

Scott Dzurka
Mayor

Brad Gurski
Vice Mayor

Eric Hufnagel
Commissioner

Jean Ruestman
Commissioner

Chris Hyzer
Commissioner



Chad A. Gamble, P.E.
City Manager

Mindy J. Seavey
City Clerk

Kristina Kinde
City Treasurer

Michael Homier
City Attorney

Justin Smith
Director of Public Services

**CITY OF ST. JOHNS
CITY COMMISSION MEETING
PROPOSED AGENDA**

**Monday, July 22, 2024, 6:00 p.m.
Room 2200 – Clinton County Courthouse**

***Listen to Meeting Via Telephonic Conference
Dial 1 929 205 6099**

<https://zoom.us/j/2050014286>

Meeting ID: 205 001 4286

***Please note, you will not be able to make public comments through Zoom;
only in-person attendees will be able to participate in public comments.**

A. OPENING: (6:00 pm – 6:05 pm)

1. Invocation
2. Pledge of Allegiance
3. Consent Agenda (*Action Item*)

The staff proposes the following items for the Consent Agenda. If any Commissioner wishes to discuss any of these items, it should be placed on the regular agenda. The remaining items and recommendations may be approved en masse:

- a. Approval of Minutes
 - Closed session minutes of May 20, 2024
 - Regular meeting minutes of June 24, 2024
- b. Receipt of Warrants
 - In the amount of \$637,356.53
 - Includes fiscal year end warrants of \$476,651.51 and current warrants of \$160,705.02.
- c. Renewal of Liability & Property Insurance
 - In accordance with the City's Purchasing Policy, the City Manager recommends to the City Commission that MML be designated as a Sole Source Vendor as the MML can supply the City with a superior product and service regarding the provisioning of the required insurance, including coverage requirements for liability and property by the most cost-effective means.

- d. Michigan Municipal League Workers' Compensation Fund – Board of Trustees
 - Staff recommends that the city commission authorize voting for the 3 trustees for the four-year terms.
- e. Wastewater Department Pick-Up Truck Purchase
 - Staff recommends that the city commission approve the purchase of a new pick-up from Young's Chevrolet in the amount of \$44,999.00.
- f. Equipment Outfitting of the 2025 Western-star Chassis
 - Staff recommends that the city commission approve award of the low bid proposal to Schults Equipment, LLC, for dump truck component installation, for the amount of \$107,951.00.
- g. 2024 Sanitary Sewer Lining Project
 - Staff recommends that the city commission approves the recommendation of award of the 2024 sewer lining project to Corby Energy Services in the amount of \$211,134.00 and authorizes the Mayor to sign the attached agreement and notice of award which have been reviewed and approved by the City Attorney.
- h. 2024 Mint Festival Special Event Application for Chamber & DDA
 - Staff recommends that the city commission support of these events by City staff as detailed in the attached SEPA documents and letters AND to recommend the City approval.
- i. Fee and Rate Revisions
 - Staff recommends that the city commission approve the fee and rate revisions to 2024-2025 Fee and Rate schedule.
- j. National Night Out 2024 Proclamation
 - Staff recommends that the city commission adopt the National Night Out 2024 Proclamation and authorize the mayor and clerk to sign.

4. Approval of Agenda: *(6:05 pm – 6:07 pm) Action Item*

B. PUBLIC HEARINGS:

C. PERSONS WISHING TO PRESENT TESTIMONY:

- 1. MaLissa Schutt, Executive Director at Clinton Area Transit System *(6:07 pm – 6:17 pm)*
Discussion only
- 2. Public comment - agenda & non-agenda items *(6:17 pm – 6:20 pm) Discussion only*
Each speaker is only entitled to one (1) three-minute time during each Public Comment period.

D. COMMUNICATIONS:

E. OLD BUSINESS:

- 1. Discussion of Viable Options for Cooperative Agreement with Bingham Township
(6:20 pm – 6:45 pm) Discussion only
(Presenter: Chad Gamble, City Manager)

F. NEW BUSINESS:

1. Appeal of Invoice 7161 for Fire Run to 1000 E. Walker St (6:45 pm – 6:55 pm) *Action Item*
(Presenter: Chad Gamble, City Manager)
2. Core Business Technologies – Statement of Work (6:55 pm – 7:05 pm) *Action Item*
(Presenters: Chad Gamble, City Manager; Mindy J. Seavey, City Clerk)
3. Resolution #30-2024 – Consumers Energy Streetlight Resolution (500 Block of West Sickles) (7:05 pm – 7:10 pm) *Action Item*
(Presenter: Justin Smith, Director of Public Services)
4. Resolution #31-2024 – Consumers Energy Streetlight Resolution (200 Block of Wight Street) (7:10 pm – 7:13 pm) *Action Item*
(Presenter: Justin Smith, Director of Public Services)
5. Resolution #32-2024 – Consumers Energy Streetlight Resolution (200 East Cass Street) (7:13 pm – 7:15 pm) *Action Item*
(Presenter: Justin Smith, Director of Public Services)
6. Rental Inspection Ordinance and Fee Schedule Amendments – Resolution to Introduce #33-2024 (7:15 pm – 7:25 pm) *Action Item*
(Presenter: Ken Skunda, McKenna)
7. Social District Permit Application Review – Resolution #34-2024 (7:25 pm – 7:35 pm) *Action Item*
(Presenter: Chad Gamble, City Manager)
8. Depot and Rail Car Strategic Planning and Use Discussion (7:35 pm – 7:50 pm) *Discussion only*
(Presenter: Chad Gamble, City Manager)
9. City Manager – Annual Job Performance Review (7:50 pm – 8:10 pm) *Discussion only*
10. City Manager Comments (8:10 pm – 8:20 pm) *Discussion only*
11. Commissioner Comments (8:20 pm – 8:30 pm) *Discussion only*

G. ADJOURNMENT: (8:30 pm)

(Next Regular Meeting Scheduled for **Monday, August 26, 2024, 6:00 p.m.**)

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the city clerk 989-224-8944 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodation.



CONSENT AGENDA

CITY OF ST. JOHNS
CITY COMMISSION MINUTES

JUNE 24, 2024

The regular meeting of the St. Johns City Commission was called to order by Mayor Dzurka at 6:02 p.m. at the Clinton County Courthouse, 100 East State Street, 2nd Floor, Suite #2200, St. Johns, Michigan.

COMMISSIONERS PRESENT: Eric Hufnagel, Jean Ruestman, Brad Gurski, Scott Dzurka, Chris Hyzer

COMMISSIONERS ABSENT: None

STAFF PRESENT: Chad Gamble, City Manager; Kristina Kinde, City Treasurer; Mindy J. Seavey, City Clerk; Anne Seurnyck, City Attorney; Jeff Keesler, McKenna

Mayor Dzurka asked if any of the commissioners or persons present wished to discuss any of the items on the consent agenda. He discussed removing the closed session minutes.

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the consent agenda be approved as amended.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the minutes of the May 20, 2024 regular be approved as presented.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that warrants be approved as presented in the amount of \$874,584.41.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

c. Granger Waste Services Solid Waste, Recycling and Spring Cleanup 5-Year Contract

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the 5-year contract from Granger for Solid Waste, Recycling and Spring Cleanup.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

d. Updated Construction Standards

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the updated City of St Johns Construction Standards.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

e. Utility Service Truck Outfitting

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the purchase of a utility service box from Hoekstra Equipment in the amount of \$52,368.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

f. Clinton County Road Commission – Chip Sealing of the Industrial Park, Walker Rd, and S. Lansing Streets

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the bids and contracts from the Clinton County Road Commission for the cost of \$18,961.14 subsequent to review of contract language by Foster Swift.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

g. Principal Shopping District/Downtown Development Authority Appointments

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission reappoint Tracy Kossaras, Brent Hurst and Ed Brandon to the Principal

Shopping District and Downtown Development Authority Boards as recommended (terms expiring June 30, 2028).

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

h. Fire Department SCBA Purchase

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the purchase of new SCBA from Municipal Emergency Equipment of in the amount of \$182,335.00.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

i. 24/25 Street Program – Water Utility Improvements - Material Purchase

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve ETNA as the sole source provider for Waterous Fire Hydrants and American Flow Control Valves and approval of the water infrastructure components quote from ETNA Supply in the amount of \$60,653.00.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

j. Morton Street Water Main Replacement

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the Morton Street watermain project to be awarded to Miller Brothers Excavation in the amount of \$582,903.00.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

k. CEDAM AmeriCorps Member – Host Site Agreement

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the City Manager to sign the Host Site Agreement and to serve as the City's Host Site Executive Director.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

l. Merit Bonus

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the merit bonus for Conner Rademacher.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

m. King Media Contract

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the FY 24/25 King Media contract for the sum of \$55,000.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

n. Year End Budget Adjustments

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the year end budget adjustments as per City Treasurer Kinde's memo.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

AGENDA

Mayor Dzurka asked if there were any additions or deletions to the agenda. He said the Independence Day Service Contract has been passed out. He removed Malissa Schutt, Clinton Transit; added New Business item #6 – RBC Media Replacement; and removed Closed Session from the agenda.

City Manager Gamble discussed the late arrival of documents.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the agenda as amended.

AGENDA

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 - ~~-Closed session minutes of May 20, 2024~~
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 - In the amount of \$874,584.41
- c. Granger Waste Services Solid Waste, Recycling and Spring Cleanup 5-Year Contract
 - Staff recommends that the city commission approve the 5-year contract from Granger for Solid Waste, Recycling and Spring Cleanup.
- d. Updated Construction Standards
 - Staff recommends that the city commission approve the updated City of St Johns Construction Standards.
- e. Utility Service Truck Outfitting
 - Staff recommends that the city commission approve the purchase of a utility service box from Hoekstra Equipment in the amount of \$52,368.
- f. Clinton County Road Commission – Chip sealing of the Industrial Park, Walker Rd, and S. Lansing streets
 - Staff recommends the city commission approve the bids and contracts from The Clinton County Road Commission for the cost of \$18,961.14 subsequent to review of contract language by Foster Swift.
- g. Principal Shopping District/Downtown Development Authority Appointments
 - The St. Johns PSD/DDA Boards of Directors recommends the city commission reappoint Tracy Kossaras, Brent Hurst and Ed Brandon to the Principal Shopping District and Downtown Development Authority Boards as recommended (terms expiring June 30, 2028).
- h. Fire Department SCBA Purchase
 - Staff recommends the city commission approve the purchase of new SCBA from Municipal Emergency Equipment of in the amount of \$182,335.00.
- i. 24/25 Street Program – Water Utility Improvements - Material Purchase
 - Staff recommends the city commission approve ETNA as the sole source provider for Waterous Fire Hydrants and American Flow Control Valves and approval of the water infrastructure components quote from ETNA Supply in the amount of \$60,653.00.
- j. Morton Street Water Main Replacement
 - Staff recommends the city commission approve the Morton Street watermain project to be awarded to Miller Brothers Excavation in the amount of \$582,903.00.

- k. CEDAM AmeriCorps Member – Host Site Agreement
 - Staff recommends the city commission approve the City Manager to sign the Host Site Agreement and to serve as the City’s Host Site Executive Director.
- l. Merit Bonus
 - Staff recommends the city commission approve the merit bonus for Conner Rademacher.
- m. King Media Contract
 - Staff recommends the city commission approve the FY 24/25 King Media contract for the sum of \$55,000.
- n. Year End Budget Adjustments
 - Staff recommends that the city commission approve the year end budget adjustments as per City Treasurer Kinde’s memo.
- 4. Approval of Agenda:

B. PUBLIC HEARINGS:**C. PERSONS WISHING TO PRESENT TESTIMONY:**

- 1. ~~MaLissa Schutt, Executive Director at Clinton Area Transit System~~
- 2. Public comment - agenda & non-agenda items

D. COMMUNICATIONS:**E. OLD BUSINESS:**

- 1. Resolution #26-2024 – Resolution to Adopt an Ordinance to Amend Chapter 155 the City of St. Johns Code of Ordinances Regarding Chickens
- 2. Resolution #27-2024 – a Resolution to Adopt an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Sidewalk Requirements

F. NEW BUSINESS:

- 1. Resolution #28-2024 – a Resolution to Exempt the City from Public Act 152 of 2011
- 2. Request for Funding of Recycling Center by Lions Club
- 3. Request for Funding of Independence Day Fireworks Show from St. Johns’ Rotary
- 4. Headlee Override – Resolution #29-2024
- 5. Federal Mogul Property Update
- 6. RBC Media Replacement (*Added to agenda*)
- 7. City Manager Comments
- 8. Commissioner Comments
- 8. ~~Closed Session~~ ~~Written Attorney Client Privileged Legal Opinion~~

G. ADJOURNMENT:

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None
Motion carried.

PUBLIC HEARINGS

PERSONS WISHING TO PRESENT TESTIMONY

2. Public Comment

Mayor Dzurka asked if there were any public comments.

Linda Klebs, was present. She said she and her husband, Alan Vogel, are here to represent themselves to let people know they did pay for cabinetry from a downtown business. She said word came back that they didn't pay and were refusing them. She said they paid in full on June 20, 2022, \$18,584.49 and still have not received anything. She said they own Al-Lin's Floral and Gifts and they get people coming into the store often asking about it. She said they did pay for the cabinetry and are trying to clear their names.

Beth Klein, Courthouse Cuts owner, was present. She thanked Chief Kirk for remedying the handicap parking situation. She discussed their former location on Clinton Avenue and issues with parking and said parking is an issue again. She discussed an e-mail from Heather Hanover and that the plan can be tweaked and modified. She said the parking plan isn't working and it would be better not to have parking meters or paid parking. She discussed: grant applications and having paid parking is counted against you; other communities that don't have paid parking; she has a petition in her shop. She asked for an independent company to do a parking survey; asked for 5 spots in the former police department be made available; and is asking that businesses and tenants split parking equally.

Dave Klein was present. He said they are asking owners to submit a copy to the city of make/model of their vehicle; free street parking space to patrons; asking for parking changes such as removal of 2-hour parking restrictions; ask if continued, then 2-hour parking applies to all downtown parking; discussed service industry and patrons; and asked for a walk-through of the principal shopping district to find clarity.

Ms. Klein said they can provide the suggestions discussed in writing.

COMMUNICATIONS

OLD BUSINESS

1. Resolution #26-2024 – Resolution to Adopt an Ordinance to Amend Chapter 155 the City of St. Johns Code of Ordinances Regarding Chickens

Mayor Dzurka said this ordinance would change the tarping requirements.

Jeff Keesler, McKenna, discussed key changes: securely fastened and free of rips and tears; allow canvas of 20 mills, tarp of 10 mills; item G has a bit of wording change.

Commissioner Hyzer asked how many people have chickens within the city and how many were denied.

City Manager Gamble said we can obtain that information. He said this would rectify some of the nuanced language in the ordinance.

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission adopt Resolution #26-2024.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

2. Resolution #27-2024 – a Resolution to Adopt an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Sidewalk Requirements

Jeff Keesler, McKenna, discussed with this ordinance any type of site plan approval construction would be required to construct a sidewalk; a new principal structure on a lot; and on both sides of any newly constructed road.

Mayor Dzurka said when this came before the planning commission, many thought this was in place already. He said we are aware there are some places that can't put in a sidewalk, and this provides for some exemptions.

Motion by Commissioner Gurski seconded by Commissioner Ruestman that the city commission adopt Resolution #27-2024.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

NEW BUSINESS

1. Resolution #28-2024 – a Resolution to Exempt the City from Public Act 152 of 2011

City Clerk Seavey said the city has opted-out annually since 2015. This year, we have potential to be over the hard cap due to our funding of the HSA and potential HRA funding. She said staff recommends the city commission adopt the resolution to exempt us from PA 152. By adopting this resolution to opt-out, we are in compliance, and we are keeping this on our radar annually.

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission adopt Resolution #28-2024.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

2. Request for Funding of Recycling Center by Lions Club

Mayor Dzurka said it is important to note there is an attached contract for services. He said this body is prohibited from making donations.

City Manager Gamble said he recently visited the recycling center. He said it is a busy center and he was shocked at how busy it was. He said they had a wonderful meeting with Dean Hartenburg of the Lions Club. He discussed the challenges with recycling markets; it is important to be mindful of duties to recycle; the offerings the city provides; and city residents were there using it. He said we worked with Foster Swift on the contract for services which would be \$2,000 for this year.

Commissioner Ruestman said they take Styrofoam, and we can't put Styrofoam in our recycling.

Commissioner Hufnagel said certain things they could take that we are not able to put into our bins and it still serves a purpose.

City Manager Gamble said they do offer services over and above what Granger currently does. He said there are two known previous contributions to the Lions Club. He said it is a very well-run facility.

Motion by Commissioner Ruestman seconded by Commissioner Hufnagel that the city commission authorize the contract for the recycling center of the Lions Club.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

3. Request for Funding of Independence Day Fireworks Show from St. Johns' Rotary

City Manager Gamble said we received a request about two weeks ago from Rotary requesting funding. He said fundraising was lagging a little bit and we have not contributed towards the fireworks. He said Rotary does a cornucopia of wonderful things and the wonderful fireworks show. He said Foster Swift wrote up a contract for providing services of fireworks. He asked for consideration for that. Their costs are \$15,000 to \$18,000 and they originally asked for \$1,000.

Commissioner Hufnagel said it is consistent with supporting recreational activities in the city such as concerts in the park. He said he supported this.

Commissioner Ruestman wanted to ensure we have the \$1,000 for this.

Treasurer Kinde said yes.

Commissioner Gurski discussed what it brings to our community and said every other community likely contributes to fireworks. He suggested maybe boosting that as a % to a maximum. He said it is a small cost to support the community.

City Manager Gamble said it was not anticipated in 24/25 budget that was recently approved. He discussed the 25/26 budget and having this as a consideration for that budget.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission provide up to \$1,000 with an additional \$500 – \$800 if there is a fundraising shortfall for the Rotary Independence Day Service Contract.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

4. Headlee Override – Resolution #29-2024

City Treasurer Kinde said each year the city's operating millage is rolled back by Headlee. She said this is ballot language for the November 5th election to increase it back to 10 mills. She said we did this 4 years ago. It would be approximately \$62,500 in additional revenue based on the current year's values. If approved, it would be taken to the Attorney General's office for approval. It needs to be submitted to the county clerk's office by August 15th.

Attorney Seurnyck said she is not sure if it is required by law to be sent to the Attorney General's office.

Commissioner Hyzer discussed exhibit A. He asked if the LDFA captures, because it just says PSD & DDA.

Treasurer Kinde said yes, we can update that in the resolution. It shouldn't say PSD, but instead should say LDFA and DDA.

There was a discussion of:

- Clarity on what the last sentence should read.

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission adopt Resolution #29-2024 with the removal of PSD and adding in LDFA.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

5. Federal Mogul Property Update

Mayor Dzurka said the property changed hands and their plans for the building have been amended.

City Manager Gamble said there was a proposed development, and it didn't pan out for the solar panel manufacturing company. He said it is a 10 plus acre parcel, industrial classed property and there is continued interest in the property. It has been like that for over a decade. He said that property was the impetus of the city reaching out to MSU planning college on having a study done on the depot area. He discussed MDOT property, city property and private property in the area. He said there is a lot of interest at the state level regarding housing. This area is in a transition zone from the downtown area and residential area. He said it might be a great opportunity to do a mixed-use development, package it up and work with MEDC and package up incentives. He said currently there are restrictions on the development. The contamination would have to be remediated and that whole process takes a long time to assemble that. He said everyone he has talked to at the state says it would be a tremendous development. He said it is a total of 18 acres in the center of the city. We would need agreements with the current developer, or the property will have to be sold to a developer willing to have the carrying cost, or the city would contemplate taking that on and issuing an RFP for development of the 18-acre parcel. He said the current city holding in the area is not big enough for developers. He said he wanted to see if the commission was interested in any of those options.

There was a discussion of:

- Two years seems like a long time, but it has sat vacant for so long and the benefit it would garner.
- Understanding caveats of the choices.
- It is worth exploring options; huge opportunity for us.
- Mixed use that continues to build onto our downtown again.
- Parking.
- Modernize a whole new area in our downtown in a different way.
- Area in dire need of improvement.
- Cost to get 18 acres to a blank slate?
 - Opportunities through MEDC and LEAP.
 - Getting significant support from the state.
- The city is a Redevelopment Ready Community and getting some assistance.
- Phase I & II on the property.

6. RBC Media Replacement

Jeff Keesler, McKenna, left the meeting at 6:59 p.m.

Supervisor Whitford said about two weeks ago we heard some sloshing around and found some of the media had broken free. He said we have 4 media packs and 13 modules that were damaged. He said we have a quote from Walker Process. He said the RBC's we have are from Walker and have been in place for over 20 years and have been very reliable.

There was a discussion of:

- This happened with the RBC's 12-13 years ago.
- It falls below the threshold of making a purchase, but because this wasn't budgeted this is coming forward.
 - The new policy says \$25,000 and above without bids.
 - This is an emergency process.

Motion by Commissioner Ruestman seconded by Commissioner Gurski that the city commission approve the purchase of equipment from Walker Process in the amount of \$33,150.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

7. City Manager Comments

City Manager Gamble discussed:

- Fantasy Forest Update
 - Master Plan 98% complete
 - Funding brochure is finalized and distributed
 - Working on timing with SJACF on Patronicity funding and official launch
- Wilson Center Updates
 - Historical Tax Credits – updates and resolving ACM issues
 - Reminder of timing impacts & possible changes to design of front entry and hallways.
 - Update on AmeriCorps Position – advertisement has started and we will be distributing the posting to many different outlets.
 - Preliminary notification of Congressional Funding for ADA and Accessibility Project for the Wilson Center for \$1.2 million
- Big push for the opening, completion, training and certification by health department for the recirculation project for the Splash Park, but it opened with a fair amount of fanfare at 10:00 am on June 15th.
- The Downtown Business Map is complete and will be printed and distributed in the next week or two.
- Downtown parking has received several inquiries centered around the 100 block. Discussed performing a parking survey in conjunction with the DDA in preparation for our October or November review of the first year of the new parking plan.
- Interest in the old Rite Aid store for a day-care facility.
- Working with the Chamber on coordination and build up for the Mint Festival. Several improvements this year that will include the resurrected carnival area but there are some bumps in the road dealing with the rodeo. Working to support the Chamber and offer assistance to the County to ensure that this event will go on as planned.
- Reminder of the closure of City offices on July 4th and 5th to mirror the County Closure.
- New WWTP video by Genevieve Hills. Great short video of the WWTP process!!
- Genevieve's last day is the 25th, however we have a replacement for her. Her name is Olyvia Coon and she is also from Ovid-Elsie and her first day will be July 10th. I hope to introduce her to the Commission at the July meeting.

7. Commissioner Comments

Commissioner Gurski said he was unable to attend the last ambulance board meeting, but Mr. Thelen was there. They moved forward with an offer for an assistant director position. The ambulance continues to grow rapidly, and they will possibly bring on a fifth rig in the near future and that things are good these days.

Commissioner Ruestman thanked people that brought forward the parking issues. Thanks for bringing solutions and not just problems. She said she was walking through the city park and noticing all the great improvements. There were comments on Facebook that said they don't see improvements there. She said it would be great to put up temporary signs through Mint Festival to point out improvements. It would be a great opportunity when we have that many people in the park. July 18th is the Mint Festival pageant and tickets will be on sale on-line. They have 22 candidates this year and she is excited to be involved in that again. She discussed people that were on the court who want to stay involved.

Commissioner Hyzer said congratulations to the derby, it was good to see everyone downtown.

Commissioner Hufnagel said thanks for coming in with the parking issues. The discussion about parking pre-dates all of us up here. He discussed the many meetings that many people attended, and they didn't attend all the same meetings (Parking Committee, Planning Commission, City Commission, and DDA). He discussed the changes in businesses downtown and the moving parts that take place. He said they felt it was appropriate to move forward with something. He said he appreciated Chad's openness to try to figure out some solutions here. He said no plan should be carved in stone because things do change. We hope to get many people on the same page. People have different needs and different things they are fighting for. How do we be fair, equitable, and balance the needs for growth downtown? We can't fix everything, but we can certainly make tweaks. He said he was glad they were here, and this is pushing us to a larger dialog. He recognized staff's work on the splash pad and said it was the right decision and is going to save the city money. Kudos to staff.

Mayor Dzurka commended the Klein's coming forward with viable solutions. He said we are going to continue to look at parking. He said he was at the DDA meeting on Friday and thanked Heather for having us. He said parking came up there also. We have more than 80 businesses downtown and many residential areas above buildings (150 residents). How do we manage businesses, employees and residents? He said no plan is going to be perfect, but we are trying to do our best. He said it is easy to make accusations of why people make decisions. Everyone has the best intentions of St. Johns at heart. People are well-meaning and trying to strike a balance for everyone. We are committed to continue to look at the plan and make changes; we are looking at changes all the time. He discussed the changes to Brush Street and the new lots we are looking at. We have looked at the tire chalking issue, and it is still an issue. We talked to legal counsel about that, and we are still waiting for courts to work that out and can't begin chalking at this time. He told Dean Hartenburg that the commission approved the service contract for the Lions. He recognized the DDA and their work. He said they are getting

involved in the needs of our rail cars with grants and the work Heather is doing. They are in dire need. There are a lot of broken windows and debris that is lying around. He discussed several articles regarding road conditions and said most times it ends up being M-21 & US-27, which are out of our jurisdiction. He made outreach to the Clinton County Road Commission in hopes to expedite repairs and to show our voice in support of needs of both of those roads. He said kudos to Chad on his report and it is great to see the number of resources (grants and state/federal resources) you and staff pursue. Thank you for continuing to look at those opportunities. He said the planning commission is working on two items: modifications to noise ordinance; how we address and treat corner lots with setbacks. He discussed Fantasy Forest and fundraising. He commended Kroger on their 50th anniversary. He said Kroger recently contributed to the Basic Needs Center.

ADJOURNMENT

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the meeting be adjourned.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

The meeting was adjourned at 7:34 p.m.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Renewal of Liability & Property Insurance	<div><div>[]</div><div>[]</div><div>[]</div><div>[]</div></div>	<div><div>[]</div><div>[]</div><div>[]</div><div>[]</div></div>
Prepared by: Mindy J. Seavey, City Clerk	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: On September 30, 2024, the various insurance policies the City has through the Michigan Municipal League (MML) based, Michigan Municipal Liability and Property Pool will expire. This insurance package includes property, automobile, liability, inland marine, errors and omissions, sewer back up and others. We have to notify the MML by August 1st (60 days before renewal) if we wish to solicit bids.

BACKGROUND/DISCUSSION: The City has been very pleased with the MML insurance over the years. The Pool's Board of Directors is made up of municipal officials and they act in the best interest of the members, and they provide an excellent risk management program to keep losses and premiums down. Their claims service has been very good and fair. Some of the benefits of pooling with the MML are: broad coverage document written specifically for Michigan municipalities, services tailored to unique needs of Michigan municipalities, member assets controlled by an elected board of municipal officials, decisions made and problems resolved by a group of your peers, investment income and underwriting surplus us to benefit members, lower expenses through tax-exempt and non-profit status, training sessions (reduced rates), etc.

One of the components of our ongoing relationship with MML is the receipt of dividends. If we renew with the MML, we are due for another dividend check after October 1st. Last year, we received a dividend check of \$11,836.00 and on October 1, 2024 we will receive \$11,783.00. If we do not renew with the MML, we will not receive this dividend check.

For the reasons detailed above, staff recommends that the MML be designated as a sole source provider offering many advantages of contracting with them to be our insurance agent. If MML is not selected as the sole source insurance provider the City would be required to receive bids for its insurance package and staff would also need to prepare specifications, solicit bids, and notify the Pool. We would have to notify them by August 1st (60 days before renewal) if we wish to solicit bids.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: If approved, the City will work with the MML to provide the necessary information to finalize our insurance renewal. This past year's insurance costs were \$136,123. Upon renewal, we will also receive a dividend check in the amount of \$11,783.00.

RECOMMENDATION: In accordance with the City's Purchasing Policy, the City Manager recommends to the City Commission that MML be designated as a Sole Source Vendor as the MML can supply the City with a superior product and service regarding the provisioning of the required insurance, including coverage requirements for liability and property by the most cost-effective means.

+CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Michigan Municipal League Workers' Compensation Fund – Board of Trustees	[MML Letter RE: Fund Trustee Election] [] [] []	[n/a] [] [] []
Prepared by: Mindy J. Seavey, City Clerk	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The city received a ballot from the MML Workers' Compensation Fund. Three candidates are running for three open positions for four-year terms as trustees.

BACKGROUND/DISCUSSION: The city receives an official ballot for the trustees of the Michigan Municipal League Workers' Compensation Fund annually. This voting must be done by action of the governing body.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: N/A

RECOMMENDATION: Staff recommends that the City Commission authorize voting for the 3 trustees for the four-year terms.



michigan
municipal
league

workers'
compensation
fund

1675 Green Road
Ann Arbor, MI 48105
P: 734-662-3246
800-653-2483
F: 734-662-8083
mml.org

To: Members of the MML Workers' Compensation Fund
From: Michael J. Forster, Fund Administrator
Date: June 24, 2024
Subject: Fund Trustee Election

Dear Fund Member:

Enclosed is your ballot for this year's Board of Trustees election. Three appointees have agreed to seek election to their first term. You may also write in one or more candidates if you wish.

A brief biographical sketch of the candidates is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than August 9th. Alternately, you may complete your ballot online:

Go to www.mml.org. At the top of the page, hover over *Programs & Services* and select *Risk Management* from the drop-down list. Next, look for the *Jump To* panel and select *Workers' Compensation Fund*. The ballot link is on the next page, in the *Jump To* panel, under *Online Forms*.

The MML Workers' Compensation Fund is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Fund, and for participating in the election of your governing board.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Forster".

Michael J. Forster
Fund Administrator
mforster@mml.org

THE CANDIDATES
Four-year terms beginning October 1, 2024



Victor Cardenas, City Manager, City of Novi

Victor Cardenas joined the City of Novi as Assistant City Manager in October 2010. He was named Interim City Manager in November 2022 and was selected as City Manager in June 2023. For twelve years, Mr. Cardenas assisted the City Manager in developing program strategies to achieve City Council goals and to improve the quality of life in Novi. He coordinates day-to-day operations and ensures integration of services among City Departments as well as the dependable delivery of high-quality services while conserving community resources. Mr. Cardenas instituted a citizen relationship software that has greatly improved Novi's receipt of service requests and workflow management and created a digitized version of the City's Capital Improvement Program. He continues to be active with the International City/County Management Association, being elected to the Board of Directors in 2020, the Michigan Municipal Executives and multiple committees, associations, and organizations throughout the region. Additionally, he sits on the boards for the Intelligent Transportation Society of Michigan and the Michigan Library Network. Victor is seeking election to his first term.



Daniel Coss, City Administrator, City of DeWitt

Daniel Coss was appointed DeWitt's City Administrator in 2011, after previously working for the City of Marysville for more than 11 years. Dan is originally from the mid-Michigan area and has a Bachelor of Science in Forestry from Michigan State University and a Master's of Science Degree in Administration from Central Michigan University. Daniel is seeking election to his first term.



Bridget Dean, Mayor, City of Berkley

Bridget Dean was first elected to Berkley City Council in 2019 and re-elected in 2023. She and her husband have lived in Berkley since 2005 and have two grown children. Bridget has owned the knit shop "...have you any Wool?" in Berkley for twenty years. Being both a resident and business owner gives her a unique perspective and compliments the skills already on City Council. Bridget has been active in numerous organizations, as a member and vice chair of the Berkley Downtown Development Authority and several of its committees, and as a member and board member of the Greater Berkley Chamber of Commerce. Bridget is seeking election to her first term.

Michigan Municipal League
Workers' Compensation Fund

OFFICIAL BALLOT - 2024

Vote for three Trustees by marking the line to the left of the name for four-year terms beginning October 1, 2024.

____ **Victor Cardenas, Appointee**
Manager, City of Novi

____ **Daniel Coss, Appointee**
Administrator, City of DeWitt

____ **Bridget Dean, Appointee**
Mayor, City of Berkley

Write-in Candidate

I hereby certify that:

(Municipality/Agency)

by action of its governing body, has authorized its vote to be cast for the above persons to serve as Trustees of the Michigan Municipal League Workers' Compensation Fund.

Official Signature
Date:

**Ballot deadline:
August 9, 2024**

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22nd, 2024

Department: Wastewater	Attachments:	Submitted to CA for Review
Subject: <i>Wastewater Department Pick-up Truck Purchase</i>	[X] <i>Young Chevy Pick-Up Quote</i> [] []	[N/A]
Prepared by: Name, Jordan Whitford Title, Wastewater Supervisor	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: In the 24-25 FY budget, money was appropriated for the replacement of a pickup truck. This truck, a 2010 Ford, has served us well. However, after 14 years and over 100,000 miles, this truck is worn out and well past due for replacement.

Staff worked with Young's Chevrolet to secure pricing for a replacement truck. Fortunately, Young's had a suitable replacement model in stock and provided a quote through the MI Bid program. The quoted price of \$44,999.00 falls within the \$50,000 allocation in the FY 24-25 budget.

BACKGROUND/DISCUSSION: Over the past few years staff has worked to create an equipment replacement plan for all vehicles within its motor vehicle pool. We have assigned the fund balance as appropriate and continue to proactively set aside reserves annually for these anticipated future expenditures. This vehicle is on our equipment replacement schedule for the 24-25 FY.

STRATEGIC PLAN OBJECTIVE: Public Facilities – Goal #1: Continue to offer High Quality Services and Facilities for Residents

FISCAL IMPACT: This truck replacement was a budgeted line item within the 24-25 FY budget and funds are available in account 592-560-818.077.

RECOMMENDATION: Staff recommends the City Commission approve the purchase of a new pick-up from Youngs Chevrolet in the amount of \$44,999.00



Young of St. Johns

Michael Humble | 517-490-7776 | mhumble@youngchevystjohns.com

[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5)

I have included all options and truck specifications.

If this vehicle build includes a quote the pricing will be on page 3.

Quote includes tax but may not include title, and plate fees. If you are tax exempt just disregard the tax.

Due to market volatility quotes are good for 30 days.

If you need more info or have any questions please let me know.

Thank you for the opportunity to quote this for you and I look forward to working with you.

Michael Humble

Young Chevrolet St. Johns

Medium Duty & Commercial Truck Manager

Cell 517-490-7776 Call or Text

Fax 989-224-2594

mhumble@youngchevystjohns.com



Young of St. Johns

Michael Humble | 517-490-7776 | mhumble@youngchevystjohns.com

Table of Contents

- Quote Worksheet
- Weight Rating
- Technical Specifications
- Selected Model and Options
- Standard Equipment
- Window Sticker

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Data Version: 22820. Data Updated: Jun 26, 2024 6:44:00 PM PDT.



Young of St. Johns

Michael Humble | 517-490-7776 | mhumble@youngchevystjohns.com

[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Quote Worksheet

		MSRP
Base Price		\$46,100.00
Dest Charge		\$1,995.00
Total Options		\$930.00
Subtotal		\$49,025.00
Doc Fee		\$260.00
State Filing Fee		\$24.00
MI BID Discount		(\$2,900.00)
Subtotal Pre-Tax Adjustments		(\$2,616.00)
Less Customer Discount		(\$1,425.00)
Subtotal Discount		(\$1,425.00)
Trade-In		\$0.00
Excluded from Sales Tax	Subtotal Trade-In	\$0.00
Taxable Price		\$44,984.00
Sales Tax	6.00%	\$2,699.04
Tax Exempt		(\$2,699.04)
Title or In-Transit Plate		\$15.00
Subtotal Taxes		\$15.00
Subtotal Post-Tax Adjustments		\$0.00
Total Sales Price		\$44,999.00

Dealer Signature / Date


Customer Signature / Date

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) ( Complete)

Weight Ratings

WEIGHT RATINGS	
Front Gross Axle Weight Rating:	3800 lbs
Rear Gross Axle Weight Rating:	3800 lbs
Gross Vehicle Weight Rating:	7000.00 lbs

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	Four Wheel Drive	Trans Order Code	MFC
Trans Type	8	Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.56
Second Gear Ratio (:1)	2.97	Third Gear Ratio (:1)	2.08
Fourth Gear Ratio (:1)	1.69	Fifth Gear Ratio (:1)	1.27
Sixth Gear Ratio (:1)	1.00	Reverse Ratio (:1)	3.82
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	Magna
Transfer Case Gear Ratio (:1), High	1.00	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	N/A	Seventh Gear Ratio (:1)	0.85
Eighth Gear Ratio (:1)	0.65		

Mileage

EPA Fuel Economy Est - Hwy	21 MPG	Cruising Range - City	432.00 mi
EPA Fuel Economy Est - City	18 MPG	Fuel Economy Est-Combined	19 MPG
Cruising Range - Hwy	504.00 mi	Estimated Battery Range	N/A

Engine

Engine Order Code	L3B	Engine Type	Turbocharged Gas I4
Displacement	2.7L/166	Fuel System	Direct Injection
SAE Net Horsepower @ RPM	310 @ 5600	SAE Net Torque @ RPM	430 @ 3000
Engine Oil Cooler	N/A		

Electrical

Cold Cranking Amps @ 0° F (Primary)	730	Cold Cranking Amps @ 0° F (2nd)	N/A
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	220

Cooling System

Total Cooling System Capacity	N/A
-------------------------------	-----

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Powertrain

Cooling System

Vehicle

Emissions	
Tons/yr of CO2 Emissions @ 15K mi/year	9.3
EPA Greenhouse Gas Score	4

Chassis

Weight Information			
Standard Weight - Front	1.00 lbs	Standard Weight - Rear	0.00 lbs
Base Curb Weight	N/A	Gross Axle Wt Rating - Front	3800 lbs
Gross Axle Wt Rating - Rear	3800 lbs	Curb Weight - Front	2927 lbs
Curb Weight - Rear	1956 lbs	Option Weight - Front	7.00 lbs
Option Weight - Rear	62.00 lbs	Reserve Axle Capacity - Front	865.00 lbs
Reserve Axle Capacity - Rear	1782.00 lbs	As Spec'd Curb Weight	4953.00 lbs
As Spec'd Payload	2047.00 lbs	Maximum Payload Capacity	2117.00 lbs
Gross Combined Wt Rating	14500 lbs	Gross Axle Weight Rating	7600.00 lbs
Curb Weight	4883.00 lbs	Reserve Axle Capacity	2647.00 lbs
Total Option Weight	69.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	7000.00 lbs

Trailer			
Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	9000 lbs	Wt Distributing Hitch - Max Tongue Wt.	900 lbs
Fifth Wheel Hitch - Max Trailer Wt.	8900 lbs	Fifth Wheel Hitch - Max Tongue Wt.	2225 lbs
Maximum Trailering Capacity	9400 lbs		

Frame			
Frame Type	Box Ladder	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Chassis

Suspension

Suspension Type - Front	Independent coil-over-shock	Suspension Type - Rear	Solid Axle
Spring Capacity - Front	3800 lbs	Spring Capacity - Rear	3850 lbs
Axle Type - Front	N/A	Axle Type - Rear	N/A
Axle Capacity - Front	3800 lbs	Axle Capacity - Rear	3800 lbs
Axle Ratio (:1) - Front	3.42	Axle Ratio (:1) - Rear	3.42
Shock Absorber Diameter - Front	N/A	Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	1.30 in	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	QBN	Rear Tire Order Code	QBN
Spare Tire Order Code	QBR	Front Tire Size	255/70R17
Rear Tire Size	255/70R17	Spare Tire Size	255/70R17
Front Tire Capacity	3800 lbs	Rear Tire Capacity	3800 lbs
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	17 x 8 in	Rear Wheel Size	17 x 8 in
Spare Wheel Size	17 x 8 in	Front Wheel Material	Steel
Rear Wheel Material	Steel	Spare Wheel Material	Steel

Steering

Steering Type	Electric Rack & Pinion	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	49.5 ft	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	Pwr	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A	Disc - Front (Yes or)	Yes

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Chassis

Brakes			
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	13 x 1.18 in
Rear Brake Rotor Diam x Thickness	13.6 x 0.79 in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

Fuel Tank			
Fuel Tank Capacity, Approx	24 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

Dimensions

Interior Dimensions			
Passenger Capacity	6	Front Head Room	43.03 in
Front Leg Room	44.53 in	Front Shoulder Room	66.02 in
Front Hip Room	61.18 in	Second Head Room	40.12 in
Second Leg Room	43.4 in	Second Shoulder Room	65.16 in
Second Hip Room	60.24 in		

Exterior Dimensions			
Wheelbase	157 in	Length, Overall w/o rear bumper	N/A
Length, Overall w/rear bumper	N/A	Length, Overall	241.41 in
Width, Max w/o mirrors	81.24 in	Height, Overall	75.4 in
Overhang, Front	N/A	Overhang, Rear w/o bumper	N/A
Front Bumper to Back of Cab	N/A	Cab to Axle	N/A
Cab to End of Frame	N/A	Ground to Top of Load Floor	N/A
Ground to Top of Frame	N/A	Frame Width, Rear	N/A
Ground Clearance, Front	7.95 in	Ground Clearance, Rear	7.95 in
Body Length	0.00 ft	Cab to Body	N/A

Cargo Area Dimensions			
Cargo Box Length @ Floor	79.44 in	Cargo Box Width @ Top, Rear	N/A
Cargo Box Width @ Floor	71.4 in	Cargo Box Width @ Wheelhousings	50.63 in

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Young of St. Johns

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) ( Complete)

Dimensions

Cargo Area Dimensions

Cargo Box (Area) Height	22.4 in	Tailgate Width	N/A
Cargo Volume	71.7 ft³	Ext'd Cab Cargo Volume	N/A

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Young of St. Johns

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Selected Model and Options

MODEL				
CODE	MODEL	MSRP		
CK10743	2024 Chevrolet Silverado 1500 4WD Crew Cab 157" Work Truck	\$46,100.00		
COLORS				
CODE	DESCRIPTION			
GAZ	Summit White			
EMISSIONS				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs	\$0.00
ENGINE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
L3B	Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.) *GROSS*	0.00 lbs	0.00 lbs	\$0.00
TRANSMISSION				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
MFC	Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)	0.00 lbs	0.00 lbs	\$0.00
GVWR				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
C5W	GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (L3B) TurboMax engine.)	0.00 lbs	0.00 lbs	\$0.00

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Michael Humble | 517-490-7776 | mhumble@youngchevystjohns.com

[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) ( Complete)

AXLE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GU6	Rear axle, 3.42 ratio	0.00 lbs	0.00 lbs	\$0.00
PREFERRED EQUIPMENT GROUP				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	\$0.00
WHEELS				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)	0.00 lbs	0.00 lbs	\$0.00
TIRES				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
QBN	Tires, 255/70R17 all-season, blackwall (STD)	0.00 lbs	0.00 lbs	\$0.00
SPARE TIRE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
QBR	Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)	0.00 lbs	0.00 lbs	\$0.00
PAINT				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GAZ	Summit White	0.00 lbs	0.00 lbs	\$0.00
SEAT TYPE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)	0.00 lbs	0.00 lbs	\$0.00

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Young of St. Johns

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
H2G	Jet Black, Vinyl seat trim	0.00 lbs	0.00 lbs	\$0.00

RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)	0.00 lbs	0.00 lbs	\$0.00

OPTION DISCOUNT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
—	Option/package discount (Requires (L3B) TurboMax engine or (PEB) WT Value Package.) *DISCOUNT*	0.00 lbs	0.00 lbs	(\$1,850.00)

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
PCV	WT Convenience Package includes (AKO) tinted windows, (C49) rear-window defogger, (K34) cruise control and (DLF) power mirrors (Upgradeable to (DPO) trailer mirrors and includes (DD8) auto dimming rearview mirror.)	0.00 lbs	0.00 lbs	Inc.
PEB	WT Value Package includes (PCV) WT Convenience Package and (Z82) Trailing Package (Not available with (ZW9) pickup bed delete.) *GROSS*	0.00 lbs	0.00 lbs	\$1,190.00
Z82	Trailing Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance (With (L84) 5.3L EcoTec3 V8 engine requires (G80) locking differential. Included with (PEB) WT Value Package.)	-4.00 lbs	19.00 lbs	Inc.

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
G80	Auto-locking rear differential (Required with (L84) 5.3L EcoTec3 V8 engine when (Z82) Trailering Package is ordered. Included with (Z71) Z71 Off-Road Package.)	0.00 lbs	4.00 lbs	\$395.00
JL1	Trailer brake controller, integrated (Requires (Z82) Trailering Package.)	3.00 lbs	1.00 lbs	\$275.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AKO	Glass, deep-tinted (Included with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.
CGN	Chevytec spray-on bedliner, Black (does not include spray-on liner on tailgate due to Black composite inner panel) (Not available with (ZW9) pickup bed delete. Double Cab and Crew Cab models are available with Ship Thru codes (VCO), (VDT), (VYC) or (VYS). Crew Cab and Regular Cab models are available with Ship Thru codes (A6T), (TW3), (VI1), (VDJ), (VKZ) or (WEZ).)	3.00 lbs	31.00 lbs	\$545.00
DLF	Mirrors, outside heated power-adjustable (Standard on Regular Cab models. Included and only available with (PCV) WT Convenience Package on Crew Cab and Double Cab models. When (PQA) WT Safety Package is ordered, includes (DP6) high gloss Black mirror caps.)	1.00 lbs	0.00 lbs	Inc.
QT5	Tailgate, gate function manual with EZ Lift includes power lock and release	0.00 lbs	4.00 lbs	\$150.00
VK3	License plate kit, front (will be shipped to orders with ship-to states that require front license plate)	1.00 lbs	0.00 lbs	\$0.00

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
C49	Defogger, rear-window electric (Included with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs	Inc.
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (PCV) WT Convenience Package. Upgradeable to (KSG) Adaptive Cruise Control.)	0.00 lbs	0.00 lbs	Inc.
KC9	Power outlet, bed mounted, 120-volt (400 watts shared with (KI4) interior power outlet) (Included and only available with (KI4) Power outlet. Not available with (ZW9) pickup bed delete.)	0.00 lbs	1.00 lbs	Inc.
KI4	Power outlet, interior power outlet, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Includes (UBI) USB ports on Crew and Double Cab models only. Requires (QT5) EZ Lift power lock and release tailgate.)	3.00 lbs	2.00 lbs	\$225.00
N06	Steering column lock, electrical	0.00 lbs	0.00 lbs	\$0.00
UBI	USB ports, rear, dual, charge-only (Included and only available with (KI4) 120-volt power outlet on Crew and Double Cab models only.)	0.00 lbs	0.00 lbs	Inc.

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
CTT	Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Included and only available with (Z82) Trailering Package.)	0.00 lbs	0.00 lbs	Inc.
Options Total		7.00 lbs	62.00 lbs	\$930.00

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Standard Equipment

Package	Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam
Mechanical	Durabed, pickup bed
	Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)
	Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)
	Rear axle, 3.42 ratio
	GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (L3B) TurboMax engine.)
	Push Button Start
	Automatic Stop/Start
	Transfer case, single speed electronic Autotrac with push button control (4WD models only)
	Four wheel drive
	Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
	Alternator, 220 amps (Included with (L3B) TurboMax engine or (VYU) Snow Plow Prep Package.)
	Recovery hooks, front, frame-mounted, Black
	Frame, fully-boxed, hydroformed front section
	Suspension Package, Standard
	Steering, Electric Power Steering (EPS) assist, rack-and-pinion
	Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
	Brake lining wear indicator
	Capless Fuel Fill
	Exhaust, single outlet
Exterior	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)
	Tires, 255/70R17 all-season, blackwall (STD)

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Exterior

Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare
Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
Bumpers, front, Black (semi-gloss)
Bumpers, rear, Black (semi-gloss)
CornerStep, rear bumper
Cargo tie downs (12), fixed rated at 500 lbs per corner
Headlamps, halogen reflector with halogen Daytime Running Lamps
IntelliBeam, automatic high beam on/off
Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
Taillamps with incandescent tail, stop and reverse lights
Mirrors, outside manual, Black (Standard on Crew Cab and Double Cab models only. Not available on Regular Cab models.)
Glass, solar absorbing, tinted
Door handles, Black
Tailgate and bed rail protection cap, top
Tailgate, standard
Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)
Tailgate, gate function manual, no EZ Lift

Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)
Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)
Wireless phone projection for Apple CarPlay and Android Auto
Bluetooth for phone, connectivity to vehicle infotainment system
Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior


Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
--

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) ( Complete)

Interior

Seat trim, Vinyl
Seat adjuster, driver 4-way manual
Seat adjuster, passenger 4-way manual
Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
Steering wheel, urethane
Steering column, Tilt-Wheel, manual with wheel locking security feature
Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
Driver Information Center, 3.5" diagonal monochromatic display
Exterior Temperature Display located in radio display
Compass located in instrument cluster
Window, power front, drivers express up/down
Window, power front, passenger express down
Windows, power rear, express down (Not available with Regular Cab models.)
Door locks, power
Remote Keyless Entry, with 2 transmitters
Power outlet, front auxiliary, 12-volt
USB Ports, 2, Charge/Data ports located on instrument panel
Air conditioning, single-zone manual
Air vents, rear, heating/cooling (Not available on Regular Cab models.)
Mirror, inside rearview, manual tilt
Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted
Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

Automatic Emergency Braking
Front Pedestrian Braking
StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

HD Rear Vision Camera

Lane Keep Assist with Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

3 Years of Remote Access. The Remote Access Plan gives you simplified remote control of your properly equipped vehicle and unlocks a variety of great features in your myChevrolet mobile app. See dealer for details. (Remote Access Plan does not include emergency or security services. See onstar.com for details and limitations. Available on select Apple and Android devices. Service availability, features and functionality vary by vehicle, device, and the plan you are enrolled in. Terms apply. Device data connection required.)



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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: Silverado TurboMaxTM engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: Silverado TurboMaxTM engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

Window Sticker

SUMMARY

[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck

MSRP:\$46,100.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, TurboMax

Transmission, 8-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CK10743	[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck	\$46,100.00
	OPTIONS	
1WT	Work Truck Preferred Equipment Group	\$0.00
AKO	Glass, deep-tinted Inc.	
AZ3	Seats, front 40/20/40 split-bench	\$0.00
C49	Defogger, rear-window electric Inc.	
C5W	GVWR, 7000 lbs. (3175 kg)	\$0.00
CGN	Chevytec spray-on bedliner, Black	\$545.00
CTT	Hitch Guidance Inc.	
DLF	Mirrors, outside heated power-adjustable Inc.	
FE9	Emissions, Federal requirements	\$0.00
G80	Auto-locking rear differential	\$395.00
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
H2G	Jet Black, Vinyl seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
JL1	Trailer brake controller, integrated	\$275.00
K34	Cruise control, electronic Inc.	
KC9	Power outlet, bed mounted, 120-volt Inc.	
KI4	Power outlet, interior power outlet, 120-volt	\$225.00

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[Retail] 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (5) (Complete)

L3B	Engine, TurboMax		\$0.00
MFC	Transmission, 8-speed automatic, electronically controlled		\$0.00
N06	Steering column lock, electrical		\$0.00
PCV	WT Convenience Package	Inc.	
PEB	WT Value Package		\$1,190.00
QBN	Tires, 255/70R17 all-season, blackwall		\$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall		\$0.00
QT5	Tailgate, gate function manual with EZ Lift		\$150.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel		\$0.00
UBI	USB ports, rear, dual, charge-only	Inc.	
VK3	License plate kit, front		\$0.00
Z82	Trailer Package	Inc.	
—	Option/package discount		(\$1,850.00)
SUBTOTAL			\$47,030.00
Adjustments Total			\$0.00
Destination Charge			\$1,995.00
TOTAL PRICE			\$49,025.00

FUEL ECONOMY

Est City:18 MPG

Est Highway:21 MPG

Est Highway Cruising Range:504.00 mi

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CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Public Works	Attachments: Proposal documents from vendors	Submitted to CA for Review
Subject: Equipment outfitting of the 2025 Western-star chassis	[X] Truck & Trailer Specialties [X] Shults Equipment Inc. []	[X] [] []
Prepared by: Jeremy Ritter, Supervisor of Department of Public Works	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The inclusion of a new dump/plow truck into our fleet is a two-step process, first is the purchase of a dump truck conforming to our specifications followed by the installation and outfitting of the dump truck with components utilized for ice and snow removal. This RCA addresses the second phase, outfitting of the dump truck.

An RFP for outfitting the new dump truck to City of St Johns specifications was sent to three companies with a sealed bid opening on July 8th.

The sealed bids are as follows:

- Truck and Trailer Specialties : \$112,804
- Schults equipment Inc.: \$107,951.00
- KC Truck Equipment: No Bid

BACKGROUND/DISCUSSION: Approved at the May Commission meeting was the purchase of the 2025 Western Star dump truck to replace the mechanically failing 2003 plow truck. Approved in the FY 24/25 CIP, and included in our equipment replacement schedule, were both the purchase of the dump truck and installation of the equipment needed for snow and ice removal.

STRATEGIC PLAN OBJECTIVE: Transportation Goal #1

Preserve and enhance the level of service circulation and safety of the road network to support all users in the community.

FISCAL IMPACT: Funds for the component installation on the new dump truck were budgeted for and approved in the 24/25 Fiscal Year Budget (\$107,951.00).

Additionally, both the dump truck and outfitting were included in our equipment replacement program. Funds are available in budget line 661-271-977.034

RECOMMENDATION: Staff recommends the Commission approve award of the low bid proposal to Schults Equipment, LLC., for dump truck component installation, for the amount of \$107,951.00.

Bid Proposal

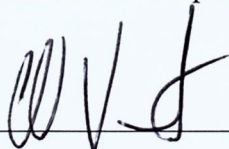
I/We agree to the outfit the 2025 Western-star chassis per the proposal spec sheet.

TOTAL: \$ 112,804.⁰⁰

Total amount in words

ONE HUNDRED AND TWELVE THOUSAND, EIGHT HUNDRED AND FOUR DOLLARS,
ZERO CENTS

The undersigned agrees that this proposal shall be effective for a period of thirty (30) days from the date established for opening of all bids.

Signature  Date 7/3/24

Print Name CHAD VEENSTRA Fax 616-698-0972

Company TRUCK & TRAILER SPECIALTIES Cell 616-734-4971

Address 3286 HANNA LAKE INDUSTRIAL PARK DR. DUTTON, MI 49316

Email CVEENSTRA@TTSPEC.COM

FED ID# 383547438 Company Phone Number 616-698-8215

Bid Proposal

I/We agree to the outfit the 2025 Western-star chassis per the proposal spec sheet.

TOTAL: \$ 107,951.00

Total amount in words

ONE HUNDERED SEVEN THOUSAND, NINE HUNDRED FIFTY-ONE DOLLARS

The undersigned agrees that this proposal shall be effective for a period of thirty (30) days from the date established for opening of all bids.

Signature Joe Vernon Date JUNE 27, 2024

Print Name JOE VERNON Fax (989)875-2922

Company SHULTS EQUIPMENT, LLC. Cell (989)875-4570

Address 1532 S. STATE RD. ITHACA, MI 48847

Email joe@shultsequipment.com

FED ID# 47-1798662 Company Phone Number (989)875-4570

100 East State Street, P.O. Box 477, St. Johns, Michigan 48879-0477
(989) 224-8944 Fax (989) 224-2204
E-mail: csj@sjjohnsmi.gov

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Wastewater	Attachments:	Submitted to CA for Review
Subject: 2024 Sanitary Sewer Lining Project	[X] Notice of Award [X] Agreement with Corby Energy Services. [X] Bid Recommendation Letter from Spicer.	[X]
Prepared by: Jordan Whitford, Wastewater Division Supervisor	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: One of the many tasks in effectively maintaining the wastewater collection system is the installation of Cured in Place Pipe (CIPP) lining. CIPP lining is a method that doesn't require digging trenches, in which a fiberglass sleeve is installed inside of existing sewer mains and adhered to the inside of the pipe. By installing CIPP, it affords increased pipe strength and durability, prevents further pipe degradation, and seals off and stops infiltration. In 2024, staff again collaborated with Spicer Group to develop specifications, prepare contract documents, and perform project bidding for the lining of approximately 2,548' of sanitary sewer. Concluding the formal bid opening held on 7/16/24, four bids were received.

Corby Energy Services	\$211,134.00
Inland Waters	\$213,076.00
Insituform Technologies	\$250,782.00
MEC	\$255,380

BACKGROUND/DISCUSSION: Over the past several years, we have proactively investigated and maintained our sanitary collection system. During this time, we have inspected over 100,000 feet of pipe, gathering extremely valuable data on pipe conditions, sources of inflow and infiltration (I&I), and the overall state of our infrastructure. This information enables us to plan and execute maintenance projects effectively.

This project will be the first lining project Corby has done for the city but has bid on other projects in the past. Staff leaned on Spicer group for their recommendation and past project experiences with Corby. Concluding those discussions, and considering the letter of recommendation from Spicer, included with this RCA, the recommendation is being made to award Corby Energy Services the CIPP lining project for 2024.

STRATEGIC PLAN OBJECTIVE: Public Facilities – Goal #1: Continue to offer High Quality Services and Facilities for Residents

FISCAL IMPACT: Funds for this project were included and approved in the 2024-2025 fiscal year budget for \$200,000. With this project coming in \$11,134 over budget, we will continue to

monitor the line item this project is budgeted in and will make necessary budget adjustments at 6 months or year end, if necessary.

RECOMMENDATION: Staff recommends the City Commission approves the recommendation of award of the 2024 sewer lining project to Corby Energy Services in the amount of \$211,134.00 and authorizes the Mayor to sign the attached agreement and notice of award which have been reviewed and approved by the City Attorney.

July 16, 2024

Jordan Whitford
Wastewater Supervisor
City of St. Johns
100 E. State St.
St. Johns, MI 48879

RE: 2024 Sanitary Sewer Rehabilitation – Re-Bid
Bid Tabulation and Recommendation
VIA EMAIL

Jordan,

We received two bids for this project, with a low bid of \$211,134.00 and a high bid of \$255,380.00. Enclosed with this letter is a copy of the bid tabulation.

Corby Energy Services, Inc. is the apparent low bidder, and they have completed similar projects working with Spicer Group.

We recommend the award of this project to Corby Energy Services, Inc. at the unit prices bid which, when applied to the estimated quantities, result in a total bid of two hundred eleven thousand, one hundred thirty-four dollars (\$211,134.00).

We will prepare the Contract documents and obtain the necessary insurances and bonding documents from the contractor once the City has approved the contract, and the Notice of Award is issued.

If you have any questions or comments, please contact me at (517) 214-0882.

Sincerely,



Brian O. House, P.E.

Project Manager

SPICER GROUP, INC

1400 Zeeb Drive

St. Johns, MI 48879

E-mail: brianh@spicergroup.com

Copy: SGI File 136587SG2024

2024 Sanitary Sewer Rehabilitation (#9198841)
Owner: City of St. Johns
Solicitor: Spicer Group - St. Johns
07/16/2024 02:00 PM EDT

Section Title	Line Item	Item Description	UofM	Quantity	Corby Energy Services Inc.		Inland Waters Pollution Control		Insituform Technologies		MEC Underground Solutions	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid												
	1	Mobilization, Max 5%	Lump Sum	1	\$10,000.00	\$10,000.00	\$16,500.00	\$16,500.00	\$11,164.19	\$11,164.19	\$12,000.00	\$12,000.00
	2	CIPP, 8-inch:	Lin. Ft.	375	\$46.00	\$17,250.00	\$50.00	\$18,750.00	\$51.48	\$19,305.00	\$50.00	\$18,750.00
	3	CIPP, 10-inch:	Lin. Ft.	375	\$48.00	\$18,000.00	\$54.00	\$20,250.00	\$58.62	\$21,982.50	\$55.00	\$20,625.00
	4	CIPP, 12-inch:	Lin. Ft.	467	\$50.00	\$23,350.00	\$58.00	\$27,086.00	\$61.22	\$28,589.74	\$70.00	\$32,690.00
	5	CIPP, 15-inch:	Lin. Ft.	1331	\$65.00	\$86,515.00	\$66.00	\$87,846.00	\$87.37	\$116,289.47	\$95.00	\$126,445.00
	6	Lateral Reinstatement	Each	5	\$115.00	\$575.00	\$200.00	\$1,000.00	\$76.79	\$383.95	\$200.00	\$1,000.00
	7	Lateral Liner, 3ft long, 8-inch Pipe Dia.	Each	5	\$7,500.00	\$37,500.00	\$6,000.00	\$30,000.00	\$7,988.51	\$39,942.55	\$5,800.00	\$29,000.00
	8	30-day Post-CCTV Inspection	Lin. Ft.	2548	\$3.00	\$7,644.00	\$3.00	\$7,644.00	\$2.90	\$7,389.20	\$2.50	\$6,370.00
	9	Traffic Control	Lump Sum	1	\$6,500.00	\$6,500.00	\$500.00	\$500.00	\$2,011.49	\$2,011.49	\$1,000.00	\$1,000.00
	10	Bypass Pumping 8-inch VCP	Lump Sum	1	\$50.00	\$50.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
	11	Bypass Pumping 10-inch VCP	Lump Sum	1	\$50.00	\$50.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
	12	Bypass Pumping 12-inch VCP	Lump Sum	1	\$100.00	\$100.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,000.00	\$2,000.00
	13	Bypass Pumping 15-inch VCP	Lump Sum	1	\$3,500.00	\$3,500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,000.00	\$2,000.00
	14	Clean Up and Restoration	Lump Sum	1	\$100.00	\$100.00	\$1,500.00	\$1,500.00	\$1,724.14	\$1,724.14	\$2,500.00	\$2,500.00
Base Bid Total:						\$211,134.00		\$213,076.00		\$250,782.23		\$255,380.00

NOTICE OF AWARD

Date of Issuance: July 22, 2024
Owner: City of St. Johns Owner's Project No.:
Engineer: Spicer Group, Inc. Engineer's Project No.: 136587SG2024
Project: 2024 Sanitary Sewer Rehabilitation
Contract Name: 2024 Sanitary Sewer Rehabilitation
Bidder: Corby Energy Services, Inc.
Bidder's
Address: 6001 Schooner, Belleville, MI 48112

TO BIDDER:

You are notified that Owner has accepted your Bid dated **July 16, 2024** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

2024 Sanitary Sewer Rehabilitation

The Contract Price of the awarded Contract is **\$211,134.00**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

1 unexecuted digital counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.

☒ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Engineer 1 digital counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): Digital documents are acceptable.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of St. Johns**

By (*signature*): _____

Name (*printed*): _____

Title: _____

Copy: Engineer

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT

This Agreement is by and between **the City of St. Johns** (“Owner”) and **Corby Energy Services, Inc.** (“Contractor”).

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

ARTICLE 1—WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: **2024 Sanitary Sewer Rehabilitation**

ARTICLE 2—THE PROJECT

- 2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: **2024 Sanitary Sewer Rehabilitation.**

ARTICLE 3—ENGINEER

- 3.01 The Owner has retained **Spicer Group, Inc.** (“Engineer”) to act as Owner’s representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.

ARTICLE 4—CONTRACT TIMES

4.01 Time is of the Essence

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Contract Times: Dates

- A. The Work will be substantially complete on or before **October 16, 2024**, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before **October 30, 2024.**

4.05 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion:* Contractor shall pay Owner \$1500 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
2. *Completion of Remaining Work:* After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall

pay Owner \$1500 for each day that expires after such time until the Work is completed and ready for final payment.

3. *Milestones:* Contractor shall pay Owner \$1500 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for achievement of Milestone 1, until Milestone 1 is achieved, or until the time specified for Substantial Completion is reached, at which time the rate indicated in Paragraph 4.05.A.1 will apply, rather than the Milestone rate.
 4. Liquidated damages for failing to timely attain Milestones, Substantial Completion, and final completion are not additive, and will not be imposed concurrently.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

4.06 *Special Damages*

- A. Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.

ARTICLE 5—CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:
 - A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item).

Line Item	Item Description	UofM	Quantity	Unit Price	Extension
1	Mobilization, Max 5%	Lump Sum	1	\$10,000.00	\$10,000.00
2	CIPP, 8-inch:	Lin. Ft.	375	\$46.00	\$17,250.00
3	CIPP, 10-inch:	Lin. Ft.	375	\$48.00	\$18,000.00
4	CIPP, 12-inch:	Lin. Ft.	467	\$50.00	\$23,350.00
5	CIPP, 15-inch:	Lin. Ft.	1331	\$65.00	\$86,515.00
6	Lateral Reinstatement	Each	5	\$115.00	\$575.00
7	Lateral Liner, 3ft long, 8-inch Pipe Dia.	Each	5	\$7,500.00	\$37,500.00
8	30-day Post-CCTV Inspection	Lin. Ft.	2548	\$3.00	\$7,644.00

9	Traffic Control	Lump Sum	1	\$6,500.00	\$6,500.00
10	Bypass Pumping 8-inch VCP	Lump Sum	1	\$50.00	\$50.00
11	Bypass Pumping 10-inch VCP	Lump Sum	1	\$50.00	\$50.00
12	Bypass Pumping 12-inch VCP	Lump Sum	1	\$100.00	\$100.00
13	Bypass Pumping 15-inch VCP	Lump Sum	1	\$3,500.00	\$3,500.00
14	Clean Up and Restoration	Lump Sum	1	\$100.00	\$100.00
Total of all Extended Prices for Unit Price Work:					<u>\$211,134.00</u>

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 6—PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment on or about the **5th** day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.
 - a. 90 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
- B. Upon final Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to **100** percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less **100** percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

6.04 *Consent of Surety*

- A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

ARTICLE 7—CONTRACT DOCUMENTS

7.01 *Contents*

- A. The Contract Documents consist of all of the following:
 - 1. This Agreement.
 - 2. Bonds:
 - a. Performance bond (together with power of attorney).
 - b. Payment bond (together with power of attorney).
 - 3. General Conditions.
 - 4. Supplementary Conditions.
 - 5. Specifications as listed in the table of contents of the project manual (copy of list attached).
 - 6. Drawings listed on the document title page.
 - 7. Addenda (numbers 1, inclusive).
 - 8. Exhibits to this Agreement (enumerated as follows):
 - a. N/A
 - 9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8—REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:

1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 *Other Provisions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or “track changes” (redline/strikeout), or in the Supplementary Conditions.
- B. Equal Opportunity: Contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or because of a handicap that is unrelated to the person’s ability to perform the duties of a particular job or position.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on July 22, 2024 (which is the Effective Date of the Contract).

Owner:

CITY OF ST. JOHNS

(typed or printed name of organization)

By: _____

(individual's signature)

Date: _____

(date signed)

Name: _____

(typed or printed)

Title: _____

(typed or printed)

Attest: _____

(individual's signature)

Title: _____

(typed or printed)

Address for giving notices:

100 E. State St., Suite 1100

St. Johns, MI 48879

Contractor:

CORBY ENERGY SERVICES, INC.

(typed or printed name of organization)

By: _____

(individual's signature)

Date: _____

(date signed)

Name: _____

(typed or printed)

Title: _____

(typed or printed)

(If [Type of Entity] is a corporation, a partnership, or a joint venture, attach evidence

Attest: _____

(individual's signature)

Title: _____

(typed or printed)

Address for giving notices:

6001 Schooner

Belleville, MI 48112

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: 2024 Mint Festival Special Event Application for Chamber & DDA	[x] DDA SEPA Information [x] Chamber of Commerce SEPA Information []	[N/A] [] []
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The City's moniker event, the Mint Festival, is just around the corner and City Team members have been working with representatives of the DDA and Chamber of Commerce (Chamber) for months gearing up for this event. There have been several tweaks to this event and special event permit applications (SEPA) including the return of the carnival area that will be in the City Park, parking prohibitions in this area to clear line of sight issues and attempts to clarify duties and responsibilities of the multi-faceted support and collaboration that is required for this event. All these changes, clarifications of responsibilities, and the use and programming of City assets are included in the supporting information attached to this RCA.

BACKGROUND/DISCUSSION: The City of St. Johns, Michigan, has celebrated its annual Mint Festival since 1966, marking its deep-rooted connection to the region's mint farming heritage. The festival originally started to honor the local mint industry, which was a significant agricultural contributor to the area. Over the years, the Mint Festival has evolved into a vibrant community event featuring parades, live music, carnival rides, and various activities that showcase the city's history and culture.

As one of the longest-running annual events in the region, the Mint Festival not only celebrates St. Johns' mint-growing legacy but also fosters a sense of community pride and togetherness. The festival has grown in scope, drawing visitors from across Michigan and beyond, and continues to be a cherished tradition that highlights the local economy and history of St. Johns.

STRATEGIC PLAN OBJECTIVE: One of the goals in the main Public Facility section of the Master Plan is to CONTINUE TO OFFER HIGH QUALITY SERVICES AND FACILITIES FOR RESIDENTS. In addition, it also states prioritizes public involvement with community, civic, and school activities. The granting of use of public rights-of-ways and the City park is in line with this goal.

FISCAL IMPACT: The Fiscal impacts to the City in support of this event have ranged from \$2,000 to \$5,000 +/- over the years.

RECOMMENDATION: City staff recommends the Commission support of these events by City staff as detailed in the attached SEPA documents and letters AND to recommend the City approval

of the Application for Alcohol Use as Requested by the DDA and to authorize the City Manager to sign the Application for Alcohol Use document on the City's behalf.



St. Johns Principal Shopping District and Downtown Development Authority
100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944 ext. 233 www.DowntownStJohnsMI.com

**BOARD OF
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2024 - 2025**

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Tyler Barlage-Chair
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Theresa Levit
Lara Boettger
Brandi Martinez

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Jason Butler
Jamie Madar
Monica Ladiski

**Executive, Finance,
Strategic Planning**

Tyler Barlage
Monica Ladiski
Chad Gamble
Jason Butler
Corinne Trimbach
Tracy Kossaras

CONTACT INFO

Executive Director
Heather Hanover
989-224-8944: Ext 233
psdcityofsj@gmail.com

Jun 17, 2024

St Johns City Commission and staff
100 E State St
St Johns, MI 48879

Dear Commission Members and staff,

In the past you have kindly allowed the Principal Shopping District/ Downtown Development Authority to use city infrastructure for our Mint Fest Block Party. This event during the Mint Festival provides needed support for downtown projects and brings more customers to our downtown. Last year the Event Committee held their event on the street in the third block of North Clinton Ave and we would like to do the same this year. The stage will be placed on Clinton Ave just south of the veterans Memorial. The area surrounding the stage and going south on either side of the street will be fenced off for the Block Party. We would like to start setting up the stage on Friday morning and leave all set up until early Sunday morning, August 9 through the 11th. A diagram is attached. We would also like to use some of Higham and Walker for our Mint Festival Car show on Saturday August 10th after the parade until 4pm, in case we need over flow if Main Street gets too crowded. We are also requesting, as in the past, that Car Show participants and spectators be allowed to walk around with their legally purchased beverages from our downtown proprietors during the car show.

Attached you will find our detailed event application; we appreciate your consideration in this matter. Please let me know if you have any questions,

Respectfully,

Heather Hanover
City of St Johns PSD/DDA
Executive Director

Mint Fest Downtown Special Request

The PSD/DDA is making the following request for use of streets and services in Downtown St John during the Mint Festival August 9,10 and 11, 2024

1. Use of the third Block of North Clinton Ave for the duration of the event. The roads are requested to be blocked north of the veteran's memorial, with a requested large vehicle or barrier, in addition to the closure of the west and east 100 block of Railroad Street. **We require the area around the stage closed down on the morning of August 9, 2024 at 7:00 a.m.**

2. Starting on Saturday morning for the Car show we will also need all of Clinton Ave closed to parking and traffic. Clinton should be blocked just north of M21 and on the side streets of Walker and Higham. We are requesting both Walker and Higham to be blocked from Brush to Spring for the Car show. They can be unblocked at approximately 4pm.

3. We request police be present proximate to the beverage tent on both Friday and Saturday evenings.

4. We request city assistance with the placement of the stage, we will need water and electricity.

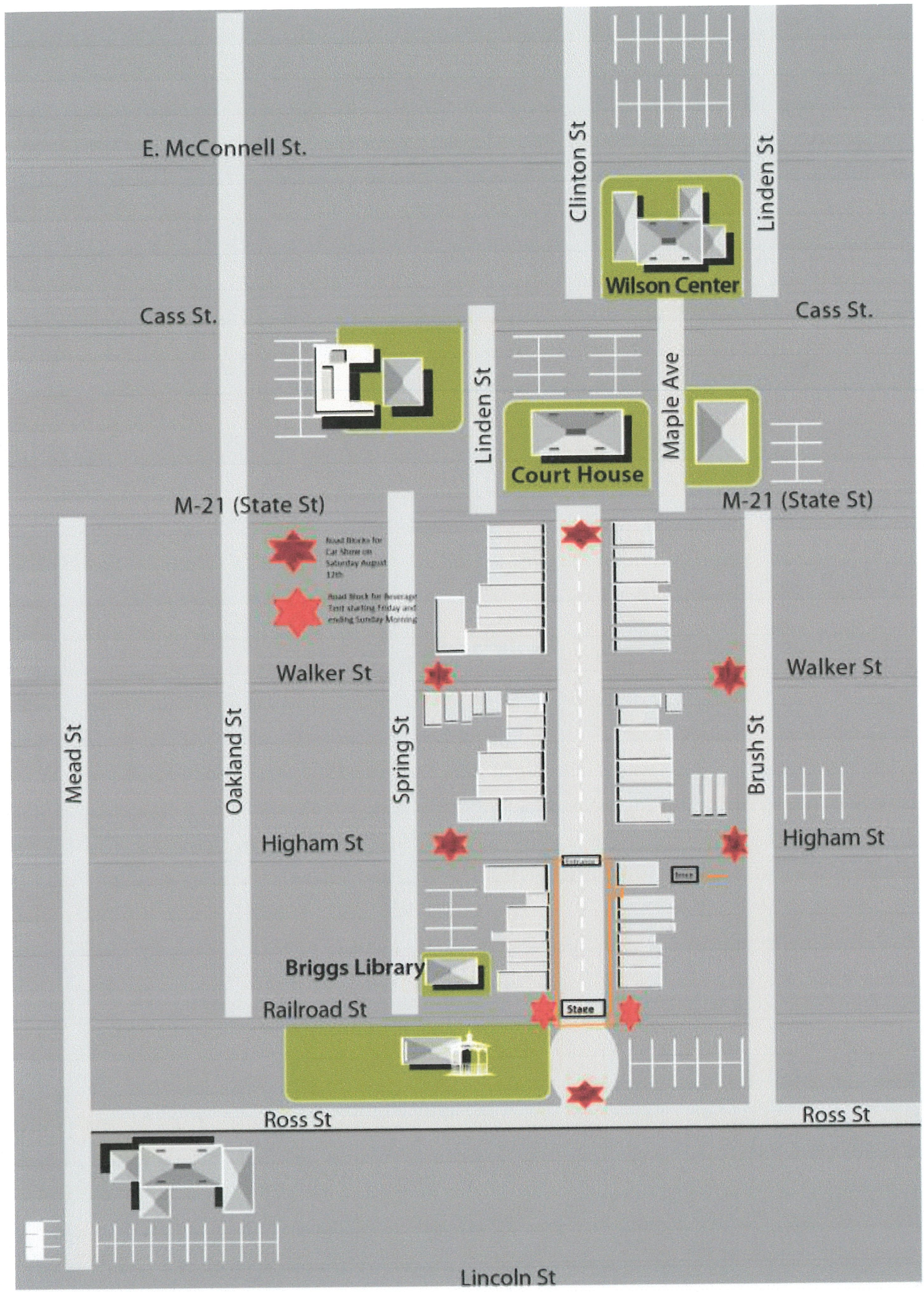
5. We request assistance with waste disposal.

6. We request that participants and patrons of the car show be allowed to have alcoholic beverages from noon to 6pm on Saturday on the street during the car show.

7. We request use of city orange fencing, gem stones and placement of barriers to restrict access to beverage area.

8. We request all tables from the storage barn be transported to the third block of Clinton Ave.

9. We would also like to request that parade participants only be allowed to go west on Railroad Street at the conclusion on the parade.



E. McConnell St.

Clinton St

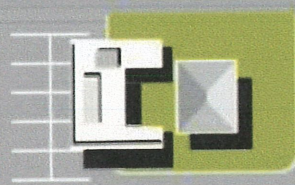
Linden St



Wilson Center

Cass St.

Cass St.

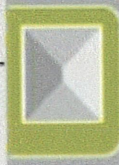


Linden St



Court House

Maple Ave



M-21 (State St)

M-21 (State St)



Road Blocks for Car Show on Saturday August 12th



Road Block for Beverage Tent starting Friday and ending Sunday Morning

Walker St

Walker St

Mead St

Oakland St

Spring St

Brush St

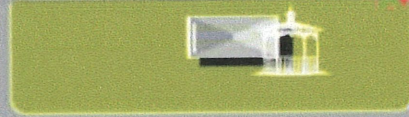
Higham St

Higham St

Briggs Library

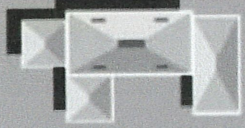
Railroad St

State



Ross St

Ross St



Lincoln St



City of St. Johns
100 East State Street
Post Office Box 477
St. Johns, MI 48879

City of St. Johns

Special Event Application

OFFICE USE ONLY

Approved: _____

Approved with Revisions: _____

Name of Applicant (group or organization): St Johns Principal Shopping District

Address: 100 E State St, St Johns, MI

Authorized Representative: Heather Hanover

Email Address: psdcityofsj@gmail.com Phone# 989-224-8944 ext 233

Date of Event: Aug 9 and 10, 2024 Start Time: 9 am to 12 Setup Time: 9 am

Expected Attendance: 3000

Event Description: Mint Fest Block Party on Clinton Ave. Friday night activieies from 6 to 12. Saturday we will have the car

Show starting after the parade around 12 going to 4 and they the block party again in the evening from 6 to 12am,

Is this a PSD/DDA Event: Yes X No _____ Are you a City Resident: Yes X No _____

CHECK CATEGORY (if applicable) TO YOUR EVENT AND PROVIDE REQUESTED INFORMATION:

- _____ For Parades or Running Events, submit route map
- X _____ Street or Intersection closure (emergency notification required)
- X _____ Requested parking restriction/prohibitions and time
- X _____ Request for sound amplification use/describe purpose and time of use
- _____ Sales or solicitations of any kind
- _____ For food/beverage sales, provide proof of County Health Department approval

Please make sure you attach all other information or documents with this application.

.....

SERVICES REQUESTED ARE AS FOLLOWS:

- _____ ***Use of City Facility
- X _____ Police Services (Security _____ Traffic Control _____)
- _____ Vehicle Access & Parking Facilities
- X _____ Facilities for Waste Disposal (responsibility of applicant/event coordinator)
- _____ # 12 _____ Dumpsters/Containers
- _____ Health & Sanitation Facilities (responsibility of applicant/event coordinator)
- _____ # _____ of Portables
- _____ Other _____

Depending on the size/location of your event, waste disposal and sanitation facilities may be required.

.....

***ALL CITY FACILITIES MUST BE REQUESTED ON-LINE THROUGH OUR WEBSITE AT www.stjohnsmi.myrec.com.

Please fill out and sign the separate use agreement form along with this form.

CITY OF ST. JOHNS
SPECIAL EVENT AND/OR FACILITIES RENTAL
USE AGREEMENT

This Agreement is made on the _____ day of _____, 2024, between the City of St. Johns, hereinafter referred to as "City" and St Johns Principal Shopping District, hereinafter referred to as "User".

Through this agreement the City grants to User a limited license for use of those city-owned public facilities known as North Clinton Ave and hereinafter referred to as the "Premises".

- This Use Agreement shall be for a single term of 48 hours, to commence on this date: 8-9-24 beginning at 9am am/pm and ending at 2am August 11, 2024 am/pm the same date.
- This Agreement shall permit User to occupy the Premises for the following limited purpose:
The Mint Fest Block Party and Mint City Car Show

- User shall be solely responsible for assuring events are conducted in a fashion which maintains community standards. Any display or broadcast of obscenities or fundamentally offensive imagery may be cause for event cancellation and may adversely impact future permit requests for similar events.
- User shall be solely responsible for the safety and well-being of any and all of its guests, agents, servants, employees, invitees, licensees or contractors in connection with any and every use and occupancy, intended or otherwise, by User.
- User further agrees to **indemnify City** and **hold it harmless** from and against any and all claims, actions, damages, liability, and expense, including actual attorney's fees and court costs in connection with the loss of life, personal injury, damage to property or any act or omission, arising from any occurrence in or about the Premises or from the occupancy or use by User of the Premises or resulting, in whole or in part, from any act or omission of User, its guests, agents, servants, employees, invitees, licensees or contractors.
- If the City deems that **additional insurance** is required to secure User's performance under the preceding paragraph, the City will require that User obtain and maintain at all times of use of the Premises a policy of general liability insurance in the following amount: \$ NONE, per occurrence. The City shall be named as an additional insured. Said insurance shall be issued by an insurance company licensed to do business in the State of Michigan.
- This Use Agreement **cannot be assigned** to another entity or individual.
- User agrees not to make any alterations, changes or repairs to the Premises without the prior written consent of the City.
- User agrees to return the Premises to its same condition as before use and agrees to reimburse and indemnify the City for any costs or expenses incurred by the City to place the Premises in its previous condition.

- User agrees to properly and immediately after the event dispose of all refuse and remove all signs, banners, decorations or other items from the Premises and surrounding area.
- User shall not use nails, staples or any metal fasteners to adhere decorations or signage to the structures comprising the Premises.
- User acknowledges that City is not responsible for the theft, loss or damage of any items that were placed in or around the Premises for the event.
- The City **authorizes / does not authorize** (circle one) SOUND AMPLIFICATION at the Special Event. The City **authorizes / does not authorize** the USE OF FIREWORKS at the Special Event.
- The User is permitted to bring chairs, tables and other movable items to the Premises as needed. All such items must be removed from the Premises immediately after the event.
- ALCOHOLIC BEVERAGES ARE PROHIBITED FROM BEING POSSESSED OR CONSUMED ON THE PREMISES OR SURROUNDING AREA PER CITY PARK RULES AND LOCAL ORDINANCE. The City may, in its discretion, suspend this alcohol prohibition for use of the Premises by: 1) non-profit organizations, or 2) community service clubs. (Separate application for alcohol use by such organizations must be completed and returned with the Special Events application).
- The User acknowledges and agrees that each provision of this Agreement is consideration for the limited license to use the Premises and that a violation of any provision herein shall be grounds for the immediate termination of this Agreement and the use of Premises in the City's sole discretion and without prior notice. Any waiver of a breach of one provision of this Agreement by the City does not constitute a waiver of any other breach of other provisions.
- This is the entire Agreement between the parties. This Agreement can only be modified by written amendment agreed to and signed by User and City representative.

IN WITNESS HEREOF, the parties have executed this Agreement by signature below.

CITY OF ST. JOHNS

By: City Manager (or other City Representative)

User Name: St Johns Principal Shopping District (or name of group or organization)

Heather Hanover
User / representative signature

Witness signature/Witness name printed

CITY OF ST. JOHNS

USER AGREEMENT--APPLICATION FOR ALCOHOL USE OR SALE

St Johns Principal Shopping District

_____, a 1) non-profit organization or
2) community service organization (circle one), has submitted a Use Agreement to the

City of St. Johns for rental of the City-owned facility or property known as

1-3 block N Clinton Ave

_____. The event for which the Use Agreement has been

submitted will occur on August 9-10, 2024 and is described as:

Mint Fest Block Party and Mint City Car Show.

- Approximately 3000 persons will attend this event.
- Minors will _____ will not x be in attendance at this event.
- User desires to dispense alcohol at the above-described event. User will/will not charge (circle one) for the dispensation of alcohol at the event.

User understands and agrees that if City approves the use of alcohol at the above-described event, User agrees to the following:

- **Liquor License.** If the use or dispensation of alcohol at this event requires a liquor license, User agrees to obtain such license from the Michigan Liquor

Control Commission and to provide proof of same to the City Manager at least five days prior to the scheduled event.

- **Liability Insurance.** Any user of the pavilion for a scheduled event using or dispensing alcohol shall be required to obtain liability insurance in the amount of not less than \$ 1,000,000 for any one person or incident and not less than \$ 2,000,000 in the aggregate. The City of St. Johns shall be named as an "additional insured" under said policy. Such policy shall cover any causes of action, to include liquor law violations and statutory or common law liability actions, whether local, state or federal. Proof of such insurance shall be submitted to the City Manager at least five days prior to the scheduled event.
- **Indemnification and Hold Harmless.** User acknowledges that the provisions in the Use Agreement for the Rotary Pavilion whereby the City is indemnified and held harmless related to User's use of the City facility apply equally to this application for alcohol use and are thereby incorporated herein and made a part hereof.

Applicant/User agrees to all the terms above, and will perform all its obligations stated herein if the City authorizes alcohol use for the above-described event.

So acknowledged on June 17, 2024 by authorized representative of
User: Heather Lamore Title: Executive Director
(signature and title of representative)

CITY OF ST. JOHNS

APPLICATION FOR ALCOHOL USE
(To be filled out by City Representative only)

The attached Application for Alcohol Use for the following event:

Scheduled for: _____, 20__ is _____ approved _____ not approved.

All conditions and requirements as set out in the attached application for alcohol use apply and will be in full force and effect as a condition of this approval.

CITY OF ST. JOHNS

City Manager or Designee

Date: _____, 20__

REVIEWED BY THE ST. JOHNS CITY COMMISSION ON _____, 20__.

Feb 10, 2024

St. Johns City Commissioners
PO Box 477
St. Johns, Michigan 48879

Dear City Commissioners

Planning for the 2024 St. Johns Mint Festival, scheduled for August 9-11th is under way and we are looking forward to an exciting festival. An event of this magnitude would not be possible without the cooperation of so many and we are very appreciative of the support the city has extended to us in the past.

On behalf of the Mint Festival Steering Committee, I am requesting the use of the entire City Park for August 6, 2024 at 6:00 a.m. to -August 11, 2024 at 11:59 p.m. As in the past, only foot traffic will be in the park during festival hours, with the exception of golf carts and trash removal vehicles. The hours of the festival are 2-8 pm on Friday, 10 am – 7 pm on Saturday and 10 am – 5 pm on Sunday. Additional detailed requests are listed below.

1. We request the City Park be closed to vehicle traffic (except our vendors) beginning Friday morning, August 9, 2024. We also request that Park Drive have barricades placed on both ends of the road prior to Monday August 6th at 6am for the carnival set-up.
2. We request a parade permit for August 10, 2024. The parade will begin at Clinton Avenue by Oakview Elementary School and the parade route will be as follows: Clinton Avenue north to Oak Street, East to Lansing Street, North on Lansing to Sturgis, East to Oakland, North to State Street, West to Clinton Avenue, South to Railroad Street. We respectfully request police approval for this route, and request the city crew to block off the parade route as needed from any through traffic during the parade. The Mint Festival Parade is scheduled to step off at 10:00 am and will have approximately 120 entries.
3. We request permission to post Mint Festival information & directional signs in the city right of way 4-5 days before the festival, to be removed by 10:00 am the morning after the last day of the festival. During the Mint Festival weekend, we request permission to put up signs in the street on the corner of Morton & Park and Sickles & Lansing directing vehicles to parking at the High School.
4. Use of the trail side rest rooms near the Depot during and after the parade. Use of all city park restrooms including those at the Splash Pad. In addition, the City will perform daily morning restroom cleaning on ALL park restrooms (male and female) during the festival, and assist event staff with periodic cleaning/replenishing of men's restrooms daily. The Mint Festival Committee will handle periodic cleaning of the women's restrooms during the festival hours. All replenishing supplies i.e toilet paper, paper towel, trash bags, and cleaning supplies to be provided by the city.

5. Request the use of the City Police officers for uniform presence during the parade and periodically during the event with emphasis during the evening hours in and around the gate and ground.
6. Request the City Police post temporary no parking signs on Morton and Parks streets prior to Carnival set-up by Monday August 5th at 6am.
7. Request that the City of St Johns Park crews move picnic tables where needed by the end of day on Thursday, August 8th.
8. City DPS Staff will be on duty all three days of the festival and routinely monitoring the City Park area assisting when possible with trash collection along with morning restroom cleanings and periodic restroom inspections. City staff will be available by phone utilizing a number provided to the Chamber to address any emergencies. In continuing with past practices, the Chamber will be responsible for all trash cleanup in the park area, including emptying all trash receptacles at the conclusion of the festival. City personnel will be available at a minimum during the times listed below: : Fri, Aug 9: 7 am – 2 pm; Sat, Aug 10: 7-10 am and Sun, Aug 11: 7-10 am.
9. We request the placement of street barricades be in place at the park by 6:00 am on Friday, August 9, (a map of where barricades are needed will be provided as soon as it is completed), and that gates into the park be left locked until our arts & crafts committee requests, they be opened each morning of the festival.
10. Request the city fill low spots in the park to provide a safe walking environment to all those that attend or participate in the festival, to be in place by Friday, August 9 at 6:00 am.
11. Use of City of St. Johns electricity. Again, we would place the ice cream trailer on the south side of the drive by the main pavilion, using electricity from the small storage building. We would also like to run three temporary hookups from the two pavilions on the south end of the park for three of our food vendors (same set up we have been using since 2007). The wiring would not be in the way of festival attendees).
12. Use of all pavilions in the park, various buildings such as the maintenance office, picnic tables and trash barrels as of Wednesday, August 7. This includes the use of the main pavilion Thursday, August 8th in the evening for the annual Farmers Picnic, sponsored by Huntington Bank. A map of where we would like picnic tables moved will be submitted to the city the week of the festival when our staff and city workers/officials meet at the park.
13. Request that vendors be able to leave a storage trailer behind their booth (in designated areas where space allows-same locations as in 2019) and that self-contained RV's can park overnight in a designated area by the sledding hill (as in the past a temporary camping permit will be secured through the Mid-Michigan District Health Department)
14. Use of the Performance Shell during festival hours - while we will not be doing evening concerts this year, we will have entertainers throughout each day there.
15. Permission for holding all events listed in the Official Mint Festival Brochure.

16. Permission to mark vendor spaces in the park with waterborne paint on the asphalt. One spraying will occur in April or May to ensure adequate vendor spaces, another will occur several days before the festival.
17. We request a 15-day sign extension to allow us to display a Festival promotional sign on the corner of Townsend and US 27 and on the corner of US 27 & Lansing Street for 30 consecutive days prior to the festival.
18. We request permission to use the skating pond (if needed) for vendors and/or performers.
19. We request the services of the St. Johns Fire Department to spray out the Swine Barn on the County Fairgrounds prior to Friday, August 9th.
20. Access to the city park WIFI

During the festival weekend several groups will be holding activities that, while not events planned by our committee are considered events of the festival. The individual organizers of each of the following events should be in contact with the city regarding their specific needs:

- Classic Car Show/Beverage Tent: This event is being organized by the St. Johns Downtown Principal Shopping District for Friday & Saturday and Heather Hanover is from that group will be responsible for all arrangements.
- .

Thank you for your consideration and immense cooperation. The Festival Committee enjoys its relationship with the city and we request that the city sponsor the first \$5,000 of the bill for services in exchange for the economic boom the festival provides for the city. This \$5,000 would come off the bill for services we receive from you throughout the weekend. If you have any questions or concerns regarding this request, or if you need my presence at a meeting where the festival is discussed, please do not hesitate to contact me at 989-224-7248.

Sincerely,

Danielle Schrader
Director and Events Coordinator

cc: Police Chief David Kirk & St. Johns City Manager

Flea Market Booths #201-253

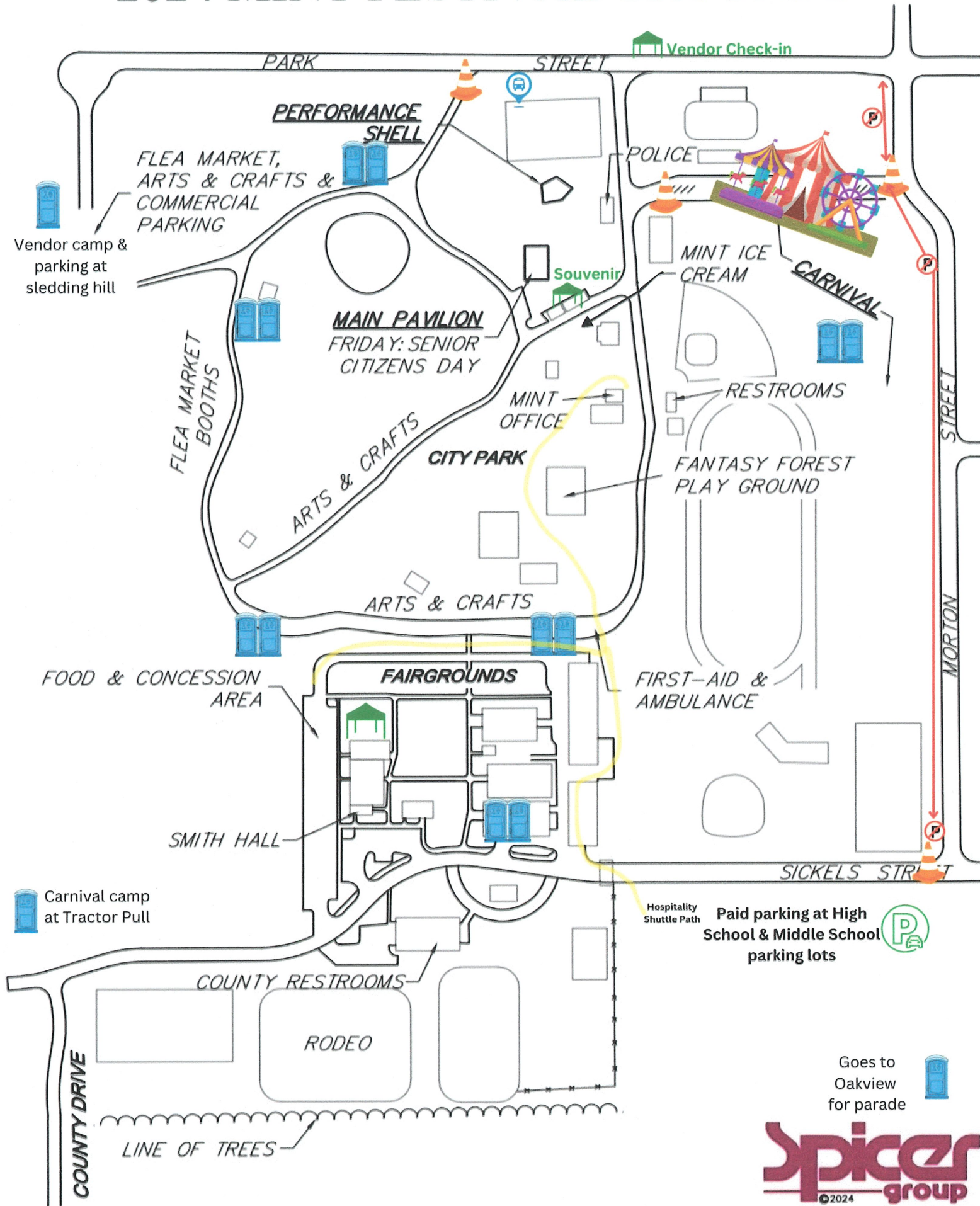
Arts & Crafts Booths #1 - 107

Flea Market Vendors Arts & Crafts Vendors

Map Details:

- Booths 201-253 & B Booths:** Located along the top and left sides of the map.
- Booths 1-107:** Located along the bottom and right sides of the map.
- Landmarks:** Old Tennis Courts, Performance Shell, Brick Pavilion, Ice House, Evergreen Pavilion, Park Manager's Residence, Mint Office, Mint Souvenirs, Park St., Park #1, Bench, Trees, Speaker, Post, Pole, Hydrant, Asphalt, Dough Booth, Bathroom, Footing Field, Low Area, Fire Hydrant, Car, Car Lane, Cart Path.
- Directions:** Indicated by arrows showing the flow of traffic and the location of parking areas.
- Scale:** A scale bar is provided at the bottom right.
- Compass:** A compass rose is located at the top right, pointing North.

~ 2024 MINT FESTIVAL GROUNDS ~



Goes to
Oakview
for parade

Spicer
group

JA-3032-01
REV. DATE: 5-8-2024

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
7-22-2024

Department: Administration	Attachments: Yes	Submitted to CA for Review
Subject: Fee and Rate Revision	[X] <i>Fee and Rate Schedule page 10 and 11</i>	[N/A]
Prepared by: Bill Schafer, Parks and Recreation Director	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: This item is being brought back to City Commission due to some errors related to the “tracked changes” feature in the original 2024-25 fee and rate document and a few minor changes after original approval. This is a revision to the document the Commission approved in May as part of the FY 2024-25 budget.

BACKGROUND/DISCUSSION: The fee and rate schedule was part of the 2024-25 budget adopted packet. The draft budget was presented at the April 22, 2024, meeting and approved at the May 20, 2024, City Commission Meeting

STRATEGIC PLAN OBJECTIVE: n/a

FISCAL IMPACT: By correcting the changes, this will allow the City to be in line with the amounts used to estimate revenues in the adopted 2024/25 budget.

RECOMMENDATION: City staff requests City Commission approve the fee and rate revisions to 2024-2025 Fee and Rate schedule.

Swim Fees:	Non-Resident		Resident	
Summer Swim Lessons (\$5.00 less for each additional child) *09	\$70.00	*24	\$52.00	*23
Water Babies/Parent Tot	\$33.00	*24	\$25.00	*23
Spring Swim Lessons	\$40.00	*24	\$30.00	*23
<u>Summer Open Swim:</u>				
Adult			\$4.00	*24
Age 7 – 17			\$3.00	*24
Under age 7			\$2.00	*19
<u>Winter Open Swim:</u>				
Adult			\$4.00	*15
Youth 3 – 17			\$3.00	*15
Family Pass (per day)			\$12.00	*09
Lap Swim/Aqua Therapy – Drop In	\$6.50	*24	\$5.00	*15
Lap Swim – Monthly Pass – 2 day a week class- seniors citizens qualify for Resident Rate	\$43.00	*24	\$32.00	*23
Lap Swim - Monthly Pass - 3 day a week class- seniors citizens qualify for Resident Rate	\$66.00	*24	\$50.00	*23

MAIN SOFTBALL FIELD RENTAL

	Practice		Game/Event	
City Residents per hour	\$10.00	*19	\$30.00	*19
City Residents (whole day up to 8 hours)	\$50.00	*19	\$70.00	*19
Non-City Residents per hour	\$15.00	*19	\$45.00	*19
Non-City Residents (whole day up to 8 hours)	\$75.00	*19	\$105.00	*19

Late Fees

All registrations received after the registration deadline will incur a \$5.00 late fee.

PAVILION RENTAL FEES

(Pavilions and Depot can be reserved up to 12 months in advance)

<u>Main Pavilion</u>		
City Residents (entire pavilion)		
Monday through Friday	\$45.00	*24
Saturday and Sunday	\$60.00	*19
Non-City Residents (entire pavilion)		
Monday through Friday	\$70.00	*24
Saturday and Sunday	\$95.00	*24

<u>Rotary, Hainer & Zeeb Pavilion</u>		
City Residents (per day)		
Monday through Friday	\$30.00	*24
Saturday and Sunday	\$45.00	*24
Non-City Residents (per day)		
Monday through Friday	\$40.00	*19
Saturday and Sunday	\$60.00	*19

PERFORMANCE SHELL FEES

Non-Profit Organization (must show documentation)	\$0.00	*04
All Others	\$35.00/hour	*19
Security Deposit (refundable if all equipment is okay)	\$300.00	*14
<u>Depot Rotary Pavilion (downtown)</u>		
City Residents (4 hours) (Per 5 hour block)	\$30.00	*19
Non-City Residents (4 hours) (Per 5 hour block)	\$60.00	*19

DEPOT BUILDING FEES

City Residents (4 hours plus 1 hour for set up & clean up) (Per 5 hour block)	\$70.00	*24
Non-City Residents (4 hours plus 1 hour for set up & clean up) (Per 5 hour block)	\$95.00	*24
Security Deposit	\$100.00	*24

~~A \$5/\$10 rental discount will be applied to 4/8 hour rental if you rental the Depot and Pavilion together.~~

COUNTER SALES

Assessing Database	\$52.85	*15
Zoning Map	\$1.00	*04
Planning Map	\$1.00	*04
Zoning Book	\$35.00	*04
Charter Book	\$15.00	*10
Code Book	\$50.00	*04
Uniform Traffic Code	\$15.00	*04
Master Plan	\$50.00	*01
Copies	\$1.00	*04
City Flag	\$100.00	*14
Non-Sufficient Check/Rollback Fee	\$30.00	*03
Mailed Receipt Copies	\$0.00	
Voter Data:		
List	\$50.00	
Partial List (per page)	\$1.00	*06
Labels	\$65.00	*06
Notary Services – City Resident	\$0.00	*16
Notary Services – Non-City Resident (per document charge)	\$5.00	*23

ENGINEERING MAPS & DRAWINGS

Size	Drawings	Copies	
Up to 11 x 17	\$10.00	\$3.00	*11
Up to 24 x 36	\$18.00	\$5.00	*11

<u>Bid Packet</u>			
1 – 25 pages		\$7.00	*11
26 – 50 pages		\$12.00	*11
51 – 100 pages		\$17.00	*11
101 – 150 pages		\$22.00	*11

TREE PROGRAM

Planting Costs of Street/Non-Street Trees (when available)	As listed in each	
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Proclamation

NATIONAL NIGHT OUT 2024

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug and violence prevention program on August 6, 2024 entitled “National Night Out”; and

WHEREAS, the “41st Annual National Night Out” provides a unique opportunity for *St. Johns* to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, the *St. Johns Police Department* plays a vital role in drug and violence prevention efforts in our city and is supporting “National Night Out 2024” locally; and

WHEREAS, it is essential that all citizens of *St. Johns* be aware of the importance of crime prevention programs and impact that their participation can have on reducing crime, drugs and violence in the city of *St. Johns*; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program;

NOW, THEREFORE I, MAYOR SCOTT DZURKA, do hereby call upon all citizens of *St. Johns* to join the *St. Johns Police Department* and the National Association of Town Watch in supporting “41st Annual National Night Out” on August 6, 2024.

FURTHER, LET IT BE RESOLVED THAT, THE CITY MAYOR and COMMISSIONERS do hereby proclaim **Tuesday, August 6, 2024** as “NATIONAL NIGHT OUT” in the city of *St. Johns*.

Mayor

Clerk



AGENDA

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: <i>Discussion of Viable Options for Cooperative Agreement with Bingham Township</i>	<input type="checkbox"/> NONE <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> N/A <input type="checkbox"/> <input type="checkbox"/>
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: Bingham Township has passed a resolution directing their Supervisor to authorize him to negotiate with the City regarding the establishment of a co-operative agreement. Bingham Township's direction is to start with some co-operative agreement that would eventually lead to a water and sewer authority between the City and Bingham Twn. This RCA and action is seeking consensus on the direction of the City Commission and if the Commission would like to request a joint meeting of the City of St. Johns Commission and Bingham Township Trustees.

BACKGROUND/DISCUSSION: The City and the Township have several different co-operative service agreements established already. Over the past year these municipal agencies discussed: the opportunity to expand our current water and sewer service area, the ability of the City to increase revenue contributions to its general fund, and the capabilities of taking over ownership and or operational control of the Bingham Township water and sewer system. These topics and the different municipal vehicles available to achieve all or parts of these objectives have been part of the Commission discussion and briefings for about 7 months.

Earlier this year, the Commission was briefed on the different municipal vehicles generally available to address the cooperative objectives/opportunities discussed above. A brief summary is provided below as a reminder of the similarities and differences of each one.

Urban Cooperation Act

The Urban Cooperation Act, Public Act 7 of 1967, MCL 124.501 et seq., allows public agencies to jointly exercise any power, privilege, or authority that the agencies share in common and that each might exercise separately. Article 7, section 24 of the Michigan Constitution allows the City to provide water and sewer services outside of its territorial limits. Under MCL 123.141(1), a municipal corporation authorized by law to sell water outside of its territorial limits may contract for the sale of water within a city, village, township, or authority authorized to provide a water supply for its inhabitants.

The City and Township could enter into an agreement under the UCA under which the City agrees to provide water and sewer services to specified parts of the Township in exchange for payment for those services. The amount paid could be fixed, variable, or it could be per property provided services at a set rate. If rates are charged by the City to Township resident, it would not be

necessary for the amount to be precisely equal to the City's expenses incurred providing services. The rate charged by the City would need to "reasonably reflect the actual cost of service under the utility basis of rate-making pursuant to MCL 123.141(2)." The rate charged to Township residents would not need to be equal to the rate charged to City residents, as the cost to provide the services may be different.

Conditional Transfer of Property

Under Public Act 425 of 1984, MCL 124.21 et seq., two or more local units may conditionally transfer property for a period of not more than 50 years for the purpose of an economic development project. The transfer must be performed and controlled by a written contract agreed to by the affected local units. The contract may be renewed for additional periods, which may not exceed 50 years, upon approval of the legislative bodies of the affected local units. MCL 124.22. Thus, the total time a property may be conditionally transferred is 100 years.

A transfer may be total, or it may be limited by the contract. In other words, property may be conditionally transferred for every purpose, or it may be conditionally transferred for a limited number of purposes as specified by the contract. Under the latter approach, a property may be in the City for some purposes, and in the Township for others. Under an Act 425 agreement, the City could tax conditionally transferred property at the City tax rate, and the agreement could provide for a specific sum or a percentage of those funds be transferred from the City to the Township.

In other words, a conditional transfer would allow the City to provide water and sewer services to specified properties, tax those properties at the City tax rate, and then remit some sum of dollars back to the Township. Because the City would not be providing its full menu of services to these properties, it arguably would be collecting more in tax dollars from these properties than the provided services cost. Under the 425 agreement, the City and Township could agree on the amount of dollars kept by the City for its general fund, and the amount of dollars, either in a set value or by percentage of revenue, that the City would transfer to the Township. Alternatively, the Township and City could enter into a separate agreement for services and benefits provided to Township residents and the portion of the tax revenue remitted to the Township could be paid back to the City for those additional services.

Establishment of Water and/or Sewer Authority

Establishing a water and sewer authority involves several key steps, each critical to ensuring that the authority can effectively manage and provide essential services. The process typically begins with assessing the need for such an authority, often driven by concerns over water quality, infrastructure aging, or population growth. Local governments or municipalities may recognize that a specialized entity is necessary to address these challenges more efficiently than existing structures. A feasibility study or needs assessment is usually conducted to evaluate the scope of the authority's mandate, the required infrastructure investments, and potential funding sources. This initial step helps stakeholders understand the benefits and implications of creating a new authority.

Once the need is established, the next step involves legal and administrative groundwork. This includes drafting legislation or ordinances that outline the authority's powers, governance structure, and operational guidelines. The creation of a water and sewer authority often requires legislative approval or amendments to existing laws. Local governments must collaborate to define the authority's jurisdiction, responsibilities, and the mechanism for appointing its board members. The governance structure is crucial for ensuring accountability and effective management, often involving a board of directors with representatives from local governments, experts in water management, and possibly community members.

Funding and financial management are critical components in establishing a water and sewer authority. This involves identifying and securing financial resources to support the initial set-up and ongoing operations. Funding sources may include state or federal grants, municipal bonds, or user fees. A detailed financial plan must be developed, covering capital investment for infrastructure, operational costs, and maintenance. Establishing a fair and sustainable rate structure for water and sewer services is essential to ensure that the authority can meet its financial obligations while keeping services affordable for consumers.

Finally, the implementation phase involves setting up the authority's operational framework and launching its services. This includes recruiting and training staff, establishing customer service protocols, and deploying the necessary technology and infrastructure for water and sewer management. Public outreach and education are vital to inform residents about the new authority, its services, and any changes that may affect them. Successful establishment also requires ongoing monitoring and evaluation to ensure that the authority meets its goals, adheres to regulations, and adapts to evolving needs and challenges.

STRATEGIC PLAN OBJECTIVE: The 2018 Community Master Plan, by way of a special section titled *Joint Planning Areas*, and the establishment of a special joint task force, envisioned collaboration between the City and the County. These efforts and subsequent discussions could potentially bring us closer to this regional strategic goal.

FISCAL IMPACT: Fiscal impacts of the establishment of a joint service agreement and possible other revenue sources could have large and long-term effects on the City's utility fund and possibly the City's general fund. Important decisions are inherent in selecting which agreement may be of interest to the City Commission and what the objectives of the Commission would be considering overall utility fund and general fund revenue objectives.

RECOMMENDATION: The Commission is encouraged to fully understand the importance of these discussions, the options open to the City and the Township to forge a generational agreement that would have far reaching economic development impacts for the City. It is requested that direction be given to the City Manager about a more focused guidance of what agreement the Commission would be included to support. It is also requested to provide guidance on the preferences of the Commission to request a joint meeting of the Township Trustees and the City Commission.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Appeal of Invoice 7161 for Fire Run to 1000 E. Walker St.	[X] Invoice #7161 (5-15-21) [X] Appeal of Invoice 7161 to City Manager (received 5-28-24) [X] Response Letter from City Manager of Appeal (7-11-24) [X] Letter of Appeal of City Managers Response to the City Commission	[N/A] [N/A] [N/A] [N/A]
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: Mr. Brad Geers of 1000 E. Walker has submitted a written review request of the City Managers denial of his request to have the fee of Fire Run, due to a faulty carbon monoxide detector, lowered or eliminated.

BACKGROUND/DISCUSSION: The City as part of its fee and rate structure has assigned fees for fire runs for the City at a rate of \$500. The Fire Department was called to a run at the address above. After arriving it was determined that the carbon monoxide detector that was going off and the reason for the call to 911, was faulty. The Fire Department has established a reduced fee for this category of alarms at a rate of \$250 that was being charged for the FY 23/24 fiscal year.

The written request for review follows the *Procedure for Appealing Assessable Costs* as copied below from section 35.24 of the City's Code of Ordinances.

§ 35.24 PROCEDURE FOR APPEALING ASSESSABLE COSTS.

(A) Introduction. A responsible party who receives an invoice for assessable costs under this subchapter shall have an opportunity to appeal to the City Manager or his other designee to request vacation or modification of the costs.

(B) Procedure for appeals. The person or entity appealing the assessed costs shall make such a request, in writing, directed to the City Manager. This request must be received by the City Manager, at the City Offices, within 14 days of the date of the costs invoice. The City Manager shall schedule a meeting with the appellant within 7 days of receipt of the written request to appeal. The City Manager has the inherent authority to vacate or modify the assessed cost, if good cause is shown by appellant.

(C) Appeal to City Commission. If the responsible party is not satisfied with the decision of the City Manager as relates to the procedure described in division (B), above, the responsible party can request review by the City Commission. Request for this review must be made in writing no later than 7 days after meeting with the City Manager. The reasons for requesting review must be contained therein.

(D) The City Commission will address a written review request as an agenda item at its next regularly scheduled meeting. The City Commission will give the responsible party a reasonable opportunity to indicate its reasons for objection to the assessed costs. The City Manager will be given the opportunity to respond to the responsible party's argument. The City Commission will then render a final decision on the matter.
(Ord. 521, passed 4-28-2003)

STRATEGIC PLAN OBJECTIVE: n/a

FISCAL IMPACT: The current invoice owed to the City for responding to the 911 call and subsequent faulty CO detector is \$250.

RECOMMENDATION:. For the City Commission to hear arguments from the responsible party and from the City Manager and render a decision on the resolution of this issue.

St. Johns Fire Dept

P.O. Box 477

St. Johns, MI 48879

(989) 224-2151

Billing Address:

J&BG PROPERTIES

PO BOX 256

ST JOHNS, MI 48879

INVOICE

Customer ID:

101-J&BGPROP

Invoice Number:

000007161

Invoice Date:

05/15/2024

Property Address:

YOU ARE BEING CHARGED FOR THE FOLLOWING:

FIRE RUN CITY

AMOUNT

250.00

DATE: APRIL 14, 2024

PLACE: 1000 E. WALKER STREET, APT. 4

RISK: CARBON MONOXIDE ALARM

RUN#: 5186

****Please reference invoice number on check. Thank You.****

Total Invoice:

250.00

Credits Applied:

0.00

Payments Applied:

0.00

Invoice Balance:

250.00

PLEASE DETACH AND RETURN WITH PAYMENT

St. Johns Fire Dept

P.O. Box 477

St. Johns, MI 48879

(989) 224-2151

INVOICE

Customer ID:

101-J&BGPROP

Invoice Number:

000007161

Invoice Date:

05/15/2024

Property Address:

J&BG PROPERTIES

PO BOX 256

ST JOHNS, MI 48879



Appeal to Invoice Number 0000007161

Dear Mr. Chad Gamble,

I am writing to you as the property owner at 1000 E Walker St to appeal the invoice number 0000007161 dated 5/15/2024 (See attached).

On April 14 a 911 call was made because of carbon monoxide alarm. It has come to my attention that there may have been 14 people that responded to this call. It should have been noted with the call that this was for a carbon monoxide alarm. Why would 14 people show up to a call that is known to be a carbon monoxide alarm? The result of the call was a faulty (expired) carbon monoxide detector. This was then replaced the following day.

I am now aware that the city commission has been talking about and changing these fees. This is now considered a false alarm in which case the first offense is no charge or possibly \$50? Unless you can provide me with some documentation that we have had other 911 calls since March of 2021, (when we purchased the property) this is the only call to my knowledge.

It appears as if I am not be the only one that has been upset with these charges and the city commission has already changed the fee structure going forward. I am requesting that you change this invoice to the new fee structure that is talking effect July 1 2024.

Please carefully consider this request and I look forward to hearing from you.

Brad Geers
517-927-3767
Geers.brad@gmail.com
PO Box 256
St Johns MI 48879



Scott Dzurka
Mayor

Brad Gurski
Vice Mayor

Eric Hufnagel
Commissioner

Jean Ruestman
Commissioner

Chris Hyzer
Commissioner

Chad A. Gamble, P.E.
City Manager

Mindy J. Seavey
City Clerk

Kristina Kinde
City Treasurer

Michael Homier
City Attorney

Justin Smith
Director of Public
Services



Mr. Brad Geers

June 11, 2024

PO Box 256
St. Johns, MI 48879

RE: Appeal of invoice 7161 For Fire Run to 1000 E. Walker St.

Dear Mr. Geers,

First, I want to thank you for personally dropping off your letter to the City Offices and the professional way you briefly expressed your concerns back on May 28th. Your letter expressed your disdain regarding the charging of a reduced \$250 fee, from the normal \$500 fee, for fire runs within the City. You also recommended this charge should be reduced to the amount of \$50.

During the final compilation of the budget, it was brought to my attention the imbalance between our handling of what could be described as "false" fire runs vs. "false commercial fire alarms". These two are generally referred to as false (carbon monoxide) CO alarms and false alarms due to problems with CO detectors generally, and commercial alarm systems, respectively. Staff and I brainstormed the fairness and/or lack thereof, between the ways that these two different fees were billed. After a robust discussion with the Fire Chief and City Treasurer, we decided to recommend changes to the fee structure. These changes were adopted as part of the FY 24/25 fiscal year budget.

The new fee for false CO runs will be \$50 starting on July 1, 2024. However, there have been more than 6 other fees for similar runs completed this year that were billed and paid. To waive and/or reduce the current false CO fee to \$50 for you would not be fair to the others who have paid said fee. I know that this comes as minimal consolation, but this issue did place a spotlight on a fee that was not in line with what I think we should be encouraging and rightly charging in our great community, and so I thank you for that.

I hope that this provides a reason why I would certainly like to reduce this fee but can't, due to the details as noted above. Please do not hesitate to contact me if you have any other questions about this issue or any other issues associated with the City.

Sincerely,

Chad A. Gamble, P.E.
City Manager

Cc: Jordan Whitford, Fire Chief
Kristina Kinde, Deputy City Manager | City Treasurer

City Commission Members, Eric Hufnagel, Jean Ruestman and Chris Hyzer

RE: RE: Appeal of invoice 7161 for fire run to 1000 W Walker St.

Dear members of the St Johns City Commission,

I am writing to you as the property owner of 1000 E Walker St. I recently submitted an appeal to the city manager regarding invoice 7161 (Attached) we received from the fire department. I am dissatisfied with the response from Mr Chad Gamble and would like an opportunity to continue with my appeal.

Attached is the letter we received from Chad along with my original appeal letter. In response letter Chad states that he agrees that our invoice should be changed but doing so would unfair to the 6 people that have been billed for a similar service and the city has been paid.

I am going through this appeal process to change my invoice. If the members of the city commission choose to reimburse the other 6 individuals that have paid this fee, that would be amazing but Is it fair for me to be denied because others did not go through the appeal process?

According to your definitions a false alarm is described as "Any automated or manual device designated to request or summon emergency assistance whether such device is activated intentionally or otherwise, in the absence of an actual need for emergency assistance. What constitutes a **FALSE ALARM** as opposed to an actual emergency shall be determined by the on-scene commander or supervisor of the event or incident which caused the response. A **FALSE ALARM** will not be considered as an assessable cost under this subchapter until a second such occurrence has issued from the same premises, business or location during the preceding 6-month period."

Does this invoice not fall under false alarm? According to this definition (unless you can prove to me that there was another fire run to the above address in the last 6 months) there should be no fee.

Please consciously consider this request and thank you for the opportunity to go through this appeal process.

Brad Geers
517-927-3767
PO Box 256
St Johns MI 48879

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Core Business Technologies – Statement of Work	[X] Statement of Work [] [] []	[X] [] [] []
Prepared by: Mindy J. Seavey, City Clerk	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: Over the past year discussions within the Planning and City Commissions, members have encouraged the City Administration to investigate the use and deployment of an e-notification system. In addition, this type of software and notification system was discussed at the strategic planning meetings. This system would avail residents the opportunity to sign up to receive e-mails or text messages regarding City information such as agendas, minutes, newsletters, or emergency notices such as street closures or water main breaks, etc.

BACKGROUND/DISCUSSION: Staff held a meeting with CORE BT, that also incorporated a presentation of the capabilities of our current website provider. The presentation reviewed other clients that already had e-notifications attached to their website. When in place, residents, businesses or others with an email address will be able to subscribe to e-mail or text (SMS) alerts regarding various notices from the City. City staff will be able to set up as many different types of notifications as needed.

STRATEGIC PLAN OBJECTIVE: Roadmap to Action, Goal 2.2 Develop Resident Awareness.

FISCAL IMPACT: \$3,500.00 project total which was included in the 2024/25 budget 101-101-818.000 Contractual Services (communications software); \$1,000 increase in annual maintenance contract which was included in line item #101-172-814.0002 Website.

RECOMMENDATION: Staff recommends the City Commission approve the Statement of Work between the City of St. Johns, MI and CORE Business Technologies and authorize the Mayor to sign.

STATEMENT OF WORK BETWEEN THE CITY OF ST. JOHNS, MI AND CORE BUSINESS TECHNOLOGIES



JULY 10, 2024

This Statement of Work is made by and between the City of St. Johns MI whose principal address is 100 State Street, St. Johns, MI 48879 (hereinafter, "Client"), and the service provider, Wonderware Inc. d/b/a CORE Business Technologies, d/b/a eGov Strategies, with its principal office at 950 Warren Avenue, 4th Floor, East Providence, RI 02914 (hereinafter, "eGov").

NOW, THEREFORE, the parties agree to this Statement of Work for reimbursement of services to be performed as detailed in the Scope of Services.

SCOPE OF SERVICES

See Attachment A.

PAYMENT FOR SERVICES

- 100% of total project due at contract signing to start and complete the project.

AUTHORIZATION OF CHANGE

IN WITNESS WHEREOF, the parties have signed this Statement of Work as of the date set forth above by officials to bind their respective organizations:

	The City of St. Johns, MI	eGov/CORE Business Technologies
Signature:	_____	_____
Printed:	_____	_____
Title:	_____	_____
Date:	_____	_____

ATTACHMENT A – SCOPE OF SERVICE

CORE will provide professional services to add eNotification services to St. Johns' existing website for messaging citizens and provide training for the service based on a "best practices" review of the website.

ITEM	NOTE	TOTAL
Add eNotification services to St. Johns' existing site		
• Email notification services (includes unlimited emails)	1 site	\$2,500
• Provide training for these services		
• *(annual maintenance increase \$500 for services)		
• SMS notification services (optional)	1 site	\$1,000
• Includes 5,000 SMS messages (additional blocks of 5,000 messages may be added for \$200 per block)		
• Provide training for these services		
• *(annual maintenance increase \$500 for services)		
PROJECT TOTAL	1 site	\$3,500

PROJECT SCOPE NOTES:

- **eGov Strategies** is now a division of **Core Business Technologies**, a nationwide software provider of payment and citizen engagement solutions for local and state government clients.
- **Increased Annual Support & Maintenance:** There is an annual increase of \$500 for each of the services listed above to the existing maintenance fee for eGov/CORE Manager software maintenance and support as part of the upgrade. This covers support, training, services, and usage as a part of the eNotifications services moving forward. Should St. Johns select Email only, the service fee would increase \$500 annually. If both are selected, the service fee would increase \$1,000 annually.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22nd 2024

Department: Public Services	Attachments:	Submitted to CA for Review
Subject: School area street lighting upgrades	[X] 200 Block of Wight Street Authorization for contract change and Resolution #31-2024 [X] 500 Block of West Sickles Authorization for contract change and Resolution #30-2024 [X] 200 E Cass Authorization for contract change and Resolution #32-2024	[X] [X] [X]
Prepared by: Justin Smith, Director of Public Services	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: During the 23/24 school year I was contacted by the principals of the St. Johns High School and St. Joseph Catholic School with concerns over areas near crosswalks lacking adequate lighting for safe pedestrian traffic. After meeting with school staff onsite, in the early morning, it was obvious this was a valid safety concern.

I worked with Consumers Energy to design a lighting upgrade to facilitate these light deficient areas and to ensure students walking to school are safe. To fully implement the lighting plan, Consumers Energy requires a resolution by City Commission and approval of the Authorization for Change in Standard Lighting Contract we currently have with them. Three areas will be receiving lighting upgrades thus three separate resolutions and authorizations will need approval.

BACKGROUND/DISCUSSION: N/A

STRATEGIC PLAN OBJECTIVE: It is incumbent of the City to prioritize and make safe the walking routes for children going to school.

FISCAL IMPACT: The City pays for all right-of-way lighting on street's rights-of-ways via account #: 101-441-920-005. The amount approved in the FY 24/25 budget was \$86,000. The cost of installation of these streetlights is projected to be \$4,494.00. The annual increase in operation of the 18 additional fixtures will be a negligible increase in our annual electrical consumption costs. This addition may require a small FY budget adjustment at mid-year or at year end.

RECOMMENDATION: Staff recommends approval of all three resolutions and authorization for the Mayor to sign the Change in Standard Lighting Contracts for Street light improvements in the 200 Block of Wight Street, 500 Block of West Sickles and 200 E Cass Street.

RESOLUTION #30-2024



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 103034470999

Consumers Energy Company is authorized as of _____ by the City of ST JOHNS, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of ST JOHNS, dated 10/16/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/16/2018 shall remain in full force and effect.

Notification Number(s): 1069040247

Comments: 11612081

City of ST JOHNS

By: _____

(Signature)

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of ST JOHNS, dated 10/16/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN
COUNTY OF CLINTON

I, _____, clerk of the City of ST JOHNS do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: City



RESOLUTION #31-2024
AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING
CONTRACT(COMPANY-OWNED) FORM 547

Contract Number: 103034470999

Consumers Energy Company is authorized as of _____ by the City of ST JOHNS, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of ST JOHNS, dated 10/16/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/16/2018 shall remain in full force and effect.

Contract Number: 100000285476

Consumers Energy Company is authorized as of _____ by the City of ST JOHNS, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of ST JOHNS, dated 9/1/2013.

Lighting Type: General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 9/1/2013 shall remain in full force and effect.

Notification Number(s): 1069040245, 1070738471

Comments: 11611789, 11647938

City of ST JOHNS

By: _____

(Signature)

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of ST JOHNS, dated 10/16/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of ST JOHNS, dated 9/1/2013, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN
COUNTY OF CLINTON

I, _____, clerk of the City of ST JOHNS do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

Dated: _____

Municipal Customer Type: City



RESOLUTION #32-2024
AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING
CONTRACT(COMPANY-OWNED) FORM 547

Contract Number: 103034470999

Consumers Energy Company is authorized as of _____ by the City of ST JOHNS, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of ST JOHNS, dated 10/16/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/16/2018 shall remain in full force and effect.

Notification Number(s): 1069040240

Comments: 11611566

City of ST JOHNS

By: _____

(Signature)

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of ST JOHNS, dated 10/16/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN
COUNTY OF CLINTON

I, _____, clerk of the City of ST JOHNS do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: City

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Community Development	Attachments:	Submitted to CA for Review
Subject: <i>Rental Inspection Ordinance and Fee Schedule Amendments – First Reading</i>	[X] Revised Fee Schedule [X] Revised Rental Inspection Ordinance [] []	[X]
Prepared by: Christopher Khorey, AICP, Planning Consultant	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The Community Development Department is requesting that the City Commission amend the Rental Inspections Ordinance, originally adopted in 2022, to require all residential properties that do not claim a 100% Principal Residence Exemption to be inspected under the Rental Inspection program, and for all units in a multi-family building to be inspected, rather than only a portion of units as under the original ordinance.

The Community Development Department is also requesting that the fees related to rental inspections, which were adopted by resolution in 2022, be incorporated officially into the City’s fee schedule.

BACKGROUND/DISCUSSION: The Community Development Department is concerned that some rental properties are being missed by the current inspection system. Currently, units that are not occupied by the owner, but for which no rent is charged, are not required to register as rentals. Further, for multi-family buildings, only a portion of the units are inspected under the current ordinance with the probability of some units in larger developments to not be inspection for over a decade or longer. Both of these policies have contributed to serious life safety issues being missed, or almost missed.

STRATEGIC PLAN OBJECTIVE Master Plan Neighborhoods Goal #1 States: “Preserve, Protect, and Enhance the Integrity, Economic Viability, and Livability of St. Johns Neighborhoods.” Ensuring that renters in St. Johns can count on safe and well-maintained units furthers that goal.

FISCAL IMPACT: These revisions will lead to additional rental inspections, which will incur cost to McKenna, but will also lead to additional fees being received by the City. In the end, the fiscal impact is likely to be neutral.

RECOMMENDATION: Staff recommends that the City Commission approve First Reading of the revisions to the Rental Inspection Ordinance and the Fee Schedule, as detailed in the attached redline versions of both documents.

PBT Fee:		
City Resident	\$5.00	*18
Non-City Resident	\$5.00	*15
Answering False Alarms (police only) First Offense	\$0.00	
Second Offense	\$0.00	*05
Third Offense	\$100.00	*21
Fourth & Subsequent Offense	\$150.00	*21
Funeral Escorts	\$0.00	
Bank Escorts	\$0.00	
Lock Outs	\$0.00	
Private Accidents	\$0.00	
Cost Recovery of Drunk Driving	Actual Cost	*03
Copy of Any Report (up to 2 pages) \$0.50 per page after 2 pages	\$5.00	*18
Notary Fee for Firearm Purchase Permits	10.00	*24

CIVIL INFRACTION FEES

1 st Offense	\$75.00	*11
2 nd Offense	\$125.00	*11
3 rd Offense	\$225.00	*11

FIRE DEPARTMENT

Reimbursement for Local Fire Runs (up to two hours)	\$500.00	*06
Each Additional Hour	\$500.00	*06
Reimbursement for False CO Alarms (in a calendar year)	\$50.00	*24
Reimbursement for False Alarms (in a calendar year)		
First Offense	\$100.00	*24
Second Offense	\$250.00	*22
Third Offense and Subsequent Offense	\$500.00	*22
Reimbursement for Unwarranted Request for Emergency Assistance	\$150.00	*05
Reimbursement Fee for Burning of Structure (residence or commercial owner's request)	\$300.00/hour	*05
Reimbursement Fee for Burning of Structure (outbuilding owner's request)	\$200.00/hour	*05
Commercial Fire Inspections	\$0.00	
Cost Recovery of Environmental Spills	Per Ordinance	*99

RENTAL INSPECTIONS

Registration Fee	\$300.00	*11
First Inspection (per unit)	\$175.00	*11
Re-Inspection (per unit, per inspection)	\$50.00	*11
Failure to Construct Required Improvement (First Offense)	\$1,000.00	
Failure to Construct Required Improvement (Second Offense)	\$2,000.00	
Failure to Construct Required Improvement (Additional Offenses, per Offense)	\$4,000.00	
Appeal of Required Improvement to Planning Commission	\$500	
Appeal of Classification as Rental to City Commission	\$500	

Commented [CK1]: What goes here?

ADMINISTRATIVE FEE

**RESOLUTION #33-2024
CITY OF ST. JOHNS**

**RESOLUTION TO INTRODUCE RESOLUTION TO INTRODUCE AN ORDINANCE
TO AMEND TITLE XI: BUSINESS REGULATIONS, CHAPTER 119: RENTAL
REGISTRATION AND CERTIFICATION**

At a regular meeting of the City Commission of the City of St. Johns, Clinton County, Michigan, held at the City Hall, in said City on the 22nd day of July, 2024 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, pursuant to Public Act 279 of 1909, as amended, and Public Act 300 of 1949, as amended, the City is authorized by statute to adopt ordinances regulating the public health, safety, and general welfare of persons and property, including, but not limited to, ordinances concerning rental inspections; and

WHEREAS, the City desires to amend Title XI: Business Regulations, Chapter 119: Rental Registration and Certification, originally adopted in 2022, to require all residential properties that do not claim a 100% Principal Residence Exemption be inspected under the Rental Inspection program, and for all units in a multi-family building be inspected, rather than only a portion of units as under the original ordinance; and

WHEREAS, pursuant to the “Ordinance” chapter of the City of St. Johns’ Charter (“Charter”), the City has the authority to amend the Code of Ordinances; and

WHEREAS, pursuant to Section 5 of the “Ordinance” chapter of the Charter, the City desires to introduce Ordinance No. ____, An Ordinance to Amend Title XI: Business Regulations, Chapter 119: Rental Registration and Certification.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Johns as follows:

1. The City introduces Ordinance No.-_____, An Ordinance to Amend Title XI: Business Regulations, Chapter 119: Rental Registration and Certification.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 22nd day of July, 2024.

Mindy J. Seavey, City Clerk

CITY OF ST. JOHNS

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND TITLE XI: BUSINESS REGULATIONS, CHAPTER 119:
RENTAL REGISTRATION AND CERTIFICATION**

An Ordinance to amend the inspection requirements for Residential Rental Properties in the City of St. Johns.

SECTION 1. Amendment to Title XI: Business Regulations, Chapter 119: Rental Registration and Certification, Section 119.02: Registration for Rental or Lease of Dwellings. The City amends Title XI, Chapter 119, Section 119.02 to read as follows:

~~“§119.02 REGISTRATION FOR RENTAL OR LEASE OF DWELLINGS.~~

The City Commission finds that it is in the best interest of the health, safety, and welfare of the city and its residents to require that all non-owner occupied residential dwellings or units be registered and inspected to ensure safe, secure, and sanitary living conditions for those residing in such dwellings or units. Therefore, it shall be unlawful for an owner to rent or lease a dwelling or permit a non-owner occupant to reside in a dwelling ~~for financial compensation~~, for any period of time, unless a registration certificate has been issued and maintained for the dwelling in the manner required by this chapter. Additionally, any property owner who does not claim a principal residence exemption shall be required to register their dwelling. Registration is not required for jail, school, or government-owned or operated care facilities.”

SECTION 2. Amendment to Title XI: Business Regulations, Chapter 119: Rental Registration and Certification, Section 119.03: Registration Procedures. The City amends Title XI, Chapter 119, Section 119.03 to read as follows:

~~“§119.03 REGISTRATION PROCEDURES.~~

The City Commission shall establish, ~~by resolution~~, the required fees for registration, certification, inspection, appeals, and other applications under this chapter, as well as the fines for non-compliance with this chapter. The City Commission shall also establish, by resolution, procedures and deadlines for initial registration and certification of rental dwelling units under this chapter. The City Commission may establish a fee schedule that includes deadlines for registration and/or certification and higher fees or fines if those deadlines are not met.

(A) *Notice to non-100% PRE (principal residence exemption) residential property owners.* ~~Prior to a date set by the City Commission by resolution,~~ The city shall inform, in writing, the owners of all residential dwelling units that do not claim a 100% principal residence exemption of the rental registration requirement.

(B) *Application for registration.* Following the written notice described in division (A), any property owner ~~renting or leasing a dwelling unit in exchange for financial~~

~~compensation, for any period of time, who does not claim a principal residence exemption~~ shall be required to ~~be registered~~. The city shall create a registration form and shall provide it to property owners upon request. The registration form, or another form to be included with the registration form, shall require such information as ~~shall be determined~~ necessary or relevant by ~~the public safety departments of the city~~ to affirm non-owner-occupied status. Once all required registration information is submitted for a given property, the property shall be placed on the rental registration list, which the city shall maintain.

(C) *Inspection and certification requirement.* Prior to a date set by the City Commission by resolution, there shall be no inspection or certification requirement. All registration applications prior to that date shall be approved by the city, with the dwelling units listed in the application added to the rental registration list. After the date set by the City Commission, all registered rental dwelling units must be in good standing under the rental inspection and certification program described in § 119.04 in order to house tenants for any period of time.

(D) *Conversion from owner-occupied to rental.* No owner-occupied dwelling unit shall be rented ~~or~~, leased, or occupied by another person ~~for financial compensation~~ for any period of time until the following requirements have been met.

(1) The rental registration application must be submitted and the dwelling unit must be added to the rental registration list.

(2) The principal residence exemption for the dwelling unit must be voided by the City Assessor.

(3) An inspection as described in division (C) must occur, and the dwelling must be certified by the inspector.

(4) All required fees must be paid.

(E) *Newly created rental dwelling units.* When a dwelling unit is newly constructed, or created through renovation, the city shall register the unit as a rental at the time of the issuance of a certificate of occupancy, unless the property owner submits a principal residence exemption claim to the City Assessor. There shall be no fee for registering a newly created dwelling unit, provided that all required zoning and building fees have been paid.

(F) *Removal from rental registration list.* If a property owner is approved for a principal residence exemption, or otherwise demonstrates to the city that the dwelling unit is not being rented ~~or~~, leased, or occupied by a non-owner, and is not being marketed for rental or lease (for any period of time), the property shall be removed from the rental registration list.”

SECTION 3. Amendment to Title XI: Business Regulations, Chapter 119: Rental Registration and Certification, Section 119.04: Rental Inspection and Certification Program. The City amends Title XI, Chapter 119, Section 119.4 to read as follows:

“§ 119.04 RENTAL INSPECTION AND CERTIFICATION PROGRAM.

—Beginning on a date to be set by the City Commission by resolution, it shall be unlawful for an owner to rent-~~or~~, lease, or allow another person to occupy a dwelling ~~for financial compensation~~ unless the dwelling unit is in "Good Standing" under the Rental Inspection and Certification program, as described below.

(A) *Good standing.* A dwelling unit shall be considered in "Good Standing" if it meets the following criteria:

(1) A registration application has been submitted to the city and the dwelling unit is included on the rental registration list described in § 119.03.

(2) The dwelling unit was certified following an inspection ~~of the building it is located within by the city,~~ as described in § 119.03(C) and (D) within the previous three calendar years OR ~~the building the dwelling unit is located within~~ is scheduled for its first inspection under the Rental Inspection and Certification Program within the coming three calendar years.

(3) All required fees have been paid.

(B) *Inspection requirement.* The owners of all dwelling units listed in the rental registration list shall make their dwellings available for inspections by the city once in every third calendar year.

(1) After a date to be set by the City Commission by resolution, the city shall divide the buildings containing dwelling units on the rental registration list into three groups, and shall notify property owners of the group each building has been assigned to.

(a) Group 1 shall be inspected in a year to be established by the City Commission by resolution, and each subsequent third year, for as long as any dwelling units in the building remain on the rental registration list.

(b) Group 2 shall be inspected in the year after Group 1, and each subsequent third year, for as long as any dwelling units in the building remain on the rental registration list.

(c) Group 3 shall be inspected the year after Group 2, and each subsequent third year, for as long as any dwelling units in the building remain on the rental registration list.

(2) Newly created residential buildings containing dwelling units shall be added to the Group that will be inspected in the third calendar year following the issuance of their certificate of occupancy.

(3) Fully or partially owner-occupied buildings that are converted to rentals shall be subject to the requirements of § 119.03(E) and must be inspected and certified prior to any tenants occupying the dwelling unit. Once certified, the buildings shall be added to the Group that was inspected in the calendar year that it was certified, and shall be inspected in each subsequent third year.

(4) ~~Number of units inspected per building. For each building to be certified, the following number of units shall be inspected during each regularly scheduled inspection. When calculating the required number of units, fractional units shall always be rounded up. The inspector shall choose the units to inspect at random, and shall not inform the~~

~~property owner in advance which units will be chosen for inspection. Additionally, if the building contains a basement dwelling unit, the basement dwelling unit must be one of the units inspected during every regularly scheduled inspection of the building.~~

- ~~— (a) Buildings with four or fewer units: All units in the building.~~
- ~~— (b) Buildings with five to ten units: 50% of the units in the building, minimum of four units.~~
 - ~~— (c) Buildings with 11 or more units: 25% of the units in the building, minimum of five units.~~

~~— (5) Complaint-based supplemental inspections.~~ A tenant may request a supplemental inspection of their unit at any time. In the event of a request for a supplemental inspection, the inspection shall take place within 60 days using the process and criteria described in divisions (C) and (D).

(a) Only the unit of the tenant making the request shall be inspected.

(b) If the unit passes the inspection, then the property owner shall be refunded 50% of the inspection fee.

(c) The regularly scheduled inspections on the three year cycle described in division (B)(1) shall be unaffected by a request for a supplemental inspection.

(C) *Certification criteria.* The Planning Commission shall develop and adopt a list of inspection criteria. The list shall include "Life Safety" requirements that directly impact the life, safety, and welfare of the tenants, and "Quality of Life" requirements that do not impact safety, but are important for the comfortable enjoyment of the unit by the tenant. In order to be certified, a unit must comply with all life safety requirements, and at least 80% of the quality of life requirements. The Planning Commission shall review the inspection criteria on an annual basis and make adjustments to the ~~list~~list, as necessary.

(D) *Rental certification determination and outcome.*

(1) *Good standing.* If all of the life safety criteria and 80% of the quality of life criteria are met, in the opinion of the inspector, the city shall issue a rental certification certificate to the building and shall designate the building as in "Good Standing" on the rental registration list. The criteria shall not be cumulative among units, but shall apply to each unit individually.

(2) *Failure to meet criteria.* If ANY of the life safety criteria OR more than 20% of the quality of life criteria, are not met, in the opinion of the inspector, for any inspected dwelling unit, the inspector shall instruct the owner to make the necessary improvement within seven days (for life safety issues) or 30 days (for quality of life issues). The property owner may choose which quality of life improvements to make to bring the unit up to 80% compliance. If the inspector determines that the work may reasonably take longer than that, the inspector may designate a different deadline. The inspector shall schedule a re-inspection on or soon after the deadline. If the improvements are made by the deadline, the city shall issue the rental certification certificate and designate the building as in "~~g~~Good ~~s~~Standing" on the rental registration list.

(3) *Failure to meet improvement deadline.* If required improvements are not made by the deadline designated by the inspector, then the owner of the property shall be fined an amount to be set by the City Commission ~~by resolution~~, and a new deadline shall be set for completion of the improvements. If that deadline is also missed, the owner of the property shall be fined double the amount of the first fine, a new deadline shall be set, and the City Attorney may begin proceedings to remove the tenants. Any further missed deadlines shall result in a fine of four times the amount of the first fine.

(4) *Failure to register.* If the property owner fails to register the property or dwelling unit with the city, then the property owner shall be fined an amount to be set by the City Commission.

(E) *Appeals.*

(1) *Appeal of Improvements.* If an inspection requires improvements, the property owner may, within 21 days of receiving the inspection report, appeal the inspector's determination to the Planning Commission.

(~~a~~1) The fee for the appeal shall be set by the City Commission ~~by resolution~~.

(~~b~~2) Filing the appeal shall stay any deadline imposed by the inspector until after the Planning Commission hearing.

(~~c~~3) The Planning Commission hearing shall take place no more than 60 days after the appeal is filed with the city.

(~~d~~4) The Planning Commission shall hear evidence from both the inspector and the property owner; and shall ~~either determine if that~~ the inspector's required improvement to the property is ~~not necessary~~, or ~~shall~~ order the improvement completed, setting a new deadline under § 119.03(D)(2). In order for the Planning Commission to determine that an improvement is not necessary, both of the following criteria must be met:

——(~~i~~a) The existing condition of the dwelling unit does not threaten the life, health, or safety of the tenant.

——(~~ii~~b) The improvement is not possible due to historic preservation requirements, potential damage to other parts of the unit or other dwelling units, or potential long term deterioration of the unit due to the impacts of the required improvement.

(~~e~~5) The outcome of re-inspection of a unit to determine if improvements required by an inspector or the Planning Commission have been satisfactorily completed may not be appealed to the Planning Commission. The ordered improvements must be completed to the satisfaction of the inspector.

——(~~f~~6) A determination by the Planning Commission that an improvement is not necessary shall not exempt the unit from the requirement to comply with that improvement at the next regularly scheduled inspection. However, the Planning

Commission ruling shall exempt the unit from the requirement during any supplemental inspections.

(2) *Appeal of Registration.* If the city requires a property owner to register a dwelling or unit, the property owner may appeal the determination within 10 days of receiving notice to the City Manager.

(a) The fee for such appeal shall be set by the City Commission.

(b) Filing the appeal shall stay any deadline imposed by the inspector until after the City Manager reviews the appeal.

(c) The City Manager shall speak directly with the property owner, inspector, and any other necessary city personnel before rendering a decision. In order for the City Manager to determine that registration is not necessary, the City Manager may consider an affidavit of residency from the owner or other documentary proof such as, but not limited to, the owner's motor vehicle registration, bank or credit card statements, a driver's license or other state issued identification, and voter registration card.

(d) If the City Manager determines that the dwelling or unit must be registered, the property owner may appeal the City Manager's decision directly to the City Commission.

(e) A determination by the city that registration is not necessary during this inspection cycle shall not exempt the dwelling or unit from compliance with this Code should the City determine registration is necessary in subsequent cycles."

SECTION 4. Repealer Clause

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION 5. Savings Clause

This Ordinance shall in no manner affect pending litigation, either civil or criminal, founded or growing out of any Ordinance, Resolution, Order or parts hereof, hereby repealed, and this Ordinance shall in no manner affect any rights, claims, privileges, immunities or causes of action of the City, or other person, either criminal or civil, that may have already occurred, accrued or grown out of any Ordinance, Resolution, Order or policy, or any part thereof, hereby repealed.

SECTION 6. Validity and Severability

Should any portion of this Ordinance be found invalid for any reason, such a holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

SECTION 7. Effective Date

This Ordinance shall be effective twenty (20) days from and after its adoption by the City of St. Johns City Commission and after its publication.

Scott Dzurka, Mayor

Mindy Seavey, City Clerk

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CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Social District Permit Application Review	[X] Resolution #34-2024 Authorizing the City Manager to Review [] [] []	[X] [X] [X] [X]
Prepared by: Kristina Kinde, Treasurer Deputy City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: In accordance with the Downtown St. Johns Social District Management and Maintenance Plan, it states, “Each eligible establishment must apply to the State of Michigan for their permit. The permit requires a letter of approval from the local unit of government which would be the City of St. Johns.” In accordance with this requirement, the City is beginning to receive applications from eligible establishments. In order to expedite the Social District Permit Applications, City Staff is requesting the approval of Resolution #xx-2024 authorizing the City Manager to issue a letter of approval from the City of St. Johns after a thorough review and approval of Social District Permit Application

BACKGROUND/DISCUSSION: At the January 22, 2024 City Commission meeting a presentation was made summarizing the activity, meetings, and discussions had over the creation of a social district in the downtown area of St. Johns. This discussion led to the consensus of the Commission to direct the administration to proceed in creating the respective ordinance and formalizing the related plans and permits necessary to enact said ordinance. These documents, including the Management and Maintenance Plan and Permit Application were presented at the February 26, 2024 meeting and approved at the March 18, 2024.

STRATEGIC PLAN OBJECTIVE: Maintaining a strong, vibrant, and activated downtown is directly correlated to the health of the City.

FISCAL IMPACT: There is no additional fiscal impact to the City other than current contributions that the City makes to the DDA.

RECOMMENDATION: Staff recommends that the Commission approve Resolution 34-2024 authorizing the City Manager to review all Social District Permit Applications and issue a letter of approval from the City of St. Johns upon review of an acceptable application.

**RESOLUTION #34-2024
CITY OF ST. JOHNS**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO REVIEW AND APPROVE
SOCIAL DISTRICT PERMIT APPLICATIONS ON BEHALF OF THE CITY OF ST.
JOHNS FOR PARTICIPATION IN THE DOWNTOWN ST. JOHNS SOCIAL DISTRICT**

At a regular meeting of the City Commission of the City of St. Johns, Clinton County, Michigan, held at the City Hall, in said City on the 22nd day of July, 2024 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, on December 27, 2023, the St. Johns Principal Shopping District and Downtown Development Authority (“PSD”) voted to approve the recommendation of forming a social district in downtown St. Johns; and

WHEREAS, as a result, the PSD recommended that the City amend Chapter 111 (entitled *Alcoholic Beverages*) by adopting Section 111.10 (entitled *City Designated Social District*) of Title XI (entitled *Business Regulations*) of the Code of Ordinances of the City of St. Johns, to allow the City to create a social district that encompasses all qualified licensees within the downtown and allow for consumption of alcohol at multiple locations throughout the district; and

WHEREAS, pursuant to the “Ordinances” chapter of the City of St. Johns Charter (“Charter”), the City has the authority to amend the Code of Ordinances; and

WHEREAS, pursuant to Section 5 of the Charter, at its meeting on January 22, 2024, the City introduced Ordinance No. 685, An Ordinance to Create and Regulate a Downtown Social District (“Ordinance”); and

WHEREAS, on February 26, 2024 and March 18, 2024, respectively, the Ordinance and accompanying Management and Maintenance Plan and Permit Application were approved by the City requiring eligible establishments apply to the State of Michigan for their permit; and

WHEREAS, a letter of approval from the City is required as part of an eligible establishment’s application to the State of Michigan; and

WHEREAS, the City wishes to authorize the City Manager to issue said letters of approval on behalf of the City following the City Manager’s thorough review and approval of the eligible establishment’s application.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of St. Johns as follows:

1. The City authorizes the City Manager to review and approve in writing Social District Permit Applications, the written approval of which shall be included in the eligible establishment's application to the State of Michigan.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolution or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on July 22, 2024.

Mindy Seavey, City Clerk

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
July 22, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Depot and Rail Car Strategic Planning and Use Discussion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> [N/A] <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The City’s historic Train Depot and associated train rail cars are a fixture of the downtown and important to the City from a cultural perspective. There are opportunities for the Depot to re-program some of the lesser used areas and activate them in a more supportive role of the larger spaces in the Depot.

The 4 historic rail cars have been a fixture of the Depot environment for nearly 15 years. Over the years the rail cars have fallen into disrepair and the Clinton County Arts Council, the owners of the cars, is struggling to have the person power and financing to maintain these at the level that everyone would like them to be maintained.

This RCA is meant to begin discussion and move forward consensus on the Commission’s desires about changing some of the operations of the Depot rooms and to discuss how to ensure one of our most visited sites in downtown stays safe and representative of our great history.

BACKGROUND/DISCUSSION: The St. Johns train depot, originally built in the late 19th to early 20th century, served as a crucial hub for transportation in the region. Its construction aligns with the era when railroads were expanding rapidly across Michigan, connecting small towns to larger cities and facilitating economic growth. The depot, with its classic architectural features, exemplifies the design and functionality of early 20th-century railway stations.

Railroads were vital to the development of St. Johns, as they were for many American towns. They helped stimulate local economies, supported agriculture by providing a means to transport goods, and facilitated passenger travel. The presence of the train depot in St. Johns represents this critical period in American history.

Over time, the role of railroads in St. Johns evolved with changes in transportation technology and industry practices. Today, the historical depot and the remaining rail cars are important for preserving the City’s heritage. They serve as a reminder of the role railroads played in shaping the local economy and community.

STRATEGIC PLAN OBJECTIVE: As part of the Land Use section of the master plan, Goal #1 states: create a vibrant downtown with diverse businesses. Assuring that this area is kept in good repair and supportive of its desired and leveraged use is important to the City's downtown and the overall vision of St. Johns.

FISCAL IMPACT: This RCA is for discussion only.

RECOMMENDATION: City staff recommends the Commission to have a robust discussion on ideas and preferences as to the possible new space programming of the Depot and possible changes to ownership of the rail cars.



MEMORANDUM

To: City Commissioners

From: Chad A. Gamble, P.E., City Manager

Date: July 16, 2024

Subject: Annual Job Performance Review – 2024 (year 1)

Pursuant to Section 11 of my employment contract please find below a bulleted list of the accomplishments of the City during my first year of employment that conveniently aligns nicely with the City's fiscal year. It was requested by the members of the St. Johns City Commission, Personnel Committee that I follow the model of a bulleted list of accomplishments in a similar form that I provided for my first 6-months report. As stated previously, I hope it is inherent that almost all accomplishments that I list were the resultant of a team effort, some of which were lead directly by me, and others with significant contributions of our amazing City Team members along with assistance and input from local, regional, and statewide collaborators. In addition to this bulleted report, the City Team will produce an outward-facing annual report that could be viewed as a state of the City document. I am targeting to submit a draft report prior to August 1, 2024 to the Commission for their review with a formal presentation at the September Commission meeting.

Being a good City Manager requires one to synthesize many skills to implement the overall programs, plans and projects that make a City run well. At the top of the list of these skills are humility, tenacity, resiliency, good work ethic, organization, and the benefits and use of wisdom earned from a 32-year municipal career. It continues to be a blessing for me to be counted amongst the best municipal staff that I have had the pleasure of working with in my 32+ year career.

LIST OF ACCOMPLISHMENTS

1. Collaborated with sr. staff on re-designing the Commission packet submittal process to allow for more time for review by the Commission and City Attorney, and a more formal Request for Commission Action (RCA) document that provides standard information for each action brought before the Commission.
2. Wilson Center
 - a. Developed a City Commission and community focused process for the purposeful and intentional consideration of the Wilson Center development project based on facts, a sterile (no formal voting actions) public review, and question and answer session of all related documents, and clear and concise PowerPoint presentations of the salient points of the development agreements and funding options. Also used the City's website to continue the excellent Wilson Center website page that communicated all the information related to this project in detail.

- b. Performed a detailed and thorough review of all the development documents associated with the Wilson Center Project and made marketed changes to protect the City's position, interests, and liability if the Commission made the decision to proceed with the project.
 - c. Worked, particularly with Deputy City Manager Kristina Kinde, and Parks and Recreation Coordinator Bill Schaefer, on assembling information and data required for the submission of a 177-page MEDC Michigan Community Center Grant for \$1.9 million worth of funds towards the acquisition and buildout of the Wilson Center.
 - d. Coordinated a congressional funding application via Senator Gary Peter's Office for the Wilson Center Access and ADA Improvements. We were informed in late June that the City was given priority in the federal budget process to be awarded a \$1.2 million grant for this project.
 - e. Partnered with Dymaxion to incorporate the opportunity for them to use historical tax credits to assist in them in the development of their Unit #2 space of the 101 W. Cass Development project.
 - f. Worked with Baker Tilly, (Financial Advisor) and Dickenson-Right (Bond Counsel) to coordinate the sale of \$3.0 million worth of bonds to be used towards improvements for the Wilson Center.
3. Worked with St. Johns High School staff and Clinton County RESA team to form a conduit for the acquisition of interns to serve as social media, video media, and website support to further the City's mission and tout the great happenings, businesses, and programs the City has to offer. Through these contacts we were able to eventually hire two High School interns (one from St. Johns and one from Ovid Elsie). These interns were encouraged to work in collaboration with the St. Johns DDA and the Chamber of Commerce to unify efforts and synthesize the objectives of touting all the great things about this City. The interns have also greatly assisted in increasing social media posts at a reduced cost to the City, as compared to other options.
4. Collaborated with City staff on the submission of a Consumers Energy Prosperity Award Grant application.
5. Worked with our marketing consultant, King Media, on the development and adoption of a new City Logo.
6. Engaged the Lansing Economic Area Partnership (LEAP) and MEDC in working on several different interests in the City including; Top Duck, the Depot area properties, former Wheel Inn site, and the former Federal Mogul property and more.
7. Partnered with City staff on the development and approval of signage necessary to implement the new Downtown Parking Plan, developed and approved in the Spring of 2023. New signage was in place in late February of 2024.
8. Met with representative of the Capitol City labor Program (police union) and St. Johns Police Department Sr. leadership to better understand what has challenged the collaborative desires of both parties. In doing so, a clear and focused support of Departmental objectives was forged, and an organizational support structure was reinforced to further and promote the mission of the Department.
9. Continued utilizing the existing King Media contract to continue current efforts of marketing the City via Facebook, tactical engagements for press releases, updating the City's quarterly newsletter, and guidance for improvements to our website.
10. Successfully managed, directed, and coordinated press responses and media inquiries regarding the trolley accident and subsequent legal updates via joint press release with the County Prosecutor's Office.

11. Worked with Lean and Green Michigan organization to present and obtain passage on the new economic development and improvement process known as Property Assessed Clean Energy (PACE) program.
12. Collaborated with City social media staff and the hard-working members of the Public Works Department to respond to the August 25, 2023 wind storm, post updates via social media, and the City's website, as well as regular emergency management briefings to the Commission.
13. Worked with the Aqui Vida Company to engage and "tee-up" opportunities to activate long standing development objectives and target property that will be conducive to the expansion of proposed development. Worked with a real estate agent and Aqui Vida to propose a contingent property transaction involving property along East Gibbs Street.
14. Partnered with Emily Houk of Research to Practice Consulting, to finalize, present, and obtain adoption of the Commissions Strategic Plan objectives for the FY 24/25 budget.
15. Met with the Friends of Fantasy Forest and the City Commission to develop a detailed community design engagement plan after the announcement of the award of a \$694,000 SPARK grant. This process was inclusive of the necessary contractual obligations for the delivery of the project and the requirements of the grant and dates for community presentations and Commission approvals. The City has also worked with the Friends of Fantasy Forest, the St. Johns Area Community Fund, and local service agencies to obtain regional support of the overall Fantasy Forest Master Plan as well as confirming fund raising strategy to reach the overall funding goal of \$2.4 million. Design is on track to be complete by the fall of this year with construction commencing in the Spring of 2025.
16. Met with the new owners of the former Federal Mogul Property, Magnibeam/Prevail Solar, to understand their re-development schedule and overall planned investments in the City. Subsequently, organized collaborative meetings with County to receive briefings on development status and activity and to exchange City and County zoning and building permit requirements. After their parent company completed a site selection process and chose another site, we worked with the property owner to consider alternative redevelopment plans. These plans would require assistance from other state and federal agencies and take more time, but would fall into place with the overall goals of the master plan development for this area, as presented by the City's Strategic Plan, and as suggested by the Michigan State University Department of Planning and Construction case study.
17. Developed a formal press release addressing and answering questions and officially closing the long outstanding investigation of Police Chief David Kirk.
18. Established regular meetings with Eric Silm, Supervisor of Bingham Township, and with representatives of LEAP, with the objectives of forging cooperative agreements that have mutual positive impacts to our communities. These continued discussions gave rise to the Township being comfortable with moving forward with negotiations related to a joint agreement that would be mutually beneficial to both parties.
19. Worked with Chris Korey, Mckenna, and Foster Swift and other key City Team Members to make/propose several changes to the City's code of ordinances dealing with the following topics:
 - a. Permitting Backyard Chickens (Adopted)
 - b. Modernizing the Pet Ordinance (Adopted)
 - c. Downtown Parking Reform (Adopted)
 - d. RV Parking Reform (Adopted)
 - e. Permitted Psychological Patients in Hospitals (Adopted)
 - f. Chicken Coop Materials (Pending Adoption)

- g. Requiring Sidewalk for All Developments (Pending Adoption)
 - h. Golf Carts (Not Adopted)
 - i. Noise Ordinance (In Progress)
20. Scott Road non-motorized pathway & City Park Beach Volleyball Court
- a. Guided the value engineering for these projects to ensure that they would be completed on time and within an established budget and subsequently finalized the designs
 - b. Supported Bill Schafer and Justin Smith in the construction phase to complete the projects on time and on budget.
21. School Collaborations
- a. Partnered with new St. Johns School Superintendent, Anthony Berthiaume, to schedule a joint meeting of the School Board and the City Commission that was held on March of 2024. This meeting was a big success, and plans are in the works to make this at a minimum an annual meeting.
 - b. Began the formal process of establishing a safe routes to school program for the City, SJPS and St. Joseph School to hopefully bring in over \$650,000 for the construction and maintenance to the City's sidewalk system in and around these facilities
 - c. As mentioned before, recruited interns from St. Johns and Ovid-Elsie high schools that participated in the Clinton County RESA programs.
22. Worked with the DDA and Commissioners on the development and eventual passage of a Social District and related policy for the City and specifically the downtown CBD.
23. Applied to have the Depot area included in a list of projects for a Capstone Project for Michigan State University students within the college of Planning and Construction. This project was selected as one of 7 projects around the state and later served as the owner's representative and project liaison for a cohort of 5 MSU Students. This project involved 1200 hours of study and report writing that recommended redevelopment goals and opportunities for the Depot property and surrounding area.
24. Arrange to partner financially with agencies that provide the City with an innate value and sense of place with their services. These services and agencies are the recycling center operated by the Lions Club, and the annual fireworks supported by the St. Johns Rotary. The City also increased its partnership and support of the Chamber of Commerce and became level 1 members.
25. Worked to streamline the City's budget process and formal presentations and approvals to various committees in conjunction with Treasurer Kinde. Also worked to incorporate a Commission working session to discuss the capital improvement projects with many Departmental staff that were proposed for the FY 24/25 budget. This CIP Q & A of sorts availed the Commission to discuss proposed projects and have more interaction with Department and Division heads. Other policies and improvements incorporated into and passed along with the FY 24/25 budget were:
- a. Utility Rate Discussion and eventual adoption of rates that align fund balance with targeted funds necessary for required maintenance CIP's
 - b. Updated the City's purchasing policy that increased flexibility and streamlined purchases without losing the oversight and approval protocols of the City Commission.
 - c. Purchased and began development of Clear Gov budgeting software that will enhance our presentation and tracking of CIP's, permit a streamlined and simplified way of presenting budget

updates to the Commission and public, and will incorporate the ability to produce a comprehensive “budget book”.

d. Many other strategic objectives as discussed in detail during the adoption of the FY 24/25 budget.

26. Served as the media contact and performed over 8 interviews highlighting the City, improvement projects, festivals, new developments, and our blossoming downtown.
27. Encouraged relationship building by bringing the DDA, Chamber of Commerce, and City agencies together and worked to forge a more collaborative relationships. This took the form of :
 - a. Intern work on maps with shared benefits
 - b. Publications partnerships (Billboard sponsorship promoting the City)
 - c. Creation of a downtown business map
 - d. Increased Chamber level membership participation.
 - e. Mint Festival collaboration and cooperation
 - f. Attended many Chamber mixers and events
28. Performed the necessary continuing education requirements to maintain my professional engineer’s license.
29. Coordinated the application to the Community Economic Development Association of Michigan for an AmeriCorps member assignment. We were informed in late May that we were awarded an AmeriCorps member that will focus on Parks and Recreation programming and assistance.
30. Worked with the City Social Media team to post regular points of interest, monthly focus pieces, and general information about what the City Team does day in and day out to keep the City running. These efforts have caused a large increase in the followers on the City’s media platforms.
31. Authorized and encouraged the use of a college intern at the St. Johns Police Department. This intern was key in supporting downtown parking enforcement and supportive administrative and mentoring based activities within the Department.
32. Participated in and coordinated City wide reviews of 8 site plan reviews, 2 rezonings, 3 variances and 3 special land use approvals.
33. Wrote letters of support for grants for the redevelopment of the Southpoint Mall and to encourage developers to locate new childcare facilities in the City of St. Johns and to encourage economic development assistance to do so.
34. Attended the Michigan Municipal League Winter Institute.
35. Led a review meeting with key City staff members at the end of the first year of the Rental Housing Registration Program in order to recommend and implement necessary changes to the residential checklist via the approval of the Planning Commission. These changes brought the checklist and therefore the condition of the housing stock more in line with program goals and safety and strategic goals of the City.
36. Renewed the King Media Contract to prioritize the added value and expertise and capabilities of the King Team with the learned capabilities of the social media intern positions and very capable City Team members. This permits the City to leverage quality and quantity and to do so cost effectively.
37. Oversaw the City’s issuance of a solid waste and recycling services RFP. The RFP only had one respondent. However it was found to be a sound and fair response from Granger, a known vendor that the City has worked with for nearly 10 years.

38. The City added security camera coverage for downtown as well as proximate to the Depot. These cameras have already proven valuable in documenting accidents, parking issues and crimes.
39. Remained regionally connected by attending the following events:
 - a. Middle of the Mitt Administrators luncheons
 - b. Clinton County Business Roundtable
 - c. Lansing Regional Chamber of Commerce Luncheons/events
 - d. CAPCOG - regional collaboration meeting
40. Worked closely with the Treasurer to assist and support a financial scrubbing of the City's investment strategy. Meetings were held with Mercantile Bank and Michigan Class to more fully understand the limitations, drawbacks, and advantages of investing monies more fluidly during the course of the fiscal year.
41. Encouraged and provided support for the forward movement of the administrative and strategic goals of the SJPd. The small and large means by which this was achieved was;
 - a. Gong on a ride along with one of the Departments new officers.
 - b. Supporting the use of new more ergonomic and usable tactical vests for officers
 - c. Supported the objectives of the administrative team to invest in additional building improvements including new staff lockers and increased security for the overall building.
 - d. Operational support for engaged and community safety-oriented policing techniques.
42. Supported the collective decision to recommend a change to the City's former benefits representatives to Gallagher. Through this process several tweaks to current general benefits package
43. Established a good working relationship and regular communications with the County Administrator.

The above list are the major items that I and the City team have accomplished over the past year. This of course does not reflect the day-to-day operations/tasks necessary to keep the City running and overall management of the "municipal minutia/customer service tasks" that makes up a percentage of my duties on a daily basis.

When entering any new position, especially that of a City Manager, a prime goal should be to forge excellent relationships. These relationships must be based on trust, collaboration, respect, humility, honesty, and the desire to continue to invest in them. It is my goal to continue forging what I believe are excellent relationships, based on this framework, with City Team Members, residents, business owners, school administrative officers, regional partners, and the Commission. The fruit of these relationships will be the "food" upon which this community will strengthen and grow.

In summary, the City Team has accomplished much over the past year. However, FY 24/25 is shaping up to be a transformative and exciting year in many respects. I am so very excited and blessed to be part of the team that will tackle and accomplish many things in the year to come.