon delivery to and receipt of the Products by a common carrier at which point Client will bear all risk of loss for the Products. Premium shipping expenses and/or other related expenses necessary to meet Client's accelerated delivery schedules shall be the responsibility of Client. Deliveries of orders placed by Client may be changed, deferred or canceled only upon specific agreement in writing by Team UIS and Team UIS may condition such agreement upon Client's assumption of liability and payment to Team UIS for: (a) a sum equal to the costs of work in process including costs accrued for labor and material; (b) any amount for which Team UIS is liable by reason of commitments made by Team UIS to its suppliers; and (c) any other loss, cost or expense of Team UIS as a result of such change, deferment or cancellation.

Team UIS
2290 Bishop Circle East
Dexter, MI 48130
(734) 424-1200

Utilities Instrumentation Service
UIS SCADA
UIS Renewable Power
Utilities Instrumentation Service-Ohio

6. Proprietary Materials. Team UIS shall have and retain all rights, title and interest, including all intellectual property rights, in and to all Products, Services and associated materials, including, without limitation, all related reports, specifications, designs and any other property, tangible or intangible (including software and SaaS Services), furnished by Team UIS in connection with or under the applicable Order Confirmation ("Proprietary Materials"). No Proprietary Materials created by Team UIS in connection with an Order Confirmation or any related purchase order shall be considered "works made for hire" as that term is used in connection with the U.S. Copyright Act.

7. Licenses. Team UIS does not grant to Client any license with respect to the Products, and any such license terms with respect to the Products shall be governed solely by the licenses, if any, provided solely by the third-party manufactures of such products.

8. SaaS Services. A. Team UIS will provide Client with the SaaS Services, and allow Authorized Users to access the SaaS Services in connection with Client's use of the SaaS Services, as set forth in the applicable Order Confirmation. Prior to obtaining access to the SaaS Services, Client shall ensure that Authorized Users are registered in the SaaS Services with a unique User ID and a unique password. For purposes of this Agreement, "Authorized Users" means individuals who are authorized to use the SaaS Services pursuant to this Agreement or as otherwise defined, restricted or limited in an Order Confirmation, for whom subscriptions to SaaS Services have been procured, and who have been supplied user identifications and passwords by Client (or by Team UIS at Client's request). Authorized Users may include Clients' employees and Clients' agents and third-party contractors and their employees authorized by Client and/or approved by Team UIS to access the SaaS Services. **B.** Client is responsible for all activities conducted under its Authorized User logins and for its Authorized Users' compliance with this Agreement. Authorized Users may only use the SaaS Services during the term of the applicable Order Confirmation. **C.** Except as otherwise explicitly provided in this Agreement, Client and its Authorized Users will not, and will not permit third parties to: (a) use the SaaS Services except as expressly authorized in this Agreement; (b) access or use the SaaS Services to circumvent or exceed the applicable restrictions; (c) use any device, software, or routine that interferes or disrupts any application, function, or use of the SaaS Services; (d) copy, modify, translate, transmit, reproduce, distribute, republish, display, frame, or mirror the SaaS Services, except as permitted by this Agreement; (e) decompile, reverse-compile, disassemble, reverse-engineer or otherwise reduce to human-perceivable form all or any part of the SaaS Services or any part of the SaaS Services or otherwise attempt to discover any source code or create derivative works of the SaaS Services or any part of the SaaS Services; (f) rent, lease, resell, sublicense, or otherwise permit third parties to access or use the SaaS Services; (g) use the SaaS Services to provide services to third parties (e.g., as a service bureau or to otherwise provide data processing services to third parties); (h) circumvent or disable any security or other technological features or measures of any SaaS Services or any part of the SaaS Services; (i) use the SaaS Services to build a similar or competitive product or service; (j) create user accounts under false or fraudulent pretenses; (k) except as provided in an Order Confirmation, create shared or generic identifications and passwords to any SaaS Services; (l) use the SaaS Services in a manner that is contrary to applicable law or in violation of any third party rights of privacy or intellectual property rights; (m) use the SaaS Services to send or store viruses, worms, time bombs, trojan horses, or other harmful or malicious code, files, scripts, agents or programs; (n) access the SaaS Services for purposes of monitoring its availability, performance or functionality, or for any other benchmarking or competitive purposes; (o) remove, alter or obscure any of the intellectual property rights notice(s) or restrictive legend(s) embedded in or that Team UIS otherwise provides with the SaaS Services; (p) interfere with or disrupt the integrity or performance of the SaaS Services; or (q) obtain unauthorized access to the SaaS Services (including without limitation permitting access to or use of the SaaS Services via another system or tool, the primary effect of which is to enable input of requests or transactions by other than Authorized Users). **D.** Client shall at all times: (a) provide Team UIS with good faith cooperation and access to such information, facilities, and equipment as may be reasonably required by Team UIS in order to provide the SaaS Services, including, but not limited to, providing Client materials and security access, information, and software interfaces to Client's business applications; (b) provide such personnel assistance as may be reasonably requested by Team UIS from time to time; and (c) carry out in a timely manner all other Client responsibilities set forth in this Agreement. In the event of any delay in Client's performance of any of the obligations set forth in (a), (b) or (c), or any other delays caused by Client, Team UIS may adjust its performance as reasonably necessary to account for such delays.

E. Client is responsible for complying with any applicable laws relating to its or any Authorized User's use of the SaaS Services including, without limitation, all applicable privacy, electronic communications and data protection laws, rules, regulations, and regulatory guidelines, as well as any applicable self-regulatory guidelines. Without limiting the generality of the foregoing, Client is solely responsible for: (a) ensuring that Client and Team UIS, acting on Client's behalf, have the right to collect, use and share Client any personal data and related materials via the SaaS Services; and (b) providing adequate notice to, and obtaining any necessary consents as required under applicable laws, with respect to the Client materials and Client intellectual property collected, used and shared by Client, or by Team UIS on Client's behalf, via the SaaS Services. Notwithstanding any other provision of this Agreement, Client or any Authorized User shall not use the SaaS Services to collect, upload, retrieve, transmit, send, or store (i) any information that could directly identify a person, including, without limitation, government issued ID numbers, individual medical or health information (including protected health information under HIPAA), individual financial information, an individual's name (last name plus first name or first initial), or birth date; (ii) security codes, passwords, credit or debit card numbers; (iii) any data that falls under the sensitive or special data definitions of any applicable privacy law or self-regulatory principle; or (iv) any data collected from sites directed to children under the age of sixteen (16) or from children whose age Client knows to be under sixteen (16) in violation of applicable law. Team UIS and its designees shall have the right (but not the obligation) in their sole discretion to refuse or remove any Client materials or Client intellectual property that violate any of the terms of this Agreement or any applicable law. **F.** In connection with the operation of the SaaS Services, Team UIS may collect and analyze data in aggregate and anonymous form with respect to the use and effectiveness of the SaaS Services (the "Aggregate Data"). Client hereby irrevocably authorizes Team UIS to collect data in an aggregate and anonymous form for supporting, improving, and marketing the SaaS Services. Customer acknowledges and agrees that Team UIS will exclusively own all right, title, and interest in and to all Aggregate Data and other analytics and output data generated or provided by Team UIS or the SaaS Services. **G.** Client or Authorized Users providing any suggestions, enhancement requests, recommendations, corrections or other feedback (collectively, "Feedback") is strictly voluntary. If Client of any Authorized User provides any Feedback to Team UIS, orally or in writing, Client hereby grants to Team UIS and its affiliates a worldwide, perpetual, irrevocable, royalty-free license to use and incorporate into the SaaS Services any Feedback. **H.** Team UIS may immediately suspend the SaaS Services if Team UIS reasonably determines that the Client is not materially complying with this Agreement, or Client is using the SaaS Services in a manner that could cause damage to Team UIS's business or reputation, or otherwise reflect unfavorably upon Team UIS, its affiliates, or its partners. Team UIS shall notify the Client promptly following any such suspension taking effect.

9. Design. Team UIS is not responsible for the design of the Products and will not, under any circumstances, have any warranty, indemnification or other liability or obligations with respect to Products to the extent related to or arising out of the design and/or specifications for such Products. Suggestions by Team UIS as to design, use and suitability of the Products are made in good faith; provided, however, Buyer assumes full responsibility for accepting and/or using such suggestions.

10. Warranty. (a) Team UIS warrants, that at the time of delivery, the Products will conform to the specifications, if any, that are a part of the Order Confirmation. Client understands and hereby expressly agrees that any claim for defective materials, defective manufacture, or any other claim with respect to the Products shall be made directly to the manufacturer of the Product and not the Team UIS. Team UIS makes no warranties, either express or implied, regarding defective materials, defective manufacture, or any other claim with respect to Products. Team UIS may, at its sole election, and as Client's sole remedy, make an allowance, repair, or replace such quantity of the Products as shall prove to be defective, then Client shall hold and make available for inspection and testing by Team UIS all Products claimed by Client to be defective. (b) Services provided by Team UIS under an Order Confirmation will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. (c) THE TEAM UIS DISCLAIMS, AND CLIENT HEREBY EXPRESSLY WAIVES, ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, WITH RESPECT TO THE PRODUCTS AND/OR SERVICES, AND/OR THE RESULTS OBTAINED FROM THEIR USE BY CLIENT AND/OR ITS USERS, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. TEAM UIS HEREBY DISCLAIMS ANY AND ALL LIABILITY FOR THE USE OR PERFORMANCE OF THE SERVICES AND/OR PRODUCTS SELECTED BY THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE AND AGREE THAT THE UNIFORM COMMERCIAL CODE AND ANY SPECIFIC STATE ADOPTIONS THEREOF SHALL NOT GOVERN THE RIGHTS AND OBLIGATIONS OF THE PARTIES UNDER THESE TERMS OR ANY ORDER CONFIRMATION.

11. Liability Limitation. Specific performance shall not be available to Client as a remedy in connection with Team UIS's providing of the Products and/or Services. Monetary damages against Team UIS shall be limited to the dollar amount charged to Client for the applicable order placed by Client and accepted by Team UIS for any of the Services and/or Products alleged to be the cause of any loss or damage, whether founded in contract, tort (including negligence), strict liability or otherwise, arising out of, or resulting from any cause whatsoever, including without limitation: (a) any order placed by Client and accepted by Team UIS or Team UIS's performance or breach; or (b) the design, manufacture, delivery, sale, repair, replacement or use of any such Products. IN NO EVENT SHALL TEAM UIS BE LIABLE TO CLIENT FOR ANY SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF ANTICIPATED PROFITS, LOSS OF USE, LOSS OF REVENUE AND COST OF CAPITAL) ARISING OUT OF OR RELATING TO THE AGREEMENT, INCLUDING WITHOUT LIMITATION THE ORDER CONFIRMATION, ANY RELATED PURCHASE ORDER, OR THE SERVICE AND/OR PRODUCTS. ANY AGREEMENT VARYING OR EXTENDING THE REMEDIES SPECIFICALLY STATED HEREIN WILL BE BINDING ON TEAM UIS ONLY WHEN SPECIFICALLY AGREED TO IN WRITING BY TEAM UIS AND SPECIFICALLY REFERENCING THIS SECTION.

12. Insurance. Team UIS has in effect commercial general liability, umbrella, cyber, workers compensation, employer's liability, and automobile insurance coverage. A certificate of insurance is available upon request. Customer shall have property and course of construction/builder's risk insurance for the full value of the site including any improvements made pursuant to this Contract and will provide Team UIS with proof of insurance upon request.

13. Termination. In the event that Client fails to perform any of its obligations stated in the Agreement, including the Order Confirmation or any related purchase order and fails to cure such breach within ten (10) days after receipt of written notice from the Team UIS specifying such breach, the Team UIS may at its option immediately terminate the Order Confirmation and/or any related purchase orders. Upon any such termination by Team UIS: (a) Team UIS shall be relieved of any further obligation to Client (including, without limitation, any obligation with respect to delivery or transition of supply); (b) Client shall be liable to Team UIS for the immediate payment of amounts then billed to date by Team UIS to Client; (c) Client shall purchase and pay Team UIS immediately for all raw materials, components, work in process and finished goods acquired by Team UIS in connection with the Order Confirmation and/or any related purchase orders; and (d) Client shall immediately reimburse Team UIS for all other loss, cost or expense of Team UIS as a result of the termination of the Order Confirmation or any related purchase order.

14. Right of Entry. If applicable, Client shall provide for Team UIS's right to enter the property owned by the Client and/or others in order for Team UIS to perform the Services in the Order Confirmation. The Client agrees, to the fullest extent permitted by law, to indemnify and hold Team UIS and his or her subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from procedures associated with testing or investigative activities or discovery of hazardous materials or suspected hazardous materials on said property.

15. Force Majeure. Team UIS shall not be liable for any delay or failure to perform any obligation under this Agreement if such delay or failure is caused by circumstances beyond its reasonable control, including, without limitation, acts of God or public authority, riots or other public disturbances, labor disputes of any kind, electrical or power outages, utilities or telecommunications failures, earthquake, storms or other elements of nature, acts or orders of government, pandemics, acts of terrorism or war, or acts by third parties, failure of Client to provide required information, or the change in cost or availability of raw materials, components or services based on market conditions, supplier actions or contract disputes ("Force Majeure Event"). During a Force Majeure Event, Team UIS's obligations under the Order Confirmation and any related purchase order shall be suspended and Team UIS shall not have any obligation to provide Client with Products or Services from other sources or to pay or reimburse Client for any additional costs to Client of obtaining substitute Products or Services, nor shall Team UIS be liable for any damages to Client arising from or related to a Force Majeure Event.

16. Governing law. The contract shall be governed by the laws of Michigan

17. Employee Solicitation. Employee Solicitation. Client agrees not to hire, attempt to hire, or retain as consultants or otherwise, employees and/or consultants of Team UIS directly or through a third-party entity during the employment or consulting period and for a period of one (1) year subsequent to the employee's and/or consultant's last day of work for Team UIS regardless of the circumstances surrounding employee's cause of termination of employment.

18. Indemnification. Client holds harmless, indemnifies, and will defend Team UIS and its related or affiliated entities including their respective officers, agents and employees against any claims, liabilities, expenses, charges, fines and related losses including attorney's fees and expenses to the extent directly or indirectly caused by Client's (including those acting on behalf of Client) (a) negligent acts of omissions and involving property damage or bodily injury; (b) breach of the terms of the Agreement between the parties; or (c) violation of applicable law. This provision shall apply even if there is concurrent negligence but shall not apply to property damage or bodily injury arising solely from Team UIS's negligence. Liability per above is not limited by limits of workers compensation coverage.

19. Survival/Entire Agreement/Waiver/Applicable Laws. These Terms shall survive and continue in full force and effect following the expiration, cancellation or termination of an Order Confirmation and any related purchase order. The Order Confirmation, including these Terms and any other attachments, exhibits or supplements specifically referenced in the Order Confirmation, constitutes the entire agreement between Team UIS and Client with respect to the matters contained in the Order Confirmation and supersedes all prior oral or written representations and agreements. Except as otherwise provided in these Terms, the Order Confirmation may only be modified by a written agreement signed by Team UIS. Waiver by Team UIS of any of the terms or conditions of the Order Confirmation shall be effective only if in writing and signed by Team UIS, and shall not constitute a waiver of such terms as to any subsequent events or conditions, whether similar or dissimilar. No course of dealing or custom in the trade shall constitute a modification or waiver by Team UIS of any right. This Agreement is governed by the laws of the State of Michigan, except for its choice of laws provisions.

20. Electronic Signature. THE CONTRACT MAY BE SIGNED OR ACCEPTED ELECTRONICALLY. CONVEYING CUSTOMER'S ACCEPTANCE. COMPLIANCE WITH THE CONTRACT THROUGH ELECTRONIC MEANS INCLUDING, BUT NOT LIMITED TO, EMAIL ACKNOWLEDGEMENT, AND CUSTOMER'S ELECTRONIC SIGNATURE WILL BE DEEMED VALID AND BINDING. IF CUSTOMER CONTESTS THE VALIDITY OF THE CONTRACT BASED ON THE MEANS OF ELECTRONIC OR OTHER FORM OF EXECUTION OR ACCEPTANCE BY THE PARTIES AND THE CONTRACT IS HELD BY A COURT OR ARBITRATOR TO BE VALID, THE CUSTOMER SHALL PAY THE ATTORNEYS' FEES AND EXPENSES OF TEAM UIS ARISING FROM THE CUSTOMER'S CONTEST OF THE CONTRACT'S VALIDITY.

21. Escalation. Any material that has been quoted as a part of this project is calculated based upon current prices. The market for these materials is volatile, and sudden price increases could occur. Team UIS agrees to use its best efforts to obtain the lowest prices possible from our suppliers. However, should there be an increase in the price of materials that are purchased after the execution of contract Team UIS reserves the right to adjust the contract for the increase. Team UIS will provide timely written notice to the Client if this were to occur.

22. Postponement. In the event that the Client postpones the project, Team UIS reserves the right to charge the Client for costs incurred that will cause the project to exceed the original cost estimate. Team UIS will provide timely written notice to the Client if this were to occur.

23. Cancellation. In the event that the Client cancels the work once the work has been scheduled by Team UIS, Team UIS reserves the right to charge the Client as follows:

# of Days Prior to Scheduled Work	Cancellation Fee (% of Contract)
30	5.00%
15	7.50%
7	10.00%
3	15.00%

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C

4 Scope of Services

Individual Programs

Franklin Energy's overall approach to the Clean Energy Programs focuses on achieving maximum impact and community awareness by strategically leveraging the budget within and across municipalities and programs. We will do this through creative and effective **marketing**, established cooperative **relationships** between MPPA, the Members, Franklin Energy, trade allies, and program designs offering **accessibility** and easy participation as a business and resident.

Our individual program approaches are described in greater detail in the following sections, and our marketing approach is detailed in the Marketing section.

Residential Lighting

This program provides energy-efficient lighting opportunities such as specialty and LEDs. The program promotes the benefits of energy-efficient lighting via advertising and media events and works with retailers and qualified contractors to promote these products to MPPA's cities and their electric customers. Franklin Energy also provides retail discounts via rebate coupon and provides light kits directly to municipalities to dispense to their customers. We are also introducing direct ship light kits sent directly to residents' homes in this program cycle.

Rebate Coupon Participation Process

Customers will start by downloading the rebate coupon available on their cities MiEnergySmart.com's microsite. They will then make a qualifying purchase, attach the receipt, and submit it to Franklin Energy. We batch these residential projects weekly. We then send the information to each municipality to cut and send the rebate check to their customers in the current process.

Municipal Kits Participation Process

Franklin Energy places kit orders with our sister company, AMC, one to two times per year based on demand and the available budget. Kits contain easy-to-install and easy-to-use products, including LEDs and other items, along with product information and installation instructions. We then distribute these kits to each of the municipalities. Municipal staff will then distribute kits to customers who come into the offices to pay their bills or resolve any other issues. This guarantees that kits are distributed to current customers and produces a positive exchange between the customer and utility.

Residential Kits Participation Process

Residents will be able to log on to their cities MiEnergySmart.com's microsite. From there, they will complete or download a web-form. Customers will be asked basic information that will confirm their eligibility as a municipal customer, and they will have the opportunity to self-identify as income qualified. They can then submit the form online or by mail. Kits will come from AMCG and include easy-to-install and easy-to-use products, including LED and other items, along with product information and installation instructions, as with the municipally distributed kits. If customers include their email address, they will receive status updates regarding their kits' expected arrival. The process for customers identified as income qualified will receive slightly different products as detailed in the Residential Low Income section.

Kit Procurement, Production, and Distribution

All kitting for this program will be handled in-house by our sister company AMCG. The kitting process is standardized to ensure that proper costing, production, quality, and on-time delivery are achieved. AMCG has kitting fulfillment teams and distribution warehouses located in Charleston, SC, and Reno, NV.

- ▶ AMCG maintains an average of 75-day inventory and turns on approximately 375 conservation products. Product procurement is based on a historical demand base plus impact order forecasts.
- ▶ Throughout the year, the sales department provides forecasts of impact and ongoing kit program shipments. Products for future kit orders are procured on a timely basis and allocated in their ERP system to ensure availability.

Upon receipt of the kit order request form, a kit coordinator will create an order for the kit to include any custom-imprinted product, literature, or packaging. All custom kit orders are entered as individual sales orders, so the demand for the components is captured in their ERP system. The kits are built in-house and, in most situations, shipped immediately after

production from either the Charleston, SC or Reno, NV warehouses. With large programs in which shipments occur over longer periods of time, kits will be pre-built on the front end and, based on program requirements and customer forecasting, shipped as needed, thereby eliminating any production scheduling issues.

Kitting coordinators ensure all kit orders meet the quality standards as specified and approved by MPPA. They ensure that specified packaging is used and that the products fit securely to minimize transit damage. They also ensure that any outer package labels and artwork are sized appropriately to match the approved proof. The kitting supervisor ensures kits are built correctly and consistently by frequently spot-checking kits off the production lines. The supervisor also checks that labels are applied properly without wrinkles, kits are packed tightly in master cartons, and items are palletized and stretch wrapped properly to prevent damage during shipment. Warehouse management double-checks all orders staged for shipment to ensure an accurate count and secure palletization before being delivered to customers.

Residential High Efficiency Products and HVAC

This program will provide incentives and encourage customers to purchase high-efficiency ENERGY STAR products such as high-efficiency lighting, appliances, heating and cooling (HVAC) equipment, and solar systems. The program works with retailers and qualified contractors to promote these products to MPPA's Members and their electric customers.

Customer Process

Customers will learn of the available rebates through the marketing channels outlined in the Marketing section. They will then review the application information on their cities' MiEnergySmart.com microsite and select a qualifying product. Next, they will purchase and install the product. Customers will complete the application, with the option to call Franklin Energy for support if necessary. Once the application is complete, they will attach the receipt and return it to Franklin Energy.

Trade Ally Process

Franklin Energy markets this program to trade allies across the state. As a result, there is good awareness, and many use it to market discounts to their customers. If customers are not aware of the rebate, trade allies will introduce it to the customer when selecting qualifying equipment. Trade allies will then order and install the equipment. They will then complete the application from the customer's cities MiEnergySmart.com's microsite, attach the invoice, and return it to Franklin Energy. If trade allies have any questions while completing the application, they can call the Franklin Energy phone number listed on the application for assistance.

In the current process, we then send the information to each municipal to cut and send the rebate check.

Engaging and Maintaining Trade Allies for a Robust Program Network

Our trade ally partners are the backbone of this program offering, and Franklin Energy brings significant expertise in building trade allies relationships to drive customer recruitment and energy savings. We pride ourselves on our alliances with partners who share our core values and demonstrate the same level of professionalism and expertise. For this program, we will leverage existing relationships with trade allies within MPPA's territory, ensuring that we offer your customers ample coverage with skilled professionals to complete their projects.

By working with local trade allies, you can be assured that customers receive the right measures for their situation, and we will be able to manage their performance and work quality more easily for better customer satisfaction. Some of the activities in which we engage to recruit and retain trade allies for MPPA's programs include program events, trade association participation, advisory group meetings, one-on-one partner engagement, and webinars.

Residential Appliance Turn In and Recycling

The goal of this program is to produce long-term annual energy savings in the residential sector by removing operable, inefficient refrigerators, freezers from the power grid and recycling them in an environmentally safe manner. Room air-conditioners and dehumidifiers can be collected if a larger appliance is also being collected. We will follow environmentally sustainable appliance recycling practices, and any additional guidance will follow MPPA's on any appliance recycling requirements.



Figure 4.1

Our partner for this program implementation, Michigan Energy Options (MEO), brings to the Franklin Energy team experience gained from more than 250 appliance recycling programs, including specific programs that target single-family, multifamily, and low-income sectors. Each program is customized based on the needs of the utility, customer demographics, and service territory requirements. For MPPA's Residential Appliance Turn in and Recycling program, the Franklin Energy Team recommends that single-family homes with eligible appliances participate. In addition, we seek to perform refrigerator replacements for eligible low-income customers, as described in the Residential Low Income Section. The Franklin Energy Team will work with MPPA to determine the best program mix and promotional strategies for your customers and service territory.

Appliance recycling process

Customers will enter the program funnel through a variety of marketing channels outlined in the Marketing section. To enroll, customers will be able to provide the necessary information online or via the programs toll-free telephone number. They will then select an available pickup date and time and a work order for the project will be created.

Customers will receive a reminder/verification call ahead of the pickup day. If necessary customers will be able to reschedule. The removal staff will arrive during the pickup window, qualify and remove the unit, and finalize the pickup for tracking and incentives. Collected units will then be disassembled and the parts will be recycled and disposed of responsibly.

Residential Low Income

Franklin Energy has evaluated how to best utilize the budget allocated for the low-income segment. We analyzed each MPPA member organization and the market potential for low-income participation for each MPPA member organization. Based on our research, we identified low-income households who live in single-family homes have a high potential for energy savings and have been underserved by past program efforts. We propose adding measures to the program as well as a new kit offering to ensure single-family households can benefit from the program.

Our proposed program design leverages the market potential analysis described above to ensure that our offerings align with low-income participants' lives while also ensuring equitable participation across all MPPA member organizations.

We will offer income-qualified customers two tailored opportunities for participation in the Residential Low Income Program.



Figure 4.2. Residential Light Kits

Light kits offer customers an opportunity to reduce their energy usage, save money, and begin leaning about energy efficiency.

1. **Low Income Kits.** The enhanced kit offering for the Residential Low Income program will come from AMCG and include easy-to-install and easy-to-use products, including LEDs, as well as advanced power strips and other items, along with product information and installation instructions. We propose to maintain our current kit distribution to Section 8 multifamily housing. In addition, we propose expanding kit distribution to eligible single-family households.

Income-qualified customers can also gain access to the offering of the Residential Low income kit through the path outlined in the Residential Lighting section. They can log on to their cities MiEnergySmart.com's microsite. Once on the website, they will be able to complete or download a web-form. They will be asked basic information that will confirm their eligibility as a municipal customer, and this is where they will have the opportunity to self-identify as income-qualified. If customers include their email address, they will

receive status updates reading their kits' expected arrival. Kitting and distribution will also follow the process described in the Residential Lighting section.

2. **Appliance Replacement.** In addition to appliance recycling, some income-qualified customers will also be eligible for a new refrigerator. Both transactions will happen in the same appointment. Additional small appliances may also be recycled, including dehumidifiers and AC wall units if a larger appliance is already being collected. As with kits, if MPPA cannot provide the customer data to Franklin Energy indicating their status of income-qualified, we could alternatively design the marketing materials for you to distribute to customers who meet program participation requirements.

Customers will receive a reminder/verification call ahead of the pickup day. If necessary, customers will be able to reschedule. The removal staff will arrive during the pickup window, qualify and remove the unit, deliver the new refrigerator and finalize the pickup for tracking and incentives. Collected units will then be disassembled, and the parts will be recycled and disposed of responsibly.

3. **HEP/HVAC.** Low Income customers will have an opportunity to receive enhanced incentives on qualified High Efficiency Products and HVAC equipment using the self identification section on the revised residential application. By checking the income qualified box and signing the application residents state their income qualification under federal guidelines.

Commercial and Industrial Prescriptive & Custom Incentives

Together, MPPA and Franklin Energy have successfully delivered a portfolio of commercial and industrial (C&I) programs over the past 12 years. As you embark on the next program year, your programs have a solid foundation, remain relevant in the market, and continue to achieve savings goals. With an ever-changing market, we will continue to face new challenges and new possibilities. Therefore your programs need to work smarter to attract and engage your customers and the trade allies that serve them in driving participation and program success.

Program Description

The C&I Program is available to all commercial, industrial, and other non-residential customers located within the MPPA participating service territories. From retrofitting or replacing old equipment to purchasing new equipment for major renovations or new-build projects, the program promotes the sale and installation of efficient electric equipment across all major end-use categories. It aims to reduce potential participation barriers such as customers' lack of energy efficiency awareness, access to qualified vendors, tools for quantifying savings, and limited funds to make capital improvements. Prescriptive incentives offer a simple, easy-to-use approach for common measures implemented by a broad range of business types, while custom incentives make more complex and site-specific measures and projects possible.

Program Delivery Standards

- ▶ Ground every touch-point with customers, program allies, and utility staff in Franklin Energy best practices
- ▶ Offer customers concierge-level support across the full complement of program services
- ▶ Make customer satisfaction a top priority in every interaction and continuous improvement standard practice
- ▶ Offer innovative solutions to reach under-served customers and drive comprehensive savings

The prescriptive program offers incentives when replacing inefficient equipment with high-efficiency technologies on a one-for-one basis. Most prescriptive and all custom energy-efficiency projects must receive written pre-approval before the project is initiated. Franklin Energy will continue to consistently monitor the market to add or subtract measures for both benefits in savings and cost-effectiveness for the customers. By continuing to review custom projects quarterly, we see trends in businesses and look to the MEMD to offer this newer equipment in the prescriptive program to make future applications easier. Several recent examples are Networked Lighting Controls, Controlled Environment Agriculture, VFDs for HVAC and all process equipment, and air compressor accessories such as engineered nozzles.

Streetlight Program (Move to C&I in 2023)

The Streetlight Upgrades program will offer incentives to each participating city within the prescriptive/custom C&I portfolio goals. Franklin Energy will calculate incentives and claim kWh savings as for all other C&I projects. Franklin Energy staff will process street light inventory data based upon application and invoice information provided by the utility.

Franklin Energy will work closely with the municipalities to determine who will conduct the installation. Together, we will review the options to decide if it will be most cost-effective for the cities to perform the labor or if the program should put out a competitive bid to select contractors to complete the work. If a municipality chooses the contractor route, we will work with them to decide what level of involvement they want Franklin Energy to have.

Project Tracking

Franklin Energy will track and document all project costs and energy savings by municipality. We will report this out to each city and MPPA in our NGAGE tracking system.

Participation Process

Franklin Energy's proposed strategy takes a very broad market view and provides customers with multiple options to conserve energy and reduce demand. We will continue to provide straightforward solutions through customer outreach, technical assistance, and trade ally engagement.

Customer Engagement

Franklin Energy's customer engagement strategy focuses on ensuring all customers receive the assistance they require to make informed decisions for installing cost-effective energy efficiency measures. Based on our experience implementing this and similar programs, we know that program success lies with understanding the markets in which energy efficiency technologies and services are delivered. We do this by addressing the wants and needs of customers, establishing relationships with customers and market partners, and designing and delivering programs that respond accordingly—factoring in the diversity of the customer base. Customers want energy solutions, not programs. Thus, we will deliver seamless solutions to all customers that include promoting energy efficiency opportunities.

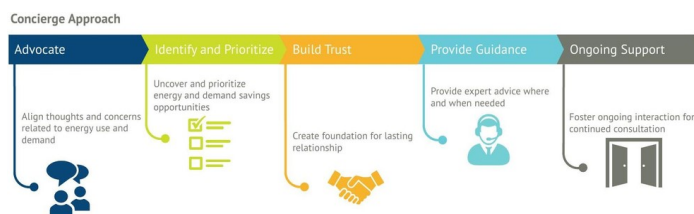


Figure 4.3. Franklin Energy's Concierge Approach

Our concierge approach will be led by local energy advisors who will serve as the face of the MPPA programs to customers. They are expert in the businesses they support and serve as trusted advisors by offering ongoing, one-on-one guidance.

Much of our outreach will continue to be done at the grassroots level by our local energy advisors, who will serve as liaisons and trusted advisors between customers, trade allies, and MPPA. Using our concierge approach, illustrated in [Figure 4.3](#), energy advisors will recruit, educate, and maintain regular contact with customers. They will provide one-on-one guidance and ongoing support, so all customers receive the assistance they require to make decisions to install cost-effective energy efficiency measures. This support will include helping customers identify opportunities, assisting in the application and implementation process, providing technical assistance, and coordinating with trade allies on projects to create a cohesive program delivery. They also will

recruit and engage trade allies, who will be an essential source of prospective projects. Our energy advisors track and record all key interactions with customers and trade allies in our NGAGE platform.

Technical Assistance

In addition to these customer engagement outreach activities, we will drive project comprehensiveness by offering technical assistance. The lack of in-house technical expertise among commercial customers contributes to a business-as-usual scenario and missed energy savings. To boost energy savings, our team will dig deeper into the C&I market to identify more diverse savings opportunities and help customers overcome barriers that impede implementation. Technical assistance can help modify customer decision-making practices by illustrating energy efficiency and non-energy benefits associated with making capital improvements in their facilities.

Franklin Energy is well-equipped to provide your customers and trade allies with the technical assistance they need to install cost-effective energy efficiency measures and apply for incentives. Their needs and participation barriers—lack of information, capital, time, and technical expertise—vary according to a customer's characteristics, including their systems, size, and type of facility, and energy efficiency improvements. Whatever the customer size or project complexity, we will provide the personal support needed to move projects from pre-approval to incentive award.

Franklin Energy's energy advisors will accompany facility staff on walk-throughs to identify potential energy-efficiency improvements throughout their facilities for all interested customers. This initial service opens the door to energy efficiency for customers and begins the process of building rapport and long-lasting trust with both Franklin Energy and MPPA.

Field Services

Pivotal to the ongoing and long-term C&I programs' success are trade allies—equipment distributors, energy service companies, installation contractors, design/engineering firms, and others—and the established relationships they have with your customers. As key links between your customers and your programs, trade allies are ideally positioned to influence these interactions, spread program awareness, encourage participation, and have a direct impact on customer satisfaction. They are very often the first and last point of contact with your customers. A well-informed and responsive trade ally builds trust, delivers value, and accurately represents MPPA's programs. Without the right training, support, and partnering, trade allies can negatively impact program participant experience and satisfaction. Maintaining a strong trade ally network creates a system where a positive customer experience can happen. We illustrate our high-level program ally engagement and management process in [Figure 4.4](#).

The current group of trade allies provides a solid foundation to nurture and expand the trade ally network. We will continue to work with our network of trade allies to help them maintain their momentum and keep them engaged as participants. The goal is not to necessarily add more allies to the network but help existing ones complete more applications that lead to completed projects. To do this, we will provide trade allies the tools and support they need to build their businesses and be successful in your programs, including one-on-one coaching, [program materials to help sell projects](#), [regular program communications](#), as well as [training and networking opportunities](#).

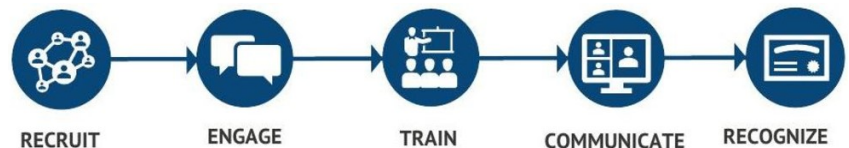


Figure 4.4. Trade Ally Participation Process

Franklin Energy's trade ally participation process provides the training, support, and partnering trade allies need to make a positive impact on program results and customer satisfaction.

Franklin Energy markets this program to trade allies across the state. As a result, there is good awareness, and many use it to market discounts to their customers. If customers are not aware of the rebate, trade allies will introduce it when selecting qualifying equipment. Trade allies will then order and install the equipment. They will then complete the application from the customer's cities [MiEnergySmart.com's](#) microsite, attach the invoice, and return it to Franklin Energy. If the trade allies have any questions while completing the application, they can call the Franklin Energy phone number listed for assistance. In the current process, we then send the information to each municipal to cut and send the rebate check. Alternatively, municipals may select to have Franklin Energy produce and send the checks to customers.

Clean Energy Pilots

In 2023, Franklin Energy recommends utilizing approximately 20% of the total incentive budget to Clean Energy Pilot programs designed to drive customer awareness of Clean Energy EV Charging installations, new engagement through Virtual Assessments, and/or Online Marketplace offerings for Energy Waste Reduction opportunities. The objective is to build out new savings and alternative energy avenues to offset YOY losses in traditional residential programs and to prepare for legislative reductions to claimed savings for lighting within both Commercial and Industrial and Residential portfolios.

EV Charging and Fleet Assessment. Commercial charger placement will develop market awareness and establish manufacturer and trade allies participation across the MPPA territory. Franklin Energy is working with a third party vendor poised to provide a turn key solution spanning site planning, design and installation. Franklin Energy will hand off to this vendor customers and/or utilities to complete EV projects much as a trade ally does in our current C&I model. Franklin Energy will gather project documentation and process rebates as is done currently with the C&I program. Customers choosing other partner options are eligible for incentives which Franklin Energy will process in similar fashion. 2022 EV efforts show us that much of the interest and opportunity is within the commercial space. Franklin Energy will commit to driving awareness and participation within the commercial market but propose also making reasonable incentives available to residential customers.

In 2022 Franklin Energy partnered with West Monroe to conduct a fleet assessment for one selected utility member, the results of which would be shared across all member utilities. As of this writing, a fleet assessment with the city of Zeeland is still pending final agreement. If the assessment is completed in 2022 we will distribute the results to affiliated members and, based on outcomes, entertain requests for additional assessments. If the Zeeland assessment cannot be completed in 2022 we propose moving this into 2023.

Public, Commercial and Residential Program Incentives:

- ▶ \$50 per kW for Commercial level 2 charger installed
 - ▶ Public and Commercial capped at \$2,000
 - ▶ Residential capped at \$500
- ▶ Customers may complete and submit the web-form found on each municipalities sub-directory on MiEnergySmart.com or call the EnergySmart program directly at the number listed on the site.

Customer Virtual Assessment

Virtual Energy Auditors will perform the virtual assessment, recording all recommendations using their mobile tablet, while capturing all required data. The typical assessment will take one hour to complete. At the conclusion of the assessment, auditors will review energy eligible energy saving measures, email their energy assessment report, and provide access to an online energy saving Kit Portal. The Kit Portal will allow eligible customers to select from prebuilt kit options, which will be mailed directly to the doorstep.

For measures identified during the assessment that are not suitable for self-installation (e.g. appliances, HVAC systems, attic insulation) the customer will be referred to a Contractor who can help the customer complete that installation.

Customers will be surveyed 2-4 weeks after receiving the product to confirm installation has taken place. Customers will also be emailed a customer satisfaction survey 2-6 weeks after participation as an opportunity to provide feedback.

Online Marketplace Overview

The *Marketplace* pilot would explore market potential for a convenient resource for customers, regardless of geographic region, to purchase energy-efficient products online and have them shipped directly to their homes. Available products will include smart thermostats, lighting, advanced power strips, water-saving devices, air filters, and smart-home technology devices, such as smoke and carbon monoxide alarms, temperature sensors, and outdoor security cameras. All of your eligible customers will have access to energy and money-saving products, with rebates instantly applied and bonus incentives based on key eligibility criteria (e.g., residential, low-income, small business). Customers can pay for their purchases with major credit cards or PayPal. We can even offer free shipping by defining minimum order requirements and/or including the cost in the listed price.

Franklin Energy's *marketplaces* contain customer resources to generate inbound traffic and leads, improve conversion rates and customer satisfaction, and encourage high installation rates. These resources include:

- ▶ Manufacturer promotions
- ▶ Educational content
- ▶ Interactive calculators
- ▶ Product reviews
- ▶ Interactive installation guides that include animated GIFs and videos
- ▶ FAQs
- ▶ On-demand support via phone, online chat, or text message

Customer Experience Steps

VIRTUAL ASSESSMENT

- ▶ **Step 1: Customer schedules appointment**
- ▶ **Step 2: Customer is provided a virtual energy assessment and report with recommendations based on findings**
- ▶ **Step 3: Customer receives a Kit Portal offer of free energy savings products that qualified based on the assessment**
- ▶ **Step 4: Customer self installs the energy savings products that were provided**
- ▶ **Step 5: Customer receives satisfaction survey**

Customer Experience Overview

The virtual energy assessment will include the following:

- ▶ Virtual walk-through assessment
- ▶ Discussion of lifestyle and customer behaviors that impact energy use
- ▶ Delivery of free Kit Portal energy efficient products (if eligible) for self installation after assessment

The energy assessment report will include the following:

- ▶ Graphics representing energy consumption patterns
- ▶ Proposed measure descriptions
- ▶ Potential savings chart
- ▶ Recommended high and low priority home improvements

In our voice of the client research, we heard: *"A marketplace should be easy, convenient, and help identify customer needs and interests (then provide recommended products the customers can trust, with installation if they need it). No paperwork, no queue, no hassle."* If this resonates, you're not alone. According to a new survey of utility executives conducted by Harvard Business Review, improving the customer experience will be utilities' top business priority in the years ahead. Feedback from user testing with utility customers from across the country (including in your market) highlighted the following benefits of Franklin Energy's *marketplace* solution:

- ▶ **Easy navigation, resulting in fast conversion from shopping to ordering**—"This is very promising. Love the layout, love the design. It attracts the eyeballs and I really like the programming behind it and how clean it is."
- ▶ **Tailored recommendations** based on customer interests and needs, including upselling related products and cross-selling of related programs, to increase participation and savings—"This is just like *Macy's.com*! I was buying a suit this week and they recommended a tie to go with it."

Our *marketplace* is capable of including automatic email or text message-based alerts for customers when specific actions are taken (e.g., abandoned cart, order placed, shipment). Acquisition and pre- and post-purchase nurture campaigns can be added with a marketing scope of work. These campaigns would incorporate a full suite of user-tested marketing templates and a detailed strategy to speed launch and improve impact. Our award-winning e-commerce marketing services and predictable conversion rates have helped a variety of clients achieve annual goals ahead of schedule, allowing their *marketplaces* to better serve as a lever for the entire portfolio when in overdrive mode.

Energy Waste Reduction Program Offerings

June 17, 2024



Agenda

- Overview
- Income Qualified
- Residential
 - Core programs
 - Pilots & Education
- Commercial & Industrial
 - Prescriptive & Custom
 - Pilots & Education

Overview

- Current utility participants
 - Alpena
 - MGU
 - UMERG
 - Xcel Energy/NSP
- Portfolios are consistent for respective electric and natural gas offerings
- Classes – Income Qualified, Residential, Commercial & Industrial (C&I)
- Marketing & Demand Generation
- Evaluation, Impact & Satisfaction



Income Qualified

The Income Qualified (IQ) Program was designed to provide income-constrained customers with low- to no-cost, energy-efficient equipment and home envelope upgrades. This is accomplished by leveraging strategic partnerships and encouraging the braiding of multiple funding sources through a robust contractor networks, community-based organizations and public housing.

Measure Examples

- Air and duct sealing
- Heating and cooling systems
- Heating and cooling add-ons (such as boiler reset controls, thermostats, ECM fans and pumps)
- Insulation
- Water heaters
- Windows and doors
- Home Energy Assessment
- Manufactured Home Initiative
- Lighting
- Refrigerators
- Direct installs



Residential Core

ENERGY STAR Products & Appliances

- Financial incentives for purchase of ES products such as LED bulbs, showerheads, aerators, clothes washer, clothes dryer, dishwasher, dehumidifier
- Energy efficiency kits for convenient customer opportunities including interior/exterior measures

Home Performance initiatives

- Serves as an initial stride towards enhancing energy efficiency and provides opportunity for homeowners to gain insights into their home's energy consumption dynamics.
- Provides residential customers with education resources and rebates for energy efficient home improvements including direct installation of qualifying instant savings measures such as thermostats, showerheads, aerators, pipewrap.

Appliance Recycling

- The Appliance Recycling Program offers convenient ways for participating utility customers to remove older inefficient appliances off the power grid. These include drop-off events and in-home collection of refrigerators, mini-refrigerators, freezers, room air conditioners and dehumidifiers.

Measure Examples

- Air and duct sealing
- ENERGY STAR® certified products (such as air purifiers, clothes dryers, room A/Cs and TVs)
- Heating and cooling systems
- Heating and cooling add-ons (such as boiler reset controls, thermostats, ECM fans and pumps)
- Insulation
- Water heaters
- Windows and doors
- Home Energy Assessment
- Manufactured Home Initiative
- Direct installs



Residential Pilots & Education

Pilots

- Low-Moderate Income pilot targeting Efficiency United MI customers in target counties; offer limited time offer for smart home bundles depending on a customers' fuel type partnering with Michigan Saves where appropriate.
 - Gas Bundle: smart thermostat, high efficiency furnace, & high efficiency water heater
 - Electric Bundle: smart thermostat, heat pump, & high efficiency water heater

Education

- The Efficiency United energy efficiency education program is a collaborative partnership between CLEAResult and the National Energy Foundation (NEF). Think! Energy with Efficiency United assists teachers and their students to Think! about energy, Talk! about energy, and Take Action! now about our energy for the future. The program objectives are to expand and promote energy awareness through an educational in-school program and to obtain actual energy savings through student and educator household behavior changes and the use of energy-efficient devices provided in the *Take Action Kit*.





C&I Prescriptive and Custom

Efficiency United's C&I Prescriptive and Custom Program provides incentives for high-efficiency equipment upgrades in non-residential facilities.

- Prescriptive rebates for qualifying new equipment, equipment retrofits, and new construction projects.
- Custom offerings allow businesses to take a more unique and innovative look at energy efficiency and customize it to their specific business needs.

Prescriptive Measure Examples

- Boilers, chillers, heat pumps, and other HVAC equipment
- Building comfort controls
- Motor controls (e.g., VFDs)
- Building shell and HVAC related insulation
- High efficiency air compressors
- Compressed air system retrofits (e.g., efficient nozzles)

Custom Measure Examples

- Productivity improvements
- Process steam trap replacements/retrofits
- High pressure steam vessel insulation
- Condensate system improvements
- Steam to hot water conversions



C&I Pilots & Education

Pilots

- The Pilot Program has been oriented toward technology demonstration efforts to test new equipment in “real world” situations and perform verification of the energy savings. For 2023, the pilot programs for both the electric and gas portfolios continued the “new technology” path and also invested in testing retro-commissioning measures to quantify savings opportunities at customer locations and determine the steps required to achieve these savings.

Education

- The C&I Program annually allocates funds to pay for education initiatives for customers and Trade Allies. In 2023, this budget was used for technical assistance studies, in-person trainings, assessments for retro-commissioning, and to promote on-demand digital-based training.

Questions?

