

**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, August 26, 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  
-Regular meeting minutes of July 22, 2024
- b. Receipt of Warrants  
-In the amount of \$4,177,416.58
- c. National Night Out Donation Summary  
-Staff recommends the City Commission accept the memo and summary of donations per the City Donation Policy.
- d. Wastewater Department Building 3 and Building 6 Roof Replacement  
-Staff recommends the City Commission approve the agreement and quote from Superior Services to replace the roofs on Buildings 3 and 6 in the amount of \$63,800.00.

- e. 2026 Dump Truck Chassis
  - Staff recommends the City Commission approve the MI-DEAL quote from D&K Truck of \$144,757 for a 2026 Western star chassis.
- f. 2026 Dump Truck Outfitting
  - Staff recommends the City Commission approve the formal bid from Shults Equipment LLC of \$107,951.00 for outfitting the 2026 Western-Star chassis with snow removal equipment.
- g. AMI Fixed Network Reading Equipment
  - Staff recommends the City Commission approve the three AMI Fixed Network Readers from Ferguson Waterworks in the amount of \$136,634.50.

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

**B. PUBLIC HEARINGS:**

**C. PERSONS WISHING TO PRESENT TESTIMONY:**

- 1. Public comment - agenda & non-agenda items (6:07 pm – 6:10 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. Rental Inspection Ordinance and Fee Schedule Amendments – Resolution to Adopt #35-2024 (6:10 pm – 6:25 pm) *Action Item*  
*(Presenter: Ken Skunda, McKenna)*

**F. NEW BUSINESS:**

- 1. Landscaping Waiver for 108 E. Railroad Street and Recommended Zoning Amendment - Landscaping (6:25 pm – 6:40 pm) *Action Item*  
*(Presenters: Chad Gamble, City Manager; Chris Khorey, McKenna)*
- 2. City Manager Comments (6:40 pm – 6:50 pm) *Discussion only*
- 3. Commissioner Comments (6:50 pm – 7:00 pm) *Discussion only*

**G. ADJOURNMENT: (7:00 pm)**

(Next Regular Meeting Scheduled for **Monday, September 23, 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 provide reasonable accommodation.



# CONSENT AGENDA

**CITY OF ST. JOHNS**

**CITY COMMISSION MINUTES**

**JULY 22, 2024**

The regular meeting of the St. Johns City Commission was called to order by Mayor Dzurka at 6:00 p.m. at the Clinton County Courthouse, 100 East State Street, 2<sup>nd</sup> 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; Justin Smith, Director of Public Services; Courtney Agrusa, City Attorney (arrived at 6:16 p.m.); Michael Homier, City Attorney (Zoom); Ken Skunda, McKenna

Mayor Dzurka asked if any of the commissioners or persons present wished to discuss any of the items on the consent agenda.

Commissioner Hyzer asked to pull item E from the Consent Agenda.

Mayor Dzurka said it would be placed after item #8 New Business.

Motion by Commissioner Ruestman seconded by Commissioner Hyzer 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 Ruestman seconded by Commissioner Hyzer that the minutes of the May 20, 2024 closed session and June 24, 2024 regular meeting be approved as presented.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Ruestman seconded by Commissioner Hyzer that warrants be approved as presented in the amount of \$637,356.53.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

c. Renewal of Liability & Property Insurance

Motion by Commissioner Ruestman seconded by Commissioner Hyzer that the city commission designate the MML 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.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

d. Michigan Municipal League Workers' Compensation Fund – Board of Trustees

Motion by Commissioner Ruestman seconded by Commissioner Hyzer that the city commission authorize voting for the 3 trustees for the four-year terms.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

f. Equipment Outfitting of the 2025 Western-star Chassis

Motion by Commissioner Ruestman seconded by Commissioner Hyzer 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.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

g. 2024 Sanitary Sewer Lining Project

Motion by Commissioner Ruestman seconded by Commissioner Hyzer that the city commission approve 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.

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YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

h. 2024 Mint Festival Special Event Application for Chamber & DDA

Motion by Commissioner Ruestman seconded by Commissioner Hyzer 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.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

i. Fee and Rate Revisions

Motion by Commissioner Ruestman seconded by Commissioner Hyzer that the city commission approve the fee and rate revisions to 2024-2025 Fee and Rate schedule.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

j. National Night Out 2024 Proclamation

Motion by Commissioner Ruestman seconded by Commissioner Hyzer that the city commission adopt the National Night Out 2024 Proclamation and authorize the mayor and clerk to sign.

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 removed #1 under Persons Wishing to Present Testimony; he moved Old Business #1 to the end of the agenda and asked that they move to that item when Mike Homier, City Attorney, gets on the Zoom meeting.

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

**AGENDA**

**A. OPENING:**

1. Invocation
2. Pledge of Allegiance
3. Consent Agenda

*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.~~
  - (Moved to New Business)*
- 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:

**B. PUBLIC HEARINGS:**

**C. PERSONS WISHING TO PRESENT TESTIMONY:**

1. ~~MaLissa Schutt, Executive Director at Clinton Area Transit System~~

12. Public comment - agenda & non-agenda items

**D. COMMUNICATIONS:**

**F. NEW BUSINESS:**

1. Appeal of Invoice 7161 for Fire Run to 1000 E. Walker St
2. Core Business Technologies – Statement of Work
3. Resolution #30-2024 – Consumers Energy Streetlight Resolution (500 Block of West Sickles)
4. Resolution #31-2024 – Consumers Energy Streetlight Resolution (200 Block of Wight Street)
5. Resolution #32-2024 – Consumers Energy Streetlight Resolution (200 East Cass Street)
6. Rental Inspection Ordinance and Fee Schedule Amendments – Resolution to Introduce #33-2024
7. Social District Permit Application Review – Resolution #34-2024•
8. Depot and Rail Car Strategic Planning and Use Discussion
9. Wastewater Department Pick-Up Truck Purchase
10. City Manager – Annual Job Performance Review
11. City Manager Comments
12. Commissioner Comments

**E. OLD BUSINESS:**

1. Discussion of Viable Options for Cooperative Agreement with Bingham Township

**G. ADJOURNMENT:**

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

PUBLIC HEARINGS



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PERSONS WISHING TO PRESENT TESTIMONY1. Public Comment

Mayor Dzurka asked if there were any public comments.

Terry Black, 308 N. Swegles, was present. He asked what is going to go on with the rental inspections. He said you are raising rates to \$1,000 now. He said he was unprepared for tonight and only heard about this meeting yesterday.

Ken Skunda, McKenna, said that fee was always in there and that isn't changing.

Mayor Dzurka said this ordinance change will go to two meetings also.

COMMUNICATIONSNEW BUSINESS1. Appeal of Invoice 7161 for Fire Run to 1000 E. Walker St

City Manager Gamble said the city received a challenge to a fee that was issued to a resident for a fire run. He discussed: the series of communications; the invoice for \$250 for a reduced charge for fire run FY 23/24; the last handful of years there was an administrative fee reduction for faulty carbon monoxide meters; appeal from Mr. Geers; letter he sent to Mr. Geers on June 11, 2024; and his appeal to the city commission. He said the procedure is spelled out and the commission is the adjudicator.

Brad Geers, owner, was present. He discussed he was dissatisfied with the response from Chad; he appreciated the opportunity to plead his case; the fee structure is outrageous; Chad originally said this was a \$500 fee, but he got charged \$250; and this needed to be addressed.

Courtney Agrusa, City Attorney, arrived at 6:16 p.m.

Mr. Geers asked if the 6 others went through the appeals process? He said he doesn't feel he should be held hostage by others not saying anything. He discussed: he doesn't feel it was handled according to how the appeals process is laid out; he never had an opportunity to sit down with Chad but did have a brief conversation with him when he dropped off the letter; you should follow your own rules; and he doesn't understand what constitutes a false alarm.

Commissioner Hufnagel asked for more information.

Mr. Geers said it was a tenant whose carbon monoxide detector went off and it was faulty.

Mayor Dzurka asked how we determine whether it's a run or a false alarm.

City Manager Gamble thanked Mr. Geers for how professional he was and presented his case accordingly. In his appeal letter, 4<sup>th</sup> paragraph, is the definition of false alarm. He said runs are tied into the 911 emergency system; commercial establishments with auto call would fall into the category of false alarms. For many years, there has been an administrative reduction when it is a faulty detector because we want people to call the fire department. He said 9 people reported and 3 went on the scene and then returned to the fire barn. There were 9 runs with carbon monoxide detectors and 7 have paid. He said we met as a team over the fee structure and made adjustments for fiscal year 24/25, but this happened in the prior year. He said he was not aware of this process (appeal) until we were halfway through it.

There was a discussion of:

- Interpretation of the ordinance; it is a fair argument.
- Intent to have compensation for time associated with runs and false alarms.
- 9 cases, and they had an opportunity to come in and object to it.
- The fee was too high to begin with.
  - That charge is now \$50.
- Response for auto-generated fire alarm.
  - Case-by-case basis.
- False alarm on police department side is \$0.
- Appreciative the management company replaced the unit.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission approve the elimination of the fee for 1000 E. Walker, invoice #7161.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

## 2. Core Business Technologies – Statement of Work

City Manager Gamble said this was mentioned today, and would be a streamlined way to communicate on interested categories such as minutes, announcements, etc.

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Clerk Seavey said we have been discussing a way to allow residents to sign up for notifications through email or text. Our website company, Core BT, has the e-notification component we can add. If we add this, residents or others can sign up through our website to be notified about various topics such as: meeting minutes, agendas, emergency notifications, etc. We can create whatever topics or subscriptions we want. There is no limit on the number of emails we can send out; no limit on the number of subscriptions we can list; and 5,000 SMS or text messages are included (we can pay \$200 for an additional 5,000). We do have money budgeted in our 2024/25 budget for this. An example is Lowell, Indiana.

Treasurer Kinde discussed the Lowell, Indiana website.

City Manager Gamble said we will work with staff to fully develop what subscriptions would be best for the city. We want to be able to use those tools as necessary and we would bring back some of our ideas as categories.

Commissioner Ruestman said there was evidence tonight of someone that needed notification.

Mayor Dzurka said thank you to the team. This has also been requested by the planning commission and he would appreciate just having general news up there also.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission approve the statement of work for Core Business Technologies.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

City Manager Gamble discussed the timeline of the project.

3. Resolution #30-2024 – Consumers Energy Streetlight Resolution (500 Block of West Sickles)

Director Smith said he received a call from the high school principal regarding a near miss at Sickles Street and within a week received a call from the St. Joe principal regarding a near miss at Cass and Wight Streets. They were concerned with street light issues and those complaints were validated; it is very dimly lit. We worked with Consumers Energy and there are three different areas for street light improvements. We have a resolution for each and an amendment to the street light contract. 200 E. Cass will get a \$2,794.00 rebate once LED is installed.

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City Manager Gamble thanked Director Smith for this work. He said it speaks to our collaboration with the schools within our community.

Mayor Dzurka said this came up at our meeting with the school board.

There was a discussion of:

- Good to see those improvements take place; bump-outs and improvements in the Cass Street area.
- A city-wide assessment, where are we with LED?
  - Not sure we are 50% with LED.
  - We are the only ones that can initiate new streetlights.
  - Should see another one shortly at intersection of Sturgis and Oakland.
- 21 & 27 area.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission adopt Resolution #30-2024.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

4. Resolution #31-2024 – Consumers Energy Streetlight Resolution (200 Block of Wight Street)

Motion by Commissioner Ruestman seconded by Commissioner Hufnagel that the city commission adopt Resolution #31-2024.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

5. Resolution #32-2024 – Consumers Energy Streetlight Resolution (200 East Cass Street)

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission adopt Resolution #32-2024.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

6. Rental Inspection Ordinance and Fee Schedule Amendments – Resolution to Introduce #33-2024

Ken Skunda, McKenna, said we didn't change a lot. He discussed multi-units and said it would take us over 12 years to inspect all of them if they were a 30-unit building. We needed to reword it a little bit and want to change it to every unit will be inspected in the whole building. Right now, any rental unit is \$300 to register. He said there was an amnesty period on the registration fee. He said nothing has changed, that fee has always been there and the \$175 has always been there. It was always meant to inspect every unit. Before, if you weren't receiving compensation for a rental property, you didn't need an inspection. With this, if you aren't living in it, it needs to be inspected. We propose a change.

There was a discussion of:

- Not all reductions in PRE's (Principal Residence Exemption) are rentals.
  - Non-100% PRE would be a trigger for us to look at it.
- Revised ordinance to hash out the appeal process.
- If not 100% PRE would have to pay the registration fee as well?
  - We have reached out to everyone and would give them time to register for free.
- Snowbirds.
  - They wouldn't have to pay for registration if a snowbird and they let the property sit.
    - Courtney said we can clean up that language.
- What is the \$300 for?
  - Registration. At this point have all our rentals registered and are past that initial registration process.
- When the \$175 fee was established, the intent was to charge every parcel. Now we will be inspecting all the parcels.
  - Inspecting every unit every 3 years.
- We are not changing the cost.
- The fee for large unit buildings.
- Fee is cost neutral, not a revenue generator.
- We have considerable compliance with landlords.
- The time it takes for an inspection.

Mayor Dzurka asked if we have any outreach to landlords on this. He asked if we could gather some of that core group. He said there was a question on our rights to inspect.

City Attorney Agrusa said she provided Chad with some analysis on the right to inspect.

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission adopt Resolution #33-2024.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

7. Social District Permit Application Review – Resolution #34-2024

City Manager Gamble said the social district was approved on March 18<sup>th</sup>. He said there is a letter of approval for the establishments within the social district and an application, so the city has documentation. We would like the city commission to designate the city manager to be able to send a letter of approval to the MLCC.

There was a discussion of:

- Signage.
  - Walking the boundaries and looking at cost effective ways for signage on current signs.
- The social district hasn't been approved by the state yet.
- There were some pushbacks at the DDA regarding paperwork.
  - That has been resolved.

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission adopt Resolution #34-2024.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

8. Depot and Rail Car Strategic Planning and Use Discussion

Mayor Dzurka said some members of the arts council are here tonight.

City Manager Gamble said this is a two-part discussion: operations of the depot itself (main room and ancillary room); and rail cars. He said he doesn't know how often it is opened as a museum, but it is not being used to its full extent. We could rent it out and work with other railroad enthusiasts to make a home for that and maybe select memorabilia to stay.

There was a discussion of:

- What is the best use of the depot.
- Some kind of agreement in place?
  - There was a rental agreement for the train museum.

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Bill Tennant was present. He said they need to get a group of people together and see where we are at. These things were donated to be used and displayed and we must be careful with a lot of that.

Commissioner Hufnagel asked about the donations and if they were to the Clinton County Arts Council (CCAC). We are struggling with the train cars and who owns the train cars.

Courtney McCampbell was present. She said her parents were the ones that ran it. They paid rent up until about 3 years ago and everything donated was under the CCAC umbrella. The Murphy's have donated a huge amount assuming it would stay a part of the museum.

City Manager Gamble said we are trying to find a win/win. He discussed trying to blend acknowledgement of the history of the railroad and try to activate that room that could be used on a more frequent basis. Unfortunately, it is a storage room right now.

Commissioner Ruestman said she thinks creative things can be done. The Paine Gillam Scott Museum may be interested in displaying that.

Mayor Dzurka said the depot is a gem and we want to make sure the building gets used. We want to preserve history and get full utilization of that space.

City Manager Gamble said the rail cars were placed there and are showing their age and starting to fall apart (windows missing, supportive undercars starting to fail). He said there are not as many members of the CCAC as there were before. We have had people reach out to buy one or several of the rail cars. We want to ensure that whatever we have there we can maintain. Which cars would we want to keep here?

Mr. Murphy asked if there would be another grant submittal for this.

Discussion of:

- Safety concerns.
  - Pieces broken off.
  - Duty to look at structures and protect the public safety.
- Cost to enclose 2 cars is in the \$60,000 range.
- Train cars are on the trail property.
- Clarity about who owns those cars.
  - Arts Council.
- Liability insurance on the train cars?
- Seeing one well maintained railcar vs. 4 we are struggling to maintain.

- Include the historical society and DDA in meetings.

#### 9. Wastewater Department Pick-Up Truck Purchase

Commissioner Hyzer said he was curious. We changed the purchasing policy and Young Chevrolet is not within MiDeal. He said he was curious why 3 quotes were not given.

Director Smith said any Chevrolet Dealership can use the MiDeal purchasing program. We also did this in August of 2023. He said through their commercial division of Young they can use MiDeal to set the price.

There was a discussion of:

- The DTMB program and MiDeal.
- The purchasing policy was changed, and we want to make sure we are following the policy.
- Young Chevrolet is a local vendor, purchasing policy and being within 5% for local vendors.
  - On their bid it said MiDeal.
- Timing and sense of urgency.
  - The vehicle is in inventory; there may be a delay.
- If staff confirms this is part of the MiDeal program, then the city would be authorized to do that. If not, would bring 3 quotes to the next meeting.

Commissioner Hyzer said if not part of MiDeal, get two additional quotes with an amount not to exceed the Young's quote or approve \$44,999 for the purchase of a truck and obtain two additional quotes and go with the cheaper quote.

Treasurer Kinde said if purchasing policy says if local bidder within 5%, are you okay with that.

Commissioner Hyzer said yes if following the policy.

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission move forward with purchase of new pickup in amount not to exceed \$44,999 in compliance with our policies.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

OLD BUSINESS



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### 1. Discussion of Viable Options for Cooperative Agreement with Bingham Township

Attorney Homier was present through Zoom.

City Manager Gamble said his RCA re-summarized the 3 different types of agreements we have been generally talking about: Urban Cooperation Agreement; PA 425; Water and Sewer Authority. He discussed: what objectives the commission has; other asks such as a road mapping of this process; what are the salient points; and meeting with the Bingham Township Board.

Attorney Homier said there is a 4<sup>th</sup> option – hybrid agreement. He said what the township has proposed is an intergovernmental agreement with some ideas that the parties would work toward creating an authority. He said the parameters were not necessarily set and details having to be worked out in the future.

Mayor Dzurka said he and Commissioner Hufnagel had a meeting with Eric Silm and Eric Harger at Senator Sam Singh's office. We are open to conversation. We need to give direction to Chad on what we would be open to.

There was a discussion of:

- The word road map.
- Need to set a direction.
- Trying to set some boundaries for us.
- Are there other pieces besides water and sewer?
- Clarity about what the township wants.
- Goals and motives.
- Communication and transparency.
- Why it would be good for the city.
- For it to be mutually beneficial it has to be a win/win.
- At the last Bingham meeting they did take some action.

Attorney Homier said the township is interested in an intergovernmental agreement which would interconnect the systems with longer term goal of forming an authority on whatever relative percentage of the assets that are contributed to the authority would be either party's stake in the authority. The city is asking a really good question, what are the goals. The goal is economic development for the community as a whole and to be able to provide those services, spreading out the fixed cost on a wider base and more efficient delivery of those services. The point is to share those services that each could provide on their own with the goal of reducing the cost of everyone served by those services and to create economic development and increase jobs and growth in community as a whole.

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There was a discussion of:

- Who that would be economic development for, the township or the city.
  - Township acknowledgement that its residents benefit from other services of the city.
  - More residents visiting our downtown and utilize businesses in the community.
- Operations of collective systems in a very cost-effective way.
- Collective meeting with boards in the same room of what this would look like.
- Is the township coming to us or are we going after them; draft agreements; pros/cons for three options for the city?
  - The township was pursuing an increase in their infrastructure; we have water capacity right across the street.
  - We are looking at 25-50 years down the road.
  - They would look at the city taking over operations of collective system; different benefits and mechanics to each of the 3 options.
- The city is involved with the ambulance authority; we couldn't support it ourselves.
  - The township's benefit is going to be different than our benefit; our ability to grow is limited and the township has the ability to grow; we shed liability and lower costs; regionalization is probably only the survival method for any public service; a win/win, but the wins are different.
- We have to define what our win looks like for us.
- More users reduce costs.
- There is a disparity between the assets that are currently in place.
  - Being able to make the case to the residents to this city.
  - A typical authority comes with a buy in; right now we are giving them capacity for \$0.
  - An equity buy-in could be factored into any agreement.
  - Bingham Township has recognized their understanding that their residents do utilize city services.
- A joint meeting is essential.
  - Relationship building and building a partnership; there is going to be a lot of give and take here.
- General Fund agreements.
  - Not the driving factor.
  - If you have an enterprise fund, if there is not an increase in General Fund taxes, there could be increased pressure on the General Fund operations of the city that would be service a larger populace; an incremental increase in funds to provide for those services.
- Need to look at any agreement and then say "then what", what else should we have in this agreement.

- We need to make sure these agreements have difficult out-clauses that protect both sides.
- The city manager working with the subcommittee of Dzurka and Hufnagel in drafting a letter that captures this conversation we want to include in this roadmap and an official request by the commission of mutual meetings of the boards.
- Draft agreements.
- The Bingham Township Board authorized Silm to negotiate with the city in forming an intergovernmental agreement that will lead to an authority.

Motion by Commissioner Ruestman and seconded by Commissioner Gurski that the city commission direct the City Manager to communicate with the township a willingness to develop a roadmap to partner with Bingham Township including the consideration of an authority and to request a joint meeting with the township trustee board and the city commission to discuss the direction of a partnership.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

#### 10. City Manager – Annual Job Performance Review

Mayor Dzurka thanked Chad for updating them. He said it has been a year and they wanted to give him a chance to share with us the great accomplishments made in the last year. He discussed the annual report he has been working on. He said the Personnel Committee wanted to make sure you had a chance to look it over. He said there will be a survey to give a chance to give input to the commission for Chad's performance.

City Manager Gamble said it has been a pleasure and privilege to serve as city manager. He said he is surrounded by great people, and it has been an absolute blessing to work with some tremendous people. He said the year went by in the blink of an eye.

#### 11. City Manager Comments

City Manager Gamble discussed:

- Thank you for the discussion and direction on the Bingham Township negotiations and the depot and rail car status.
- Recent vandalism of City assets.
  - City Depot western door shot out with bb-gun (July 15, 2024).
  - City bathroom at main park – rocks thrown at and broke windows (July 19, 2024).
- Fantasy Forest 2.0 update
  - Master plan drawing of Fantasy Forest 2.0 is complete.

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- Also discuss using the map as reference the security and lighting meeting that was held on July 11<sup>th</sup> to review to ensure that we are prudently protecting the community's large investment.
  - We are working on site furnishings.
  - Working on preparation for the press conference for the presentation of the master plan for the public and formal kickoff of fund raising. I will keep the commission updated on date and time.
  - While we are discussing the City Park want to recognize the efforts of the Park and Rec maintenance staff and the seasonal employees, led by Ed Gurski, for their efforts in performing major landscaping improvements to the area in and around the bandshell and the Fallen Hero Memorial.
  - Wilson Center Updates
    - Received statements related to the level of remediation Dymaxion is prepared to perform as it relates to the windows and remaining piping that both may have asbestos containing material. We are trying to set up a meeting to discuss this with the ownership group and forge a win/win pathway forward. I hope to have this all wrapped up by mid-August.
    - I will update you next month on the status of their federal historic tax credit (HTC) application. Dymaxion indicated that they should have a much better idea on the submittal of their application, processing time and eventual approval to proceed with construction. The plans for Unit #1 and Unit #2 will have to be nearly complete in order to submit the HTC in full.
  - Show off the now printed downtown business map! Kudos to Emma Burnham for working very hard to get all the details needed for this map on paper.
  - Thank you for the discussion and feedback on the annual review. Included in the Commission memo is a 60% draft showing our proposed layout and format for an outward facing formal "state of the City" document. In discussing this document and options to present this document with the mayor, we had thought it may be a good idea to invite the public, and in particular all board and committee members to a gathering at 5:00 p.m. on September 23rd for a formal presentation of the annual report and discussion as well as an opportunity to thank the volunteer board and commission members for their service. Is this the will of the overall commission?
  - Justin and I, along with the three interns are working on a streets video that addresses our upcoming road projects for this fiscal year as well as jurisdictional confusion regarding MDOT/County controlled roads and their relative condition. Our approach for this video was very non-traditional, and we look forward to showing you the final product in the next few weeks.
  - The City Finance Team, led by City Finance Director Kristina Kinde, have been working on some streamlining projects for our accounting systems that I am sure

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will yield some awesome fruit for overall accounting and auditing protocols and processes for the city. I will let her explain more.

- Treasurer Kinde said we are working to get cash accounts into pooled cash accounts. She said we do a lot of manual transfers of accounts daily. We will work to get other accounts closed out. We are keeping the tax account and HRA account separate. She said this is creating great efficiencies. We worked to move a lot of funds over to Michigan Class and are earning a little over 5%.
- We received notice on June 27<sup>th</sup> that we received a grant of \$5,000 from the Wade-Trim Foundation for assistance in leading our community planning and engagement efforts. We look forward to working with them to establish these important activities for the community.
- Food trucks have been a topic of discussion as of late. Explain history of fees and what we charge and that we will be meeting this week to discuss details of this.
- Reminder about RSVP for the MML Convention (September 11-13).
- On vacation from August 7<sup>th</sup> – 17<sup>th</sup>.

## 12. Commissioner Comments

Commissioner Gurski thanked Chad for everything he has done. He said he appreciated his hard work. Enjoy your vacation.

Commissioner Ruestman echoed that. She said it is amazing what you have done. She thanked the people who helped with the pageant: Chad and Eric served as mock judges, she said it is an important part of their learning and development; she thanked Heather for donating mints as part of the gift baskets. She said it was a huge success. She said they had 20 candidates, and 330 tickets sold. She said she would like to bring the court to meet everybody since they want to add civic engagement. She said the library is in the process of trying to get rid of some old books. She said they have rented space in the Southpoint Mall and will be able to set up temporary facilities.

Commissioner Hufnagel said how excited he is regarding a new engagement system to engage the public. He said we have been challenged in finding new vehicles in getting information out. He wanted to acknowledge donations and volunteers we have in this community; there are a lot of people who do really good things and do a lot for the community. He wanted to acknowledge all that Gary and Jenny McCampbell have done for this community; the train cars were a pretty hefty lift. He said we have a really great community that does an awful lot.

Commissioner Hyzer said congratulations to Chad on being here a year. Also, the streamlining of pooled cash that's going to be a big benefit (time savings and financially)

to pooling those funds. Suggest having two accounts: a depository account and investment account at same bank so transfers can slide over really easy.

Mayor Dzurka thanked Chad for a very successful first year and many more to come. He thanked Chad, Chief Kirk, Jessica and everyone that played a part in the Church Street clean-up. He said it was a very difficult situation with difficult and unsafe conditions.

City Manager Gamble said Deputy Chief Tobias was also involved with that.

ADJOURNMENT

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

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

The meeting was adjourned at 9:19 p.m.

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**August 26, 2024**

<b>Department: Administration</b>	<b>Attachments:</b>
<b>Subject: <i>National Night Out Donation Summary</i></b>	<input checked="" type="checkbox"/> <i>Memo and summary of donations</i> <input type="checkbox"/> <input type="checkbox"/>
<b>Prepared by: April Lech, Police Department Office Manager</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>

**SUMMARY/HIGHLIGHT:** Each year on the first Tuesday in August, the Police Department hosts National Night Out. In order to have a successful event, we request local businesses to join us as sponsors.

**BACKGROUND/DISCUSSION:** At the May 20, 2024 meeting, the City Commission approved sending out letters to local businesses soliciting donations for the event. This summary is being submitted at the conclusion of the event per the City donation policy.

**STRATEGIC PLAN OBJECTIVE:** N/A

**FISCAL IMPACT:** N/A

**RECOMMENDATION:**

*Staff recommends the City Commission accept the memo and summary of donations per the City Donation Policy.*



# St. Johns Police Department

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David Kirk, *Chief of Police*

*“Ready to Protect, Proud to Serve”*

TO: Chief Kirk, City Manager Gamble, Mayor Dzurka, and Commissioners  
FROM: April Lech *Alch*  
DATE: August 14, 2024  
RE: National Night Out Donation Summary

Last week we held our annual National Night Out Event. It was a beautiful evening and we had a huge turnout of local residents. In order to fund the event, I send out letters to local businesses soliciting donations. We request donations of food items as well as monetary donations to help pay for the inflatables and other activities for the evening. We have many loyal businesses that sponsor every year and this year we added several new business sponsorships!

Per the City of St. Johns Donation Policy I am sending the attached list of donations, both monetary and other, for this year's event. National Night Out could not happen each year without the generous donations and volunteers from our local businesses and service groups. The police department appreciates their support.

If you have questions regarding any of the donations or expenses, please let me know.



# NNO Donations 2024

## Donations (Money)

Kingsley Insurance	\$100
Hub Tire	\$100
SJ Lions Club	\$300
Big Boy	\$150
Allaby & Brewbaker	\$150
Olympian Tool	\$250
Pauli Ford	\$150
Martin Brower	\$500
CCMC	\$200
Mint Door Boutique	\$50
SJ Kiwanis Club	\$600
Bob's Auto Body	\$350
CRAVE Shack	\$150
Clinton Co. Victim Support Te	\$200

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**TOTAL    \$3,250**

## Donations (Items)

Kroger	\$300 gift card to buy hot dog buns
McDonald's	Apple Dippers and Ice
33 1/3 Street Sound	DJ services
Burt Rentals	Tables and Tents
Sharon Shutes	Face Painting
Sara Koenigsknecht	Face Painting

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**August 26<sup>th</sup>, 2024**

<b>Department: Wastewater</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: <i>Wastewater Department Building 3 and Building 6 Roof Replacement</i></b>	[ X ] <i>Superior Roofing Quote</i> [ X ] <i>Roofing Innovations Quote</i> [ X ] <i>Quality Roofing Quote</i>	[X ]
<b>Prepared by: Jordan Whitford, Wastewater Division Supervisor</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** The 2024/2025 Budget includes funds to replace the roofs of Buildings 3 and 6. These original roofs were installed in the 1970s and have exceeded their useful lives. Despite our diligent maintenance over the years, leaks and material degradation have become a growing concern and it is now prudent to replace the roofing systems of these buildings.

Staff has been working over the past few months collaborating with a select group of contractors to secure quotes for Buildings 3 and 6. Our estimate for this project was \$75,000 and therefore we were hopeful it would come in under budget so a formal bid process would not be necessary. The City received three quotes with one quote coming in under the \$75,000 threshold. Therefore, in accordance with the new purchasing policy, a formal bid process was not necessary.

Superior Services	\$63,800.00
Roofing Innovations	\$81,585.00
Quality Roofing	\$144,833.00

**BACKGROUND/DISCUSSION:** Over the past few years, staff thoroughly assessed the structural integrity of the buildings around the treatment facility. A major concern identified was the condition of the roofs. With most roofs nearing 50 years old (except for four buildings), we've proactively planned for replacements within the 5-year CIP. We successfully replaced roofs on two buildings last year and will complete another two this year, leaving only one original roof remaining.

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

**FISCAL IMPACT:** This roof replacement was a budgeted line item within the 24-25 FY budget for \$75,000 and funds are available in account 592-560-818.077.

**RECOMMENDATION:** Staff recommends the City Commission approve the agreement and quote from Superior Services to replace the roofs on Buildings 3 and 6 in the amount of \$63,800.00



**Duro-Last Roofing  
Bid Proposal**

City of St. Johns  
100 East State Street  
Saint Johns, MI 48879

Property:

St. Johns Waste Water Treatment  
950 Old U.S. 27  
Saint Johns, MI 48879



## Roof Section: 3&6

We hereby submit specifications and estimates for:

### **Installation of complete Duro-Last roof system on 3,189 square feet per Duro-Last specifications.**

Roof system shall be mechanically attached in accordance with the Duro-Last specification manual (copy available upon request) as follows:

#### Quality Assurance

**Pre-job inspection** – Core cuts shall be made to evaluate the existing roof assembly for number of roofs, moisture content and thermal resistance. Pullout tests shall be conducted with proposed fastener to test the integrity of the deck. Submit results of pullout tests to Duro-Last Engineering.

**Engineering** – Duro-Last Engineering to calculate the placement and number of fasteners required to meet a 60 lb. wind uplift in accordance with *ASCE 7 Wind Load Provisions*.

#### Installation

**Tear Off** – Complete removal of all roofing material down to the structural deck. Remove all debris off site to a state licensed land fill. Clean and inspect deck for any necessary repairs. Repair or replace decking as necessary. Addition to base bid \$16 per square foot replaced.

**Solid Wood Blocking** – Install or replace solid wood blocking as necessary to facilitate proper attachment of edge metal and gutter. Addition to base bid \$4 per linier foot.

**Insulation** – Install 5.2 inches of iso insulation and 1/2" DensDeck (R value 30) in multiple layers staggered minimum 12 inches, mechanically attached with five fasteners per 4 x 8 sheet.

**Membrane** – Over new iso insulation install 60 mil white Duro-Last mechanically attached in accordance with Duro-Last Engineering wind design.

**Penetrations Flashing** – All plumbing stacks, vents, curbs, sky lights, roof hatch, scuppers, and drains if any to be flashed with pre-engineered, custom fabricated stack, curb and drain flashings.

**Walls** – Flash walls, minimum 8" above the roof and terminate using 1 ¾ inch fascia bar with vinyl cover term bar; or flash up and over the top and terminate on the outside edge of the wall.

**Roof Edge and Wall Termination** – Along roof edge and walls install 6 inch face two-piece compression metal formed from 24-gauge pre-finished steel from standard color chart.

**Two Way Breather Vents** – Install one vent for each 1,000 square feet of roof area.

**Walk Way Protection** – Install 1 30" x 60" *Duro-Trac II Walk Pads* at roof access points, service doors of RTU's, and walk ways. Additional walk way pads shall be an addition to base bid \$45 per unit.

Post Project

**Inspection** – Duro-Last Quality Assurance Department to inspect roof installation upon completion for adherence to specifications prior to warranty issuance.

**Warranty** – Provide *25 Year No Dollar Limit Warranty issued by Duro-Last* (copy enclosed)

Safety

**Fall Protection** – All mandated OSHA regulations for fall protection shall be followed.

General Conditions

**Building and Special Access Permits** – Building and other permits that may be required, such as to block streets or parking spaces shall be an addition to base bid.

**Electric Conduit** - Conduit that exists beneath the steel deck (if any) may be impacted by roofing operations, by both deck replacement and mechanical fasteners. Removal, repair, or replacement of conduit to be by others and is excluded from our base bid.

**Owner / Tenant Operations** – Loading materials, ground staging, and working hours will be performed to minimize disruption to owner, tenants, and customers.

This Proposal was created by:  
**Jimmy Wisniewski** – **8/1/2024**

TERMS AND CONDITIONS:

FINANCE CHARGES as well as a \$35 per month late payment processing fee will apply if the balance is unpaid 30 days from date of invoice. The "FINANCE CHARGES" are computed on a periodic rate of 2.08% per month which, is an ANNUAL PERCENTAGE RATE of 25%. Acceptance of this proposal constitutes agreement to these terms. **Credit Card Surcharge: A surcharge of 3% will be charged on payment amounts exceeding \$5,000.00 per contract paid by credit card.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon, strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

**This proposal may be withdrawn if not accepted within 10 days.**

**2022-2023 Material Pricing & Availability Note: The construction industry is currently experiencing unprecedented shortages and delays in obtaining construction materials to the extent that reliable assurance of material availability, delivery dates, timely delivery and firm pricing of materials cannot be obtained. The parties acknowledge that some of the materials and products to be used and installed in the construction of the Project may become unavailable, delayed in shipment and/or subject to price increases due to circumstances beyond the control of the Contractor.**

**If a specified product is unavailable or shipment is delayed, Contractor shall provide written notice to Owner and shall be afforded additional time and substitute products may be considered.**

**If there is a significant increase or decrease in the price of materials, equipment or products between the date of this Agreement and the time when the Project is scheduled for installation of the affected material, the Contract Sum shall be adjusted to reflect the current cost to obtain the materials, provided that the Contractor provides written notice and documentation of the adjusted costs.**

Disconnection and/or reconnection of air conditioning or heating units, mechanical or electrical, which may be necessary to facilitate reroofing, is to be done by others and is excluded from base bid. Superior Services RSH Inc. will not be held responsible for any damage to electrical, gas, or mechanical connections. Owner is advised that roof system is mechanically attached. Fasteners are designed to, and will penetrate the structural deck. Electrical conduit if any, beneath or on top of the deck could be damaged. In the event of a complete tear off, conduit on top of the deck if any, could be damaged. Contractor shall not and is not responsible for any damages or losses therefrom.

**The cost of building permits, if any, which may be required by local building authorities are an addition to Base bid. Any and all additional engineering services or inspections required by building authority are an addition to Base bid.**

All rotted wood shall be replaced on a time and material basis or as noted in proposal contract. This proposal when accepted shall constitute the entire agreement between the parties hereto. We will use precaution during inclement weather when reroofing, however we are not to be held responsible for interior damage to building, including plaster, furnishings and personal belongings during progress of work. We shall not be responsible for any damage or delay due to strikes, fire, accidents, or other causes beyond our control, nor for inherent defects in the premises on which work is to be done. Due precaution will be taken, but we must be allowed access to buildings and will not be responsible for any damage to lawns or shrubberies, sidewalks, driveways, sprinkler systems, water lines, septic tanks or lines, fiberglass or plastic roofs, screen enclosures, pools and patios. Please be advised, in the areas where you have open beam ceilings there may be light debris and small rocks sifting through the sheathing boards. Please take precautions to cover any carpeting or furniture that you do not wish to be soiled as we cannot be responsible for such damage. Any loose objects should be taken down, as vibrations from work could cause damage. Any structural changes or wood work would be the responsibility of the buyer unless otherwise specified herein. By acceptance of this agreement, owner agrees that Superior Services RSH Inc. shall have no liability whatsoever for any claims (to person or property) arising out of, or associated in any way with the existence, growth, creation, disturbance, elimination and/or migration of mold, mildew, or any other organic substance including any associated spores and the migration of such spores. This agreement constitutes the entire understanding of the parties and no other understanding shall be binding unless in writing signed by both parties.

**We Propose hereby to furnish material and labor, complete in accordance with these specifications, for the sum of **\$63,800.00**.**

**Payable as follows: 50% down; Balance on completion - Net 10 days**

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**Authorized Signature:**

A handwritten signature in black ink that reads "Robert S. Heins, Pres." The signature is written in a cursive style with a large initial 'R' and 'S'.

**Robert S. Heins, President  
Superior Services R.S.H., Inc.**

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**ACCEPTANCE OF PROPOSAL:**

The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature \_\_\_\_\_ Date \_\_\_\_\_

City of St. Johns





14500 S. U.S. Hwy. 27, DeWitt, MI 48820

Phone: (517)482-2409 | Fax: (517)482-0400



<b>Proposal Submitted To (Customer):</b> St. Johns Waste Water Treatment Plant	<b>Job Name:</b> St Johns WWTP	<b>Date:</b> August 31, 2023
<b>Customer Address:</b> 950 Old US 27, St Johns, MI 48879	<b>Job Location:</b> Same	<b>Site Contact:</b> Jordan Whitford / Pat Andrews
<b>Phone:</b> 989-292-0604 / ?	<b>Email:</b> <a href="mailto:jwhitford@stjohnsmi.gov">jwhitford@stjohnsmi.gov</a> ; <a href="mailto:pandrews@stjohnsmi.gov">pandrews@stjohnsmi.gov</a>	<b>Square Footage:</b> 5,400

Roofing Innovations proposes to furnish all materials, labor, and insurance for the following:

**SCOPE OF WORK**

- Obtain roofing permit from Clinton County
- Ground load materials to allow space for roof removal
- Remove existing 2-1/2" top layer of foam roof using a gas powered roof cutter
- Remove existing built up roof with gravel beneath the foam roof using roof cutter down to concrete deck
- Apply a spray primer as necessary to any residual built up roofing to facilitate proper adhesion of insulation
- Install a layer of 2" polyisocyanurate rigid foam board insulation (ISO) with glass facer to entire roof surface for an R-value of 11.4
  - Apply 2 layers of 2.6" ISO to building 1 to meet Michigan energy code of R-30
- Fully adhere a layer of Carlisle 60 mil EPDM to entire roof and up and over outside walls
  - Over edge on Building 1
  - Terminate at top of inside edge on Building 2 using 1" aluminum termination bar fastened at 12" on center
- Install pipe boots and flashings at all roof penetrations to meet or exceed manufacturer's 20 year warranty requirements
- Install new 24 gage kynar 500 drip edge to outer perimeter of buildings and finish with Carlisle's 6" pressure sensitive cured cover strip
  - Excludes Building 2 where membrane terminates at inside wall

**COSTS**

Sign below for this option

- ✓ Building 1 – Twenty Five Thousand Three Hundred Fifteen Dollars - \$25,315.00 \_\_\_\_\_
- ✓ Building 2 – Forty One Thousand Three Hundred Sixty Five Dollars - \$41,365.00 \_\_\_\_\_
  - Alternate 1 – Remove deck for additional \$1,065.00 \_\_\_\_\_
  - \*Alternate 2 – Reinstall deck for additional \$1,630.00 \_\_\_\_\_
  - Alternate 3 – Install walkway pads in lieu of reinstalling deck \_\_\_\_\_
    - Add \$900 to base bid amount
- ❖ **Building 2b – Six Thousand Five Hundred Forty Five Dollars. - \$6,325.00** \_\_\_\_\_
- ✓ Building 3 – Twenty Six Thousand Nine Hundred Ninety Five Dollars - \$26,995.00 \_\_\_\_\_
- ✓ Building 4 – Forty Thousand Two Hundred Twenty Dollars - \$40,220.00 \_\_\_\_\_

**TOTAL, NOT INCLUDING ALTERNATES - \$140,220.00**

\*Includes installing lumber footing blocks beneath supports into the new roof system

❖ All construction material will be removed from the premises and deposited in a state regulated disposal site.

**If all four buildings are done in same contract, we propose to perform the above scope of work in accordance with manufacturer specifications to ensure a water-tight roof system for a discounted sum of:**

One Hundred Twenty Seven Thousand Seven Hundred Ninety Five Dollars.....\$127,795.00



14500 S. U.S. Hwy. 27, DeWitt, MI 48820

Phone: (517)482-2409 | Fax: (517)482-0400

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**Warranty:**

Roofing Innovations – Two (2) year workmanship warranty (labor & materials)

Carlisle Syntec – Twenty (20) year No Dollar Limit warranty (labor & materials)



14500 S. U.S. Hwy. 27, DeWitt, MI 48820

Phone: (517)482-2409 | Fax: (517)482-0400



**Acceptance:**

*While material availability and pricing have stabilized significantly, if, during the performance of this contract, the price of materials and supplies increases, through no fault of contractor, the price of such shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. Such price increases shall be documented through quotes, invoices, or receipts. Where the delivery of materials and supplies is delayed, through no fault of contractor, as a result of the shortage or unavailability of materials and supplies, contractor shall not be liable for any additional costs or damages associated with such delay(s).*

All work will be completed in a professional manner according to standard practices. Any alterations or deviations to the above specifications involving extra cost will be executed only upon written orders signed by both parties, will result in additional charges over and above the estimate and will be added to the final invoiced amount. Any Manufacturer warranty inspections will be requested upon receipt of payment in full.

Customer agrees to pay 50% of contract amount upon delivery of roofing materials to the job site and to pay all remaining amounts owing Roofing Innovations, LLC when due or upon being billed or invoiced by Roofing Innovations, LLC. Customer agrees that if the charges submitted by Roofing Innovations, LLC are not paid when due, Customer will pay all Roofing Innovations, LLC's attorney fees and litigation costs incurred in recovering the amounts due.

It is further agreed that any lawsuit initiated by Roofing Innovations, LLC against Customer shall be venued in the courts of Clinton County.

It is mutually agreed that the work described herein is to be used for the improvement of real property and that Roofing Innovations, LLC is a "supplier" as that term is defined under the Michigan Construction Lien Act (the Act), MCL 570.11101 *et seq.* It is further mutually agreed that Roofing Innovations, LLC is a "Lien Claimant" under the Act and shall be entitled to all rights of a Lien Claimant. At the request of Roofing Innovations, LLC, Customer agrees that it will provide to Roofing Innovations, LLC any information necessary to allow Roofing Innovations, LLC to file and otherwise claim lien rights under the Act.

Customer further agrees to execute any additional documents requested by Roofing Innovations, LLC, or any additional acts so that Roofing Innovations, LLC's lien rights are protected.

Customer agrees that if the charges for services provided by Roofing Innovations, LLC are not paid in advance, Customer agrees to pay Roofing Innovations, LLC a time-price differential each month at the rate of 1.5%, which is 18% per annum, for any amounts not paid in full within 30 days of billing.

Customer hereby accepts the above base bid proposal. Customer also authorizes Roofing Innovations LLC to proceed with the work at their earliest convenience.

**Roofing Innovations:**

**Customer ('s Representative):**

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

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

Name/Title: Dennis Wilcox – Managing Member

Name/Title: \_\_\_\_\_

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

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



# Quality Roofing

10800 Plaza Drive  
 Whitmore Lake, MI 48189  
 P (734) 550-9599 / F (734) 550-9594

Date: 8/1/2024

<b>Project Name:</b>	<b>St Johns WWTP (2) Buildings</b>	<b>Estimator:</b>	<b>Allan Funke</b>
<b>Project Address:</b>	<b>1012 Old U.S 27</b>	<b>Owner:</b>	<b>N/A</b>
<b>City, State, Zip:</b>	<b>St. Johns, Mi 48879</b>	<b>Drawing Set:</b>	<b>ARCH Drawing Set # N/A</b>

We hereby propose the specifications below by the below specifications.

<b>Building 3 (walkway roof) Sixty-nine thousand one hundred twenty dollars &amp; zero cents</b>	<b>\$69,120.00</b>
<b>Building 6 (L-shaped roof) Seventy-five thousand seven hundred thirteen dollars &amp; zero cents</b>	<b>\$75,713.00</b>
<b>DEDUCT FOR 60 mil membrane with a 20-year manufacturer warranty Per building subtract</b>	<b>\$3,200.00 each</b>

<b>Item 1</b>	<b>Provide the setup of materials &amp; equipment, Safety Dumpsters Etc..</b>
<b>Item 2</b>	<b>Provide the removal &amp; disposal of the existing roof system down to the deck</b>
<b>Item 3</b>	<b>Provide &amp; install 90 Mil (black) EPDM fully adhered roof system membrane (90 mil required for the extended warranty) -----see deduct line please---</b>
<b>Item 4</b>	<b>Provide &amp; install a full tapered insulation system (r-30) to be achieved ) all layers to be adhered</b>
<b>Item 5</b>	<b>Provide &amp; install roof system Vapor barrier and primers for a prepared roof deck</b>
<b>Item 6</b>	<b>Provide &amp; install necessary roof system Termination bars Flashings rolls walk pads &amp; details as Required by the system manufacturer for a complete watertight system</b>
<b>Item 7</b>	<b>PROVIDE 2 YEAR WORKMANSHIP WARRANTY</b>
<b>Item 8</b>	<b>PROVIDE 25 YEAR roof system warranty -----see deduct line please---</b>
<b>Item 9</b>	<b>Quality Roofing, Inc. installers will police the area in and around the work site daily, keeping the work debris clean. Protective tarps will be positioned as a separation barrier between the walls of the building and dumpsters to protect the building walls from stains or damage from debris. After the job, Quality Roofing Inc. installers will pick up and clean all areas instantly surrounding the work and any construction debris associated with the installation and work provided. As applicable for work scope</b>
<b>Exclusion 1</b>	<b>Low odor / Low VOC Products ( These can be Quoted upon request )</b>
<b>Exclusion 2</b>	<b>Snow Removal over 1''</b>
<b>Exclusion 3</b>	<b>Interior protection to be done by others, See the Terms &amp; Conditions</b>
<b>Exclusion 4</b>	<b>Electrical, Mechanical, HVAC, and plumbing work to be done by others.</b>
<b>Exclusion 5</b>	<b>Permit and Bond Fees</b>
<b>Exclusion 6</b>	<b>Multiple Mobilizations (2 mobilizations figured). \$1,800.00 for each additional. Return trip</b>
<b>Exclusion 7</b>	<b>Lightning Protection</b>
<b>Exclusion 8</b>	<b>Double Handling of Material</b>
<b>INCLUDED****</b>	<b>Wood Blocking as needed</b>
<b>Exclusion 10</b>	<b>Mechanical Equipment and Curbs</b>
<b>Exclusion 11</b>	<b>Soffits, Louvers, Downspout Guards</b>
<b>Exclusion 12</b>	<b>Non-Roofing Related Sheet Metal and Custom Colors</b>
<b>Exclusion 13</b>	<b>Prefab Canopies, Extension Ladder, Wall Panels, Screen Walls</b>



# Quality Roofing

10800 Plaza Drive  
Whitmore Lake, MI 48189  
P (734) 550-9599 / F (734) 550-9594

## Unit Pricing

3" Retro Drains	\$500.00	Each
4" Retro Drains	\$530.00	Each
Simple 4" PVC Drain	\$600.00	Each
Remove and replace cast iron drain	\$1850.00	Each
2x4 Wood Blocking Replacement	\$2.50	Per ft.
2x6 Wood Blocking Replacement	\$3.25	Per ft.
2x8 Wood Blocking Replacement	\$3.75	Per ft.
2x10 Wood Blocking Replacement	\$4.50	Per ft.
2x12 Wood Blocking Replacement	\$6.25	Per ft.
1/2" Plywood Replacement	\$75.00	Per Sheet
1/2" OSB Replacement	\$55.00	Per Sheet
3/4" Plywood Replacement	\$85.00	Per Sheet
3/4" OSB Replacement	\$75.00	Per Sheet
1.5" ISO Replacement	\$3.75	Per sq. ft.
2" ISO Replacement	\$4.00	Per sq. ft.
3" ISO Replacement	\$4.50	Per sq. ft.
22 ga. Steel decking	\$12.50	Per sq. ft.
Hourly Rate Business Hours	\$125.00	Per Man Hr.
After Hours Rate 6 pm to 6 am	\$150.00	Per Man Hr.

Date 7/30/24.

Quality Roofing, Inc. By: Allan Funke It, s project manager

**"QUALITY ROOFING IS THE UNION CONTRACTOR FOR ALL YOUR ROOFING NEEDS"**

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**August 26, 2024**

<b>Department: Public Works</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: 2026 Dump Truck</b>	<input type="checkbox"/> D & K Truck Company  <input checked="" type="checkbox"/> Shults Equipment LLC.	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>Prepared by: Jeremy Ritter, Public Works Supervisor</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** The Public Works fleet includes two older model dump trucks that no longer have repair parts available, therefore greatly reducing their reliability. The City has been on the waiting list to order a dump truck through the MI-Deal program with D&K Truck. We were recently notified that the City of St Johns is able to order a dump truck in September of 2024, the ordered dump truck will be a 2026 model with an approximate delivery date of June/July 2025. D&K Truck holds the MI-Deal contract for 2025/26 Large Truck Chassis.

In an effort to hedge inflation, staff contacted Shults Equipment LLC inquiring if they would honor the bid price for outfitting the 2026 dump truck that was approved July 22<sup>nd</sup> 2024 by commission to outfit the 2025 Dump Truck. Schults Equipment LLC agreed to use the bid price for the 2026 dump truck. The Schults Equipment bid was procured through a sealed bid per our purchasing policy. Approval of this bid will save the City a substantial amount of money and work to obtain this important equipment as soon as possible.

**BACKGROUND/DISCUSSION:** This purchase will replace truck #78, a 2007 Chevy 7500 that was scheduled for replacement in 2022 per the equipment replacement program.

**STRATEGIC PLAN OBJECTIVE:** Goal #1 Preserve and enhance the level service circulation and safety of the road network to support all users in the community.

**FISCAL IMPACT:** Funds are available in the Assigned Fund Balance related to equipment replacement and this fund balance will be used for this purchase.

**RECOMMENDATION #1:** Staff recommends the approval of the MI-DEAL quote from D&K Truck of \$144,757 for a 2026 Western star chassis.

**RECOMMENDATION #2:** Staff recommends the approval of the formal bid from **Shults** Equipment LLC of \$107,951.00 for outfitting the 2026 Western-Star chassis with snow removal equipment.

**Prepared for:**  
Jeremy Ritter  
ST JOHNS CITY OF  
100 E STATE ST  
SAINT JOHNS, MI 48879  
Phone: 517-490-8356

**Prepared by:**  
Mike Denno  
D and K TRUCK COMPANY  
3020 Snow Rd  
LANSING, MI 48917  
Phone: 517-449-2329

*A proposal for*  
**ST JOHNS CITY OF**

*Prepared by*  
**D and K TRUCK COMPANY**  
*Mike Denno*

*Aug 13, 2024*

**Western Star 47X**



Components shown may not reflect all spec'd options and are not to scale

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## Q U O T A T I O N

### WESTERN STAR 47X

SET BACK AXLE - TRUCK  
 CUM X12 370V HP @ 1850 RPM, 1250 LB/FT @ 900 RPM,  
 2100 GOV RPM, VOC  
 ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH  
 PTO PROVISION  
 CUMMINS-MERITOR MT-40-14XP 40,000# R-SERIES  
 TANDEM REAR AXLE WITH PUMP  
 AIRLINER 46,000# REAR SUSPENSION  
 CUMMINS-MERITOR MFS-18-133A 18,000# FL1 71.0  
 INCH KPI/3.74 INCH DROP SINGLE FRONT  
 AXLE

18,000# TAPERLEAF FRONT SUSPENSION  
 111.6 INCH BBC CONVENTIONAL ALUMINUM CAB  
 5325MM (210 INCH) WHEELBASE  
 15.0MM X 89.0MM X 315.0MM STEEL FRAME  
 (0.59X3.5X12.4 INCH) 120 KSI  
 1475MM (58 INCH) REAR FRAME OVERHANG  
 TEM TO EVALUATE AND INSTALL FRAME RAIL  
 REINFORCEMENT AS NEEDED FOR FRONT  
 FRAME MOUNTED EQUIPMENT

			PER UNIT		TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$	143,707	\$	143,707
EXTENDED WARRANTY		\$	0	\$	0
DEALER INSTALLED OPTIONS		\$	775	\$	775
<b>CUSTOMER PRICE BEFORE TAX</b>		<b>\$</b>	<b>144,482</b>	<b>\$</b>	<b>144,482</b>

### TAXES AND FEES

TAXES AND FEES	\$	275	\$	275
OTHER CHARGES	\$	0	\$	0

### TRADE-IN

TRADE-IN ALLOWANCE	\$	(0)	\$	(0)
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<b>BALANCE DUE</b>		<b>(LOCAL CURRENCY) \$</b>	<b>144,757</b>	<b>\$</b>	<b>144,757</b>
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### APPROVAL:

Please indicate your acceptance of this quotation by signing below:

Customer: X \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_.

**Daimler Truck Financial**

Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at [Information@dtfoffers.com](mailto:Information@dtfoffers.com).

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at [www.daimler-truckfinancial.com](http://www.daimler-truckfinancial.com).



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## S P E C I F I C A T I O N   P R O P O S A L

Data Code	Description	Weight Front	Weight Rear	Retail Price
<b>Price Level</b>				
PRL-29X	WST 47X/49X PRL-29X (EFF:MY26 ORDERS)			N/C
<b>Data Version</b>				
DRL-004	SPECPRO21 DATA RELEASE VER 004			N/C
<b>Vehicle Configuration</b>				
001-470	WESTERN STAR 47X	9,050	6,525	\$225,058.00
004-226	2026 MODEL YEAR SPECIFIED			N/C
002-004	SET BACK AXLE - TRUCK			STD
019-004	STRAIGHT TRUCK PROVISION, NON-TOWING			STD
003-001	LH PRIMARY STEERING LOCATION			STD
<b>General Service</b>				
AA1-002	TRUCK CONFIGURATION			STD
AA6-002	DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)			STD
99D-027	EPA EMISSIONS CERTIFICATION FOR REGISTRATION IN EPA OR ACT STATES - EPA CLEAN IDLE (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD OF DRIVER DOOR)			STD
A85-011	CONSTRUCTION SERVICE			STD
A84-1GM	GOVERNMENT BUSINESS SEGMENT			N/C
AA4-010	DIRT/SAND/ROCK COMMODITY			STD
AA5-002	TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS			STD
AB1-008	MAXIMUM 8% EXPECTED GRADE			STD
AB5-001	SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE			STD
995-1A5	WESTERN STAR VOCATIONAL WARRANTY			STD
A66-99D	EXPECTED FRONT AXLE(S) LOAD : 18000.0 lbs			
A68-99D	EXPECTED REAR DRIVE AXLE(S) LOAD : 40000.0 lbs			
A63-99D	EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 58000.0 lbs			

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Data Code	Description	Weight Front	Weight Rear	Retail Price
<b>Truck Service</b>				
AA3-018	FRONT PLOW/END DUMP BODY			N/C
A89-99D	BRAKING-EXPECTED CAB TO BODY CLEARANCE : 25.0 in			
AF3-2A8	TRUCK AND TRAILER SPECIALTIES INC.			N/C
<b>Engine</b>				
* 101-3MK	CUM X12 370V HP @ 1850 RPM, 1250 LB/FT @ 900 RPM, 2100 GOV RPM, VOC	-390	-45	(\$2,815.00)
<b>Electronic Parameters</b>				
79A-060	60 MPH ROAD SPEED LIMIT			N/C
79B-000	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT			N/C
79G-106	10 MINUTE IDLE SHUTDOWN - TIMER RESET WITH CLUTCH AND SERVICE BRAKE			N/C
79K-011	PTO MODE ENGINE RPM LIMIT - 1400 RPM			N/C
79L-016	PTO MODE THROTTLE OVERRIDE - LIMIT TO 1500 RPM			N/C
79P-002	PTO RPM WITH CRUISE SET SWITCH - 700 RPM			N/C
79U-002	PTO GOVERNOR RAMP RATE - 50 RPM PER SECOND			N/C
79W-024	CRUISE CONTROL BUTTON PTO CONTROL			N/C
79X-001	PTO SPEED 1 SETTING - 700 RPM			N/C
80G-002	PTO MINIMUM RPM - 700			N/C
80S-004	PTO 1, DASH SWITCH, ENGAGE WHILE DRIVING			N/C
<b>Engine Equipment</b>				
99C-024	EPA 2010/GHG 2024 CONFIGURATION			STD
13E-001	STANDARD OIL PAN			N/C
105-001	ENGINE MOUNTED OIL CHECK AND FILL			STD
014-112	SIDE OF HOOD AIR INTAKE WITH ENGINE MOUNTED HIGH CAPACITY AIR CLEANER, PASSIVE PRECLEANER, WITH INSIDE/OUTSIDE AIR AND SNOW DOOR	10		\$926.00
124-105	LN 12V 170 AMP AVI 160 PAD MOUNT ALTERNATOR			(\$19.00)
292-223	(4) DTNA GENUINE, HIGH TEMP AGM STARTING AND CYCLING, MIN 3700CCA, 760RC, THREADED STUD BATTERIES	50	20	\$336.00
290-1AC	PASSENGER SEAT BATTERY BOX VENTED TO OUTSIDE OF CAB			STD
282-013	BATTERY BOX MOUNTED UNDER PASSENGER SEAT			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
291-017	WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN			STD
289-006	PLASTIC BATTERY BOX COVER			STD
107-048	CUMMINS NATURALLY ASPIRATED 25.9 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE			N/C
152-041	ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM			STD
128-004	CUMMINS INTEBRAKE BRAKE WITH HIGH MED LOW BRAKE			N/C
016-1C0	RH OUTBOARD FRAME MOUNTED VERTICAL AFTERTREATMENT SYSTEM ASSEMBLY WITH TOPSTACK	40	25	\$2,077.00
28F-015	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD ACTIVE REGENERATION AND VIRTUAL REGENERATION REQUEST SWITCH IN CLUSTER AND DASH MOUNTED INHIBIT SWITCH			STD
239-032	11 FOOT 00 INCH (132 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT			N/C
237-1CU	RH CURVED TOPSTACK			N/C
23U-027	8 GALLON DIESEL EXHAUST FLUID TANK			STD
23Z-005	UNPOLISHED ALUMINUM WST DIESEL EXHAUST FLUID TANK COVER			STD
43X-001	LH HEAVY DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION			STD
43Y-001	STANDARD DIESEL EXHAUST FLUID TANK CAP			STD
242-001	STAINLESS STEEL AFTERTREATMENT DEVICE/MUFFLER/TAIPIPE SHIELD			STD
273-058	AIR POWERED ON/OFF ENGINE FAN CLUTCH			N/C
276-001	AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED			STD
122-1H4	DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR AND 12 VOLT PREHEATER	10		\$238.00
110-003	CUMMINS SPIN ON FUEL FILTER			N/C
118-001	FULL FLOW OIL FILTER			STD
266-109	1400 SQUARE INCH VOCATIONAL RADIATOR WITH PROTECTION PACKAGE	20		\$337.00
103-039	ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT			STD
171-007	GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT			STD
261-001	STANDARD CHARGE AIR COOLER PLUMBING			STD
270-016	RADIATOR DRAIN VALVE			N/C

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Data Code	Description	Weight Front	Weight Rear	Retail Price
168-002	LOWER RADIATOR GUARD			STD
138-005	PHILLIPS-TEMRO 1500 WATT/115 VOLT BLOCK HEATER	4		\$30.00
140-022	CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR			\$80.00
132-998	NO AIR INTAKE WARMER	-10		STD
155-055	DELCO 12V 39MT HD/OCP STARTER WITH THERMAL PROTECTION AND INTEGRATED MAGNETIC SWITCH	-45		N/C

### Transmission

342-582	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION	-230	-130	(\$13,885.00)
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### Transmission Equipment

343-339	ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV			STD
84B-002	ALLISON VOCATIONAL RATING FOR CONCRETE MIXER APPLICATIONS ONLY AVAILABLE WITH 3000 PRODUCT FAMILIES			N/C
84C-023	PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY			STD
84D-023	SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY			STD
84E-000	PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84F-000	SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84G-000	PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84H-000	SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84N-011	NEUTRAL AT STOP ENABLED			\$420.00
85E-007	MAXIMUM ENGINE SPEED FOR PTO ENGAGEMENT 800 RPM			N/C
85G-035	MAXIMUM OUTPUT SPEED FOR PTO ENGAGEMENT 900 RPM			N/C
85H-063	MAXIMUM OUTPUT SPEED FOR PTO OPERATION 1600 RPM - ALLISON 5TH GEN TRANSMISSIONS			N/C

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Data Code	Description	Weight Front	Weight Rear	Retail Price
353-075	QUICKFIT BODY LIGHTING CONNECTOR AT END OF FRAME, WITH CAP			\$200.00
34C-011	ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR			\$84.00
362-823	CUSTOMER INSTALLED CHELSEA 280 SERIES PTO			STD
363-001	PTO MOUNTING, LH SIDE OF MAIN TRANSMISSION ALLISON			STD
341-018	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN			STD
345-078	HEAVY DUTY ELECTRONIC TRANSMISSION SHIFT CONTROL, COLUMN MOUNTED			STD
370-006	WATER TO OIL TRANSMISSION COOLER			STD
346-003	TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK			STD
35T-001	SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)			STD

### Front Axle and Equipment

400-1AB	CUMMINS-MERITOR MFS-18-133A 18,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE	150		\$1,950.00
418-060	CONMET PRESET PLUS PREMIUM IRON FRONT HUBS	20		(\$640.00)
402-030	MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	10		(\$278.00)
403-002	NON-ASBESTOS FRONT BRAKE LINING			STD
419-023	CONMET CAST IRON FRONT BRAKE DRUMS			\$336.00
427-001	FRONT BRAKE DUST SHIELDS	5		(\$3.00)
409-006	FRONT OIL SEALS			STD
408-001	VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL			STD
405-002	MERITOR AUTOMATIC FRONT SLACK ADJUSTERS			\$115.00
536-104	DUAL POWER STEERING GEARS, BENDIX 16-20K	80		\$1,542.00
534-003	4 QUART POWER STEERING RESERVOIR	5		N/C
533-001	OIL/AIR POWER STEERING COOLER	5		N/C
40T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 FRONT AXLE LUBE			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
<b>Front Suspension</b>				
620-013	18,000# TAPERLEAF FRONT SUSPENSION	145		\$600.00
619-005	MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION			STD
410-001	FRONT SHOCK ABSORBERS			STD
<b>Rear Axle and Equipment</b>				
420-1K4	CUMMINS-MERITOR MT-40-14XP 40,000# R-SERIES TANDEM REAR AXLE WITH PUMP		20	\$706.00
450-060	CONMET PRESET PLUS PREMIUM IRON REAR HUBS		60	(\$1,448.00)
421-529	5.29 REAR AXLE RATIO			N/C
424-003	IRON REAR AXLE CARRIER WITH OPTIONAL HEAVY DUTY AXLE HOUSING		40	\$98.00
386-074	MXL 176T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES	-25	-25	(\$127.00)
388-073	MXL 17T MERITOR EXTENDED LUBE INTERAXLE DRIVELINE WITH HALF ROUND YOKES			STD
452-006	DRIVER CONTROLLED TRACTION DIFFERENTIAL - BOTH TANDEM REAR AXLES		30	\$1,317.00
878-023	(1) INTERAXLE LOCK VALVE, (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AND REAR-REAR AXLE VALVE			N/C
87A-005	INDICATOR LIGHT FOR EACH INTERAXLE LOCKOUT SWITCH			N/C
87B-008	INDICATOR LIGHT FOR EACH DIFFERENTIAL LOCKOUT SWITCH			N/C
423-019	MERITOR 16.5X8.62 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES			(\$725.00)
433-002	NON-ASBESTOS REAR BRAKE LINING			STD
434-005	BRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S) WITH AUXILIARY SUPPORT BRACKETS			N/C
451-021	GUNITE CAST IRON REAR BRAKE DRUMS		10	\$689.00
425-002	REAR BRAKE DUST SHIELDS		10	\$100.00
440-006	REAR OIL SEALS			STD
426-101	WABCO TRISTOP D LONGSTROKE 2-DRIVE AXLE SPRING PARKING CHAMBERS			(\$128.00)
428-031	HALDEX AUTOMATIC REAR SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS			\$362.00
41T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE			STD
42T-001	STANDARD REAR AXLE BREATHER(S)			STD

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<b>Rear Suspension</b>				
622-199	AIRLINER 46,000# REAR SUSPENSION		330	\$114.00
621-108	9.5 INCH NOMINAL RIDE HEIGHT (460MM GLOBAL REFERENCE HEIGHT)			N/C
431-005	RESTRAINED AXLE SEATS IN AXLE CLAMP GROUP			STD
624-016	51 INCH AXLE SPACING			N/C
888-078	IGNITION CONTROLLED ELECTRIC DUMP SWITCH FOR AIR SUSPENSION WITH STATE RETENTION AND GAUGE			STD
87D-012	REAR AIR SUSPENSION DUMP VALVE AUTOFILL >5 MPH WITH INDICATOR LIGHT			STD
910-004	DUAL AIR REAR SUSPENSION LEVELING VALVES			\$137.00
623-002	TRANSVERSE CONTROL RODS			STD
439-005	REAR SHOCK ABSORBERS - TWO AXLES (TANDEM) (AIR RIDE SUSPENSION)		20	STD
<b>Pusher / Tag Equipment</b>				
429-998	NO PUSHER/TAG BRAKE DUST SHIELDS			STD
<b>Brake System</b>				
490-1AU	WABCO 4S/4M ABS WITH TRACTION CONTROL WITH ATC SHUT OFF SWITCH			(\$383.00)
871-001	REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES			STD
432-003	RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE			STD
480-040	WABCO SYSTEM SAVER 1200 HEATED AIR DRYER WITH PRESSURE CONTROL VALVE			STD
483-004	WABCO OIL COALESCING FILTER FOR AIR DRYER			STD
479-012	AIR DRYER MOUNTED UNDER HOOD			STD
460-090	STEEL AIR BRAKE RESERVOIRS, NO TRIPLE OR TORPEDO TANKS			\$104.00
477-001	PULL CABLE ON WET TANK, PETCOCK DRAIN VALVES ON ALL OTHER AIR TANKS			(\$10.00)
<b>Trailer Connections</b>				
310-998	NO TRAILER ELECTRICAL CABLE	-10		STD
<b>Wheelbase &amp; Frame</b>				
545-532	5325MM (210 INCH) WHEELBASE			STD
546-107	15.0MM X 89.0MM X 315.0MM STEEL FRAME (0.59X3.5X12.4 INCH) 120 KSI	400	490	\$2,300.00

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Data Code	Description	Weight Front	Weight Rear	Retail Price
548-803	TEM TO EVALUATE AND INSTALL FRAME RAIL REINFORCEMENT AS NEEDED FOR FRONT FRAME MOUNTED EQUIPMENT			N/C
552-017	1475MM (58 INCH) REAR FRAME OVERHANG			STD
55W-005	FRAME OVERHANG RANGE: 51 INCH TO 60 INCH	-20	30	N/C
549-002	24 INCH INTEGRAL FRONT FRAME EXTENSION	140		\$187.00
AC8-99D	CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 144.49 in			
AE4-99D	CALC'D FRAME LENGTH - OVERALL : 336.68 in			
ZF1-99D	FRAME HEIGHT TOP FRONT UNLADEN : 44.42 in			
ZF2-99D	FRAME HEIGHT TOP FRONT LADEN : 41.26 in			
ZF3-99D	FRAME HEIGHT TOP REAR UNLADEN : 42.34 in			
ZF4-99D	FRAME HEIGHT TOP REAR LADEN : 41.02 in			
553-001	SQUARE END OF FRAME			STD
559-001	STANDARD WEIGHT ENGINE CROSSMEMBER			STD
561-007	HEAVY DUTY BACK OF TRANSMISSION CROSSMEMBER	10		\$315.00
562-028	HEAVY DUTY MIDSHIP #1 CROSSMEMBER	10	10	\$158.00
572-078	HEAVY DUTY REAR C-CHANNEL CROSSMEMBER, NON-TOWING		70	(\$36.00)
565-002	HEAVY DUTY SUSPENSION CROSSMEMBER		30	N/C
568-016	HEAVY DUTY INVERTED MOUNTED REAR SUSPENSION CROSSMEMBER		30	\$413.00

### Chassis Equipment

025-001	UNPOLISHED ALUMINUM WST EQUIPMENT COVERS			STD
556-997	OMIT FRONT BUMPER, CUSTOMER INSTALLED SPECIAL BUMPER, DOES NOT COMPLY WITH FMCSR 393.203	-60		(\$1,985.00)
558-998	NO FRONT TOW HOOKS	-15		N/C
574-998	NO LICENSE PLATE MOUNTING			N/C
551-002	HUCK-SPIN ROUND COLLAR CHASSIS FASTENERS			(\$454.00)
44Z-005	EXTERIOR HARNESSSES WRAPPED IN ABRASION TAPE, SECONDARY COVERING, & CONNECTOR PROTECTION			\$1,353.00

### Fuel Tanks

204-151	60 GALLON/227 LITER ALUMINUM FUEL TANK - LH	-5		(\$172.00)
218-006	25 INCH DIAMETER FUEL TANK(S)			STD



**Prepared for:**  
 Jeremy Ritter  
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 100 E STATE ST  
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**Prepared by:**  
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Data Code	Description	Weight Front	Weight Rear	Retail Price
215-005	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS			STD
212-007	FUEL TANK(S) FORWARD			STD
664-001	PLAIN STEP FINISH			STD
205-001	FUEL TANK CAP(S)			STD
216-020	EQUIFLO INBOARD FUEL SYSTEM			STD
202-016	HIGH TEMPERATURE REINFORCED NYLON FUEL LINE			STD
<b>Tires</b>				
093-1YU	CONTINENTAL HAU 3 WT 315/80R22.5 20 PLY RADIAL FRONT TIRES	100		\$896.00
094-1YV	CONTINENTAL INTELLIGENT HDC3 11R22.5 16 PLY RADIAL REAR TIRES		192	\$1,120.00
<b>Wheels</b>				
502-433	ACCURIDE 29039 22.5X9.00 10-HUB PILOT 5.25 INSET 5-HAND STEEL DISC FRONT WHEELS	66		(\$52.00)
505-428	ACCURIDE 28828 22.5X8.25 10-HUB PILOT 2-HAND HD STEEL DISC REAR WHEELS		104	(\$1,072.00)
496-011	FRONT WHEEL MOUNTING NUTS			STD
497-011	REAR WHEEL MOUNTING NUTS			STD
<b>Cab Exterior</b>				
829-053	111.6 INCH BBC CONVENTIONAL ALUMINUM CAB			STD
82A-028	STAINLESS STEEL CAB ACCENT MOLDING			STD
667-001	FRONT FENDERS			STD
678-066	INTERIOR GRAB HANDLES WITH ADDED LOWER LH AND RH A PILLAR GRAB HANDLES AND LH AND RH EXTERIOR NON-SLIP GRAB HANDLES			STD
65X-010	BRIGHT HOOD MOUNTED AIR INTAKE GRILLE, BLACK SCREEN, WITH LED ACCENT LIGHTS			STD
640-016	X-SERIES STEEL REINFORCED ALUMINUM CAB			STD
644-048	X-SERIES VOCATIONAL HOOD			STD
67U-001	HOOD OPENING ASSIST WITH LOCKING STRUT			STD
652-016	WESTERN STAR NAMEPLATES			STD
727-039	FOUR HADLEY SD-978 26 INCH RECTANGULAR AIR HORNS	8		\$206.00
726-001	SINGLE ELECTRIC HORN			STD
327-010	SWITCH AND WIRING WITH STAINLESS STEEL BRACKETS MOUNTED OUTBOARD ROOF FOR (2) CUSTOMER FURNISHED BEACONS			\$1,025.00

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Data Code	Description	Weight Front	Weight Rear	Retail Price
312-095	DUAL STAGE INTELLIGENT LED HEADLIGHTS WITH HEATED LENS SYSTEM			STD
302-073	VISOR MOUNTED LED MARKER LIGHTS			N/C
314-824	WIRING AND SWITCH FOR CUSTOMER FURNISHED SNOW PLOW LAMPS WITH DUAL CONNECTIONS AT BUMPER			\$162.00
311-001	DAYTIME RUNNING LIGHTS			STD
294-1AU	INDIVIDUAL LED STOP/TURN/BACKUP LIGHTS GROMMET MOUNTED BELOW RAIL			(\$27.00)
300-061	LED REAR FACING TURN SIGNAL LAMPS IN CONVEX MIRROR LENS IN ADDITION TO STANDARD	2		N/C
744-104	C-BAR MIRROR SYSTEM WITH DUAL HEATED MIRRORS WITH INTEGRAL HEATED CONVEX, DUAL REMOTE, TURN SIGNAL, STAINLESS STEEL BACK COVER, AND BRIGHT C-BAR	20		\$176.00
796-001	102 INCH EQUIPMENT WIDTH			STD
743-209	LH AND RH CONVEX MIRRORS INTEGRAL WITH PRIMARY MIRRORS			STD
74A-001	RH DOWN VIEW MIRROR			STD
729-001	STANDARD SIDE/REAR REFLECTORS			STD
776-998	NO SLEEPER VENT	-10		STD
764-020	STAINLESS STEEL EXTERIOR SUN VISOR WITH INTEGRAL MARKER LIGHTS	16		\$538.00
768-064	SINGLE SOLAR TINTED REAR WINDOW, (1) 31 INCH X 20 INCH	-10		STD
663-019	1-PIECE ROPED-IN SOLAR GREEN GLASS WINDSHIELD			STD
659-016	1.5 GALLON WINDSHIELD WASHER RESERVOIR MOUNTED UNDER CAB WITH REMOTE FILL			\$267.00

### Cab Interior

055-016	X-SERIES PREMIUM INTERIOR TRIM LEVEL PACKAGE			N/C
707-1C4	CHARCOAL BLACK VINYL UP LEVEL INTERIOR			\$186.00
70K-017	CARBON WITH PREMIUM TEAK ACCENT			\$87.00
772-037	BLACK MATS WITH ADDED FLOOR HEAT AND NOISE INSULATION WITH ACCELERATOR RUB PAD			\$143.00
785-032	(1) DASH MOUNTED POWER OUTLETS AND (1) DUAL USB CHARGING OUTPUT			\$23.00
691-001	FORWARD ROOF MOUNTED CONSOLE			STD
693-019	LH AND RH DOOR STORAGE POCKETS INTEGRATED INTO MOLDED DOOR PANELS			STD
741-015	(2) COAT HOOKS ON BACKWALL OF CAB			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
745-998	NO UPPER BUNK	-50	-50	STD
738-021	DIGITAL ALARM CLOCK IN DRIVER DISPLAY			STD
720-043	5 LB. FIRE EXTINGUISHER WITH INSPECTION TAG, MANUAL AND BRACKET SHIPPED LOOSE IN BODY IN UNOPENED BOX	10		\$48.00
170-015	STANDARD HEATER PLUMBING			STD
698-001	RADIATOR MOUNTED AIR CONDITIONER CONDENSER			STD
739-034	PREMIUM INSULATION			\$83.00
324-1B2	PREMIUM LED CAB LIGHTING			\$130.00
787-004	REMOTE KEYLESS ENTRY AND 2 TRANSMITTERS	2		STD
657-138	ALL UNIT (S) KEYED ALIKE WITH CUSTOMER SPECIFIED KEY NUMBER FT1041			\$43.00
78G-004	KEY QUANTITY OF 4			\$18.00
655-028	LH AND RH ELECTRIC DOOR LOCKS WITH AUTO UNLOCK FEATURE WHEN DOOR IS SET FROM OPEN TO CLOSED POSITION			STD
64C-002	BRIGHT DOOR HANDLES			\$11.00
740-998	NO MATTRESS	-20	-15	STD
722-028	TRIANGULAR REFLECTORS KIT WITHOUT FLARES SHIPPED LOOSE IN CAB	10		\$24.00
756-1J6	PREMIUM 2.0 HIGH BACK AIR SUSPENSION DRIVER SEAT WITH 2 AIR LUMBAR, INTEGRATED CUSHION EXTENSION, TILT AND ADJUSTABLE SHOCK	20		\$23.00
760-294	BATTERY BOX MID BACK NON SUSPENSION PASSENGER SEAT			STD
759-007	DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT ARMRESTS			STD
758-135	BLACK MORDURA CLOTH DRIVER SEAT COVER WITH EMBROIDERED LOGO			STD
761-138	BLACK MORDURA CLOTH PASSENGER SEAT COVER WITH NO LOGO			STD
763-1AB	3 POINT HIGH VISIBILITY ORANGE ADJUSTABLE D-RING RETRACTOR DRIVER AND FIXED D-RING RETRACTOR PASSENGER SEAT BELTS			\$17.00
532-002	ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN			STD
540-070	4-SPOKE 18 INCH (450MM) LEATHER WRAPPED STEERING WHEEL WITH CHROME SWITCH BEZELS			\$129.00
765-002	DRIVER AND PASSENGER INTERIOR SUN VISORS			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
<b>Instruments &amp; Controls</b>				
185-004	STANDARD FOOT PEDAL SYSTEM			STD
106-002	ELECTRONIC ACCELERATOR CONTROL			STD
870-002	BRIGHT ARGENT FINISH GAUGE BEZELS			\$29.00
734-018	STANDARD CENTER INSTRUMENT PANEL			STD
840-001	DUAL NEEDLE PRIMARY AND SECONDARY AIR PRESSURE GAUGE			STD
198-003	DASH MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS	2		\$25.00
149-015	ELECTRONIC CRUISE CONTROL WITH CONTROLS ON STEERING WHEEL SPOKES			STD
156-007	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY			STD
339-007	AUXILIARY POWER DISTRIBUTION MODULE FOR TEM USE, AUXILIARY EVVAULT MOUNTED, CIRCUIT BREAKER PROTECTED			\$205.00
811-044	PREMIUM INSTRUMENT CLUSTER WITH 5.0 INCH TFT COLOR DISPLAY			STD
81B-003	DIGITAL PANEL LAMP DIMMER SWITCH IN DRIVER DISPLAY			STD
160-045	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR WITH DUST CAP LOCATED BELOW LH DASH			STD
844-001	2 INCH ELECTRIC FUEL GAUGE			STD
148-074	ENGINE REMOTE INTERFACE NOT CONFIGURED			\$134.00
866-009	DUAL REAR AXLE TEMPERATURE GAUGES WITH SENSOR SHIELD			\$192.00
856-001	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE			STD
854-008	DIGITAL ENGINE OIL TEMPERATURE IN DRIVER DISPLAY			(\$36.00)
852-002	ELECTRIC ENGINE OIL PRESSURE GAUGE			STD
864-001	2 INCH TRANSMISSION OIL TEMPERATURE GAUGE			STD
867-004	ELECTRONIC OUTSIDE TEMPERATURE SENSOR DISPLAY IN DRIVER MESSAGE CENTER			STD
830-017	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY			STD
372-123	PTO CONTROLS FOR ENHANCED VEHICLE ELECTRIC/ELECTRONIC ARCHITECTURE			STD
080-109	PTO PKG 09, SNOW PLOW			N/C

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Data Code	Description	Weight Front	Weight Rear	Retail Price
736-998	NO OBSTACLE DETECTION SYSTEM			(\$4,324.00)
72J-998	NO DR ASSIST SYSTEM			(\$32.00)
49B-998	NO VEHICLE STABILITY ADVISOR OR CONTROL			(\$354.00)
73B-998	NO LANE DEPARTURE WARNING SYSTEM			(\$1,080.00)
35M-012	1 QUIKFIT PROGRAMABLE MODULE (QPMXMC) W/ (8) 20AMP FUSED RELAYS			\$940.00
6TS-005	TMC RP1226 ACCESSORY CONNECTOR LOCATED BEHIND PASSENGER SIDE REMOVEABLE DASH PANEL			STD
1U1-002	TOP OF DASH RAM MOUNT WITHOUT POWER OR GROUND, FOR CUSTOMER FURNISHED DEVICE			\$32.00
746-143	7" B-PANEL INTERACTIVE TOUCHSCREEN DISPLAY W/ USB-C, APPLE CARPLAY, ANDROID AUTO, BLUETOOTH/AM/FM/SXM/WB, MICROPHONE			STD
747-001	DASH MOUNTED RADIO			STD
750-041	STANDARD SPEAKER SYSTEM			STD
753-998	NO AM/FM RADIO ANTENNA			(\$11.00)
751-998	NO SPEAKER/LEAD FOR 2-WAY RADIO			(\$10.00)
752-998	NO CB ANTENNA, BRACKET OR LEAD	-2		(\$21.00)
75W-001	HEADLINER MULTI-BAND ANTENNA: AM/FM/WEATHERBAND, WIFI/BLUETOOTH, GNSS/GPS			\$75.00
78C-003	INTEROPERABLE SDAR ANTENNA			STD
75A-002	UHF/VHF RADIO POWER/GROUND HARNESS TO OVERHEAD INSTRUMENT PANEL			\$41.00
75B-027	RH MIRROR MOUNTED UHF/VHF RADIO ANTENNA PREP (OMIT ANTENNA)			\$27.00
810-027	ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER			STD
812-032	ELECTRONIC 2500 RPM TACHOMETER			STD
813-1C8	DETROIT CONNECT PLATFORM HARDWARE			STD
8D1-315	5 YEARS DAIMLER CONNECTIVITY BASE PACKAGE (FEATURES VARY BY MODEL) POWERED BY DETROIT CONNECT ON CUMMINS ENGINES			N/C
162-002	IGNITION SWITCH CONTROLLED ENGINE STOP			STD
81Y-005	PRE-TRIP INSPECTION FEATURE FOR EXTERIOR LAMPS ONLY			STD
842-006	DIGITAL TURBO AIR PRESSURE IN DRIVER DISPLAY			STD

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Data Code	Description	Weight Front	Weight Rear	Retail Price
836-015	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY			STD
304-030	ROTARY HEADLAMP SWITCH, MARKER LIGHTS/HEADLIGHTS SWITCH WITH PULL OUT FOR OPTIONAL FOG/ROAD LAMPS			N/C
882-009	ONE VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR			STD
299-020	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, HEADLAMP FLASH, WASH/WIPE/INTERMITTENT			STD
4E1-013	PROGRAMMABLE SWITCHES/INDICATORS LOCATED IN AUXILIARY PANEL			N/C
48H-001	QUICKFIT POWERTRAIN INTERFACE CONNECTOR LOCATED BETWEEN SEATS WITH CAPS			\$77.00
* 4CG-008	8 EXTRA PROGRAMMABLE SWITCHES/INDICATORS			\$70.00
	\$A1A0210ZZ,A1B0209ZZ,A1C0200ZZ,A1D0205ZZ,A1E0230ZZ,A1F0232ZZ,A1G0082ZZ,A1H0083ZZ			
48C-001	QUICKFIT PROGRAMMABLE INTERFACE CONNECTOR(S) BETWEEN SEATS WITH CAP			N/C

### Design

065-000	PAINT: ONE SOLID COLOR			STD
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### Color

980-7ED	CAB COLOR A: L0180EY MAROON ELITE EY			N/C
986-020	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT			STD
962-972	POWDER WHITE (N0006EA) FRONT WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)			N/C
966-972	POWDER WHITE (N0006EA) REAR WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)			N/C

### Certification / Compliance

996-001	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS			STD
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### Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight <sup>+</sup>	9518 lbs	7781 lbs	17299 lbs
Dealer Installed Options	0 lbs	0 lbs	0 lbs
<b>Total Weight<sup>+</sup></b>	<b>9518 lbs</b>	<b>7781 lbs</b>	<b>17299 lbs</b>

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### Dealer Installed Options

		Weight Front	Weight Rear	Price
PREP	DEALER PRE DELIVERY INSPECTION	0	0	\$500.00
FUEL	FUEL	0	0	\$150.00
WS	WESTERN STAR FLOOR MATS	0	0	\$125.00
Total Dealer Installed Options		0 lbs	0 lbs	\$775.00

(+) Weights shown are estimates only.

If weight is critical, contact Customer Application Engineering.

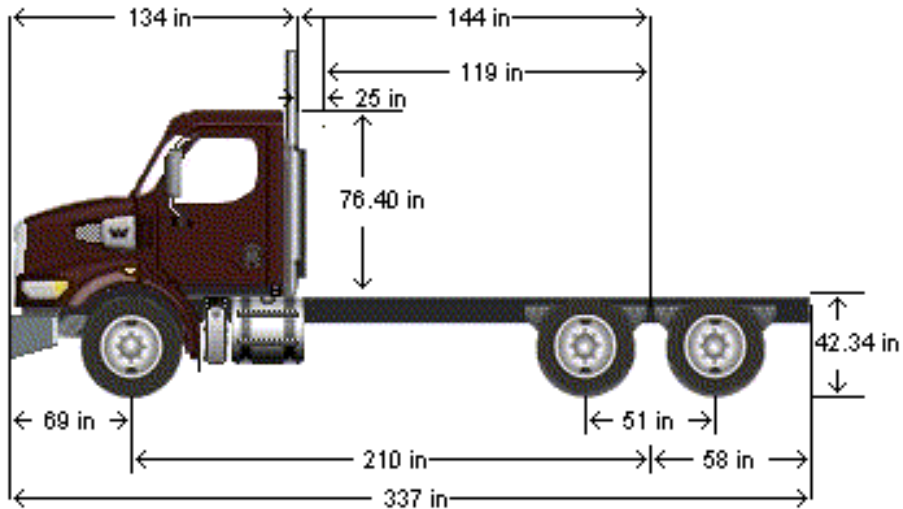
(\*\*) Prices shown do not include taxes, fees, etc... "Net Equipment Selling Price" is located on the Quotation Details Proposal Report.

(\*\*\*) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.

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## D I M E N S I O N S



## TABLE SUMMARY - DIMENSIONS

Dimensions	Inches
Bumper to Back of Cab (BBC)	134.2
Bumper to Centerline of Front Axle (BA)	69.1
Front Axle to Back of Cab (AC)	65.2
Min. Cab to Body Clearance (CB)	25.0
Back of Cab to Centerline of Rear Axle(s) (CA)	144.5
Effective Back of Cab to Centerline of Rear Axle(s) (Effective CA)	119.5
Back of Cab Protrusions (Exhaust/Intake) (CP)	25.5
Back of Cab Protrusions (Side Extenders/Trim Tab) (CP)	0.0
Back of Cab Protrusions (CNG Tank)	0.0
Back of Cab Clearance (CL)	25.0
Back of Cab to End of Frame	202.6
Cab Height (CH)	76.4
Wheelbase (WB)	209.6
Frame Overhang (OH)	58.1
Overall Frame Length	336.7
Overall Length (OAL)	336.8
Rear Axle Spacing	51.0
Unladen Frame Height at Centerline of Rear Axle	42.3

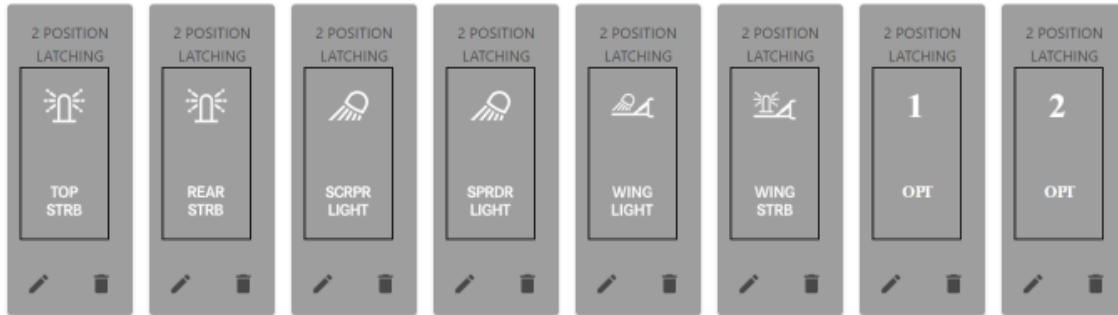
Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.



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## SWITCH SELECTOR - 4CG - AUXILIARY PANEL



**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 HUNDRED 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

**CITY OF ST. JOHNS, MICHIGAN  
REQUEST FOR COMMISSION ACTION**

**August 26<sup>th</sup>, 2024**

<b>Department: Water Department</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: <i>AMI Fixed Network Reading Equipment</i></b>	<b>[ X ] <i>Ferguson Waterworks Proposal</i></b>	<b>[ N/A ]</b>
<b>Prepared by: Calvin Galecka Water Department Supervisor</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** Approved in the 24/25 FY CIP were funds to install the AMI Fixed Network by Neptune for reading meters. With 3 AMI Fixed Network Gateways strategically placed throughout the city, staff will be able to continuously monitor all water meters in real time.

With the installation of the AMI system, the Fixed Network will reduce reading time, provide daily system consumptions while monitoring for leaks and reverse flows. The AMI system will also assist in protecting businesses and residents from high water bills due to leaks of any nature by alerting City staff of an exceptionally high usage. The end goal of installing the AMI system is to convert to a monthly water/sewer billing cycle.

The City of St. Johns utilizes Neptune water meters. The state of Michigan is only serviced by one Neptune retailer, Ferguson Waterworks therefore only one bid was solicited.

**BACKGROUND/DISCUSSION:** With the purchase of 3 AMI readers, two will be placed in strategic locations in the City and one will be placed in Bingham Township. Bingham Township has budgeted for the purchase and installation of one AMI reader, this will be reimbursed to the City upon completion.

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

**FISCAL IMPACT:** Funds for this project were approved in the FY 24/25 budget.

**RECOMMENDATION:** Staff recommends approval of the three AMI Fixed Network Readers from Ferguson Waterworks in the amount of \$136,634.50. Funds are available in budget line 592-560-818.000.



July 16, 2024

City of St. Johns  
100 E. State St.  
St. Johns, MI 48879

RE: AMI Fixed Network Proposal

Dear City of St. Johns Staff,

Per your request, Ferguson Waterworks is appreciative for the opportunity to offer a proposal to upgrade the existing AMR system to an AMI system for City of St. Johns, Michigan:

AMI Reading Equipment:

Fixed Network Gateways	Includes installation	3(\$35,000ea)	\$105,000.00
5 Year Gateway Warranty	5 total Years	3(\$5,000ea)	\$ 15,000.00
Neptune 360 AMI Software	Annual Subscription	3,502(\$4.75ea)	\$ 16,634.50
Total			\$136,634.50

We wanted to present a proposal which would provide a reading solution to decrease read time, reduce or eliminate re-read work orders in the field, provide instant data and reads, robust reporting functions, and much more. Based on the propagation study, we recommend 3 collectors to receive the majority of reads and either use the existing mobile reading equipment to get the rest or replace existing registers and add cellular endpoints. For AMI systems, wiring out a transmitter to outside of building is always recommended for providing the greatest range.

- Fixed network will reduce reading time, provide daily system consumption, leaks, reverse flows, etc.
- Will provide the ability to be proactive with leak alerts to customers, thereby providing potential savings to customers before their bill gets extremely high.
- Will reduce or eliminate drive time, work comp issues related to meter reading, liability being around resident homes, etc.
- Mobile backup reading is always available if a Gateway goes down.
- Will essentially provide data logging information for every radio the Gateways collect.
- Existing Radios will seamlessly report back to the Gateways without field reprogramming like most other brands.
- Older RMA radio products will be replaced with newer versions of R900 radios and the network will get stronger over time by providing longer range in radios that start with a “15” serial number

Thank you for the opportunity to propose an AMI upgrade. We believe the AMI system will be able to provide much more data at your fingertips, provide better customer service, provide proactive approaches to customers, and minimize safety concerns for field staff. Please let me know if you have any questions or concerns and I would be gladly address them in a timely manner.

Sincerely,

Steven Berra  
Ferguson Waterworks  
a Neptune Meter Distributor  
231-301-5137  
Steven.berra@ferguson.com



# AGENDA



**CITY OF ST JOHNS**  
**PO Box 477**  
**Saint Johns, MI 48879-0477**

STATE OF MICHIGAN, COUNTY OF MACOMB }ss


The Lansing State Journal, a newspaper published in the city of Lansing, Ingham County, State of Michigan, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

07/26/2024

and that the fees charged are legal.  
Subscribed and sworn to before me on 07/26/2024

**NOTICE**  
**ST JOHNS CITY COMMISSION**  
**ORDINANCE**  
Notice is hereby given that the St. Johns City Commission will consider an ordinance at a regular meeting held on Monday, August 26, 2024 at 6:00 p.m., Room #2200 (2nd Floor) of the Courthouse located at 100 E. State St., St. Johns, MI.  
1. An Ordinance to Amend Title XI: Business Regulations, Chapter 119: Rental Registration and Certification  
A copy of the complete text of the proposed ordinance can be reviewed or obtained through the St. Johns City Clerk's Office, 100 E. State St., Suite 1100, St. Johns MI 48879.  
Mindy J. Seavey, City Clerk  
**NOTICE:** People with disabilities needing accommodations for effective participation in the meeting should contact the City Clerk at (989) 224-8944 at least two (2) working days in advance of the meeting. An attempt will be made to make reasonable accommodations.  
LSJ10408320 07/26/2024

  
\_\_\_\_\_  
TYNA SMITH

  
\_\_\_\_\_  
GINA HUFF  
Notary Public State of Michigan  
County of Livingston  
My commission expires March 9, 2029  
Acting in the County of Macomb

Publication Cost: \$158.00  
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**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**August 26, 2024**

<b>Department: Community Development</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: <i>Rental Inspection Ordinance and Fee Schedule Amendments – First Reading</i></b>	<input checked="" type="checkbox"/> Revised Fee Schedule <input checked="" type="checkbox"/> Revised Rental Inspection Ordinance <input checked="" type="checkbox"/> Resolution #35-2024 to Adopt changes to Rental Inspection Ordinance <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Prepared by: Christopher Khorey, AICP, Planning Consultant</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** At the July 22, 2024 the first reading of the proposed ordinance was read and passed. Discussion was held regarding nuances related to registration requirements. The revised Ordinance contains recommended language to address the concerns of the Commission at the July meeting.

The Community Development Department also requests 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 presented a proposed revision of the Rental Inspections Ordinance, originally adopted in 2022, at the July 22, 2024 meeting 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 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 adopt Resolution # 35-2024 revising 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 <sup>st</sup> Offense	\$75.00	*11
2 <sup>nd</sup> Offense	\$125.00	*11
3 <sup>rd</sup> 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	
First Inspection (per unit)	\$175.00	
Re-Inspection (per unit, per inspection)	\$50.00	
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	

### ADMINISTRATIVE FEE

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. Whenever a residential dwelling or unit used for or intended for residential purposes is vacant or occupied by anyone other than the owner of record, a presumption shall exist that the dwelling or part of the dwelling is non-owner occupied regardless of whether monetary compensation is exchanged between the owner and the person or persons occupying the residential dwelling or unit. 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) ~~and except as detailed in division (F)~~, 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.* Persons who own one home or dwelling unit within the city, and who claim ~~If a property owner is approved for a principal residence exemption on their primary residence located outside the city, or otherwise demonstrates to the city that they may file an affidavit with the City Manager or their designee affirming that the home or 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),~~ Upon approval of

the affidavit, in such case, the home or dwelling unitproperty 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~~ANY of the life safety criteria ~~or~~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:

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

——(~~ib~~) 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.

—(~~e5~~) 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.

—(~~f6~~) 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.

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Scott Dzurka, Mayor

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Mindy Seavey, City Clerk

[88044:00001:200651838-1](#)



**CITY OF ST. JOHNS**  
**#35-2024**

**RESOLUTION TO ADOPT 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 26<sup>th</sup> day of August, 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 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 introduced Ordinance No. \_\_\_\_, An Ordinance to Amend Title XI: Business Regulations, Chapter 119: Rental Registration and Certification on July 22, 2024; and

**WHEREAS**, the City desires to adopt the Ordinance.

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

1. The City adopts Ordinance No. \_\_\_\_, An Ordinance to Amend Title XI: Business Regulations, Chapter 119: Rental Registration and Certification.
2. The City shall publish Ordinance No. \_\_\_\_, An Ordinance to Amend Title XI:

Business Regulations, Chapter 119: Rental Registration and Certification.

3. 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 26<sup>th</sup> day of August, 2024.

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Mindy J. Seavey, City Clerk

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**August 12, 2024**

<b>Department: Planning and Zoning</b>	<b>Attachments:</b>
<b>Subject: <i>Landscaping Waiver for 108 E. Railroad St. and Recommended Zoning Amendment – Landscaping</i></b>	[ X ] <b>Site Plan Materials</b> [ X ] <b>Site Plan Review</b> [ X ] <b>Current Landscape Zoning Standards</b>
<b>Prepared by: Chris Khorey</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>

**SUMMARY/HIGHLIGHT:** Landscaping in St. Johns has been a complex and sometimes contentious issue for many site plan approvals. One of the issues frequently faced by the City in recent times has been impediments to desirable development caused by Zoning Ordinance landscape screening requirements.

The Briggs District Library located at 108 E. Railroad Street is one such property that is affected by these landscape requirements. The applicant is being required to screen the Library from other adjacent CBD uses or to apply for a waiver to reduce these requirements.

We recommended the City Commission approve the landscaping waiver for the Briggs District Library and consider a Zoning Amendment to reduce the required landscaping to screen from similar adjacent uses.

**BACKGROUND/DISCUSSION:** The Briggs District Library, located in the CBD – Central Business District Zoning District is expanding the principal building by less than 1,000 sq. ft., which triggers Administrative Site Plan Review. Under Section 155.296, all landscape standards apply to any local Site Plan Review.

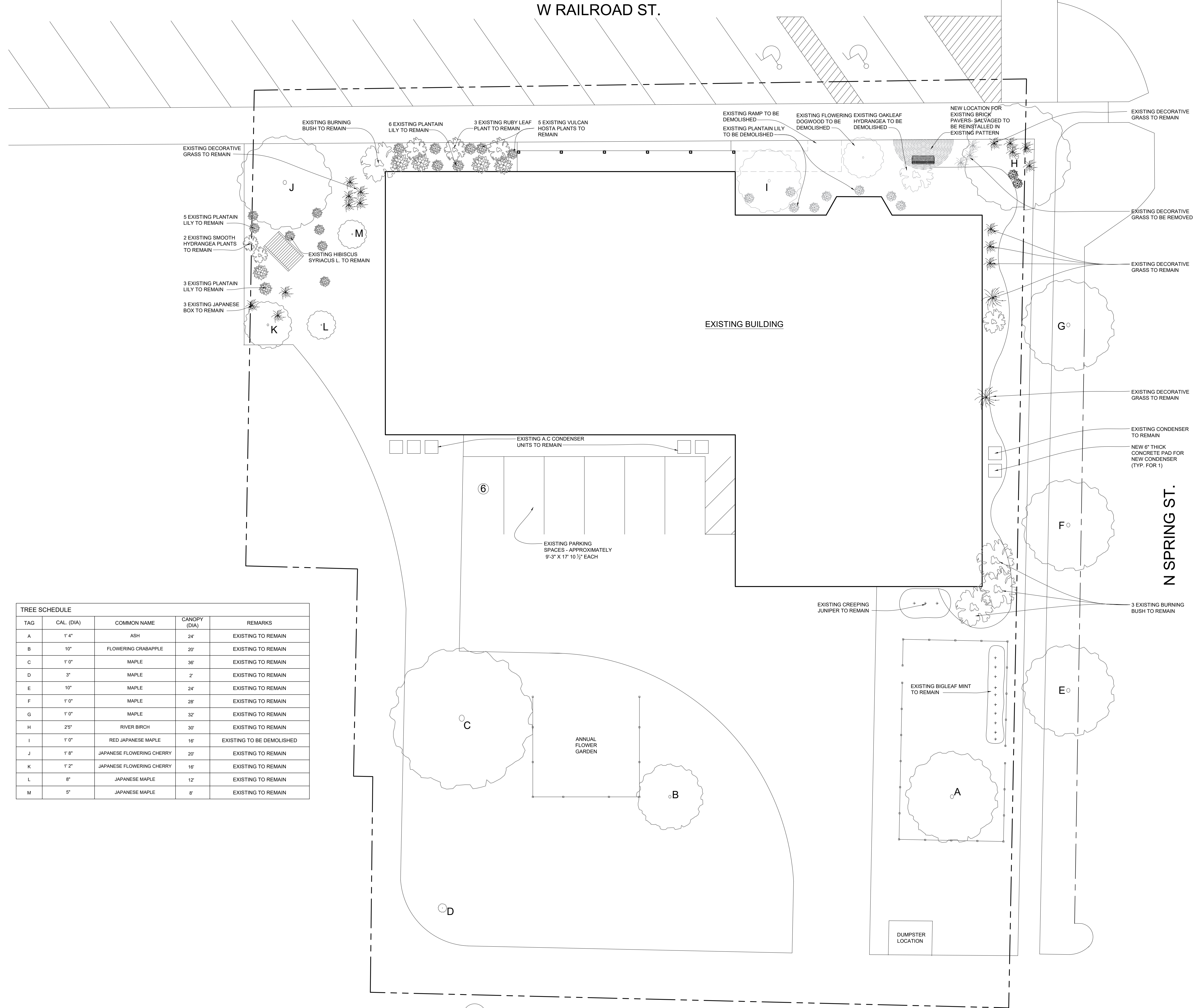
Due to the way the Zoning Ordinance is written, the applicant would be required to plant an additional 36 trees and 72 shrubs along its South and West lot lines to screen from adjacent CBD uses. This system creates an imbalance on development downtown, where modifications as simple as a remodel to the existing Library requires full landscaping requirement compliance to screen itself away from other public uses, which is contrary to the intent of the public library.

**STRATEGIC PLAN OBJECTIVE:** Master Plan Economic Development Goal #1 states: Accommodate a diverse, strong commercial and office base that serves the needs of residents and businesses within the community.” Master Plan Economic Development Goal #2 States: “Create a vibrant downtown with diverse businesses.” Creating a fairer system of landscaping requirements for the City of St. Johns will further both of these goals.

**FISCAL IMPACT:** Fiscal impact is anticipated to be minimal, though Staff hopes that reduced red tape for downtown developments will speed the pace of investments, and thus increased tax revenue.

**RECOMMENDATION:** Staff requests that the City Commission approve the waiver to reduce the landscaping requirements for 108 East Railroad Street and direct the Planning Commission to recommend a Zoning amendment regarding landscaping.

W RAILROAD ST.

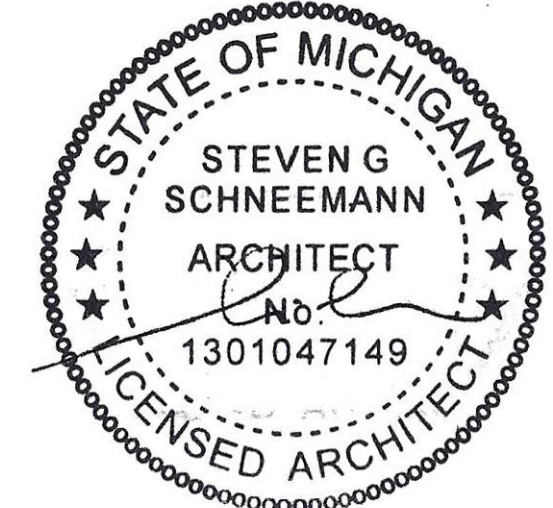


TREE SCHEDULE				
TAG	CAL. (DIA)	COMMON NAME	CANOPY (DIA)	REMARKS
A	1'-4"	ASH	24'	EXISTING TO REMAIN
B	10"	FLOWERING CRABAPPLE	20'	EXISTING TO REMAIN
C	1'-0"	MAPLE	36'	EXISTING TO REMAIN
D	3"	MAPLE	2'	EXISTING TO REMAIN
E	10"	MAPLE	24'	EXISTING TO REMAIN
F	1'-0"	MAPLE	28'	EXISTING TO REMAIN
G	1'-0"	MAPLE	32'	EXISTING TO REMAIN
H	25"	RIVER BIRCH	30'	EXISTING TO REMAIN
I	1'-0"	RED JAPANESE MAPLE	16'	EXISTING TO BE DEMOLISHED
J	1'-8"	JAPANESE FLOWERING CHERRY	20'	EXISTING TO REMAIN
K	1'-2"	JAPANESE FLOWERING CHERRY	16'	EXISTING TO REMAIN
L	8"	JAPANESE MAPLE	12'	EXISTING TO REMAIN
M	5"	JAPANESE MAPLE	8'	EXISTING TO REMAIN

ISSUED:  
 BULLETIN 1 07/29/24



33610 GRAND RIVER  
 FARMINGTON, MI, 48335  
 www.mcdarchitects.com  
 748-374-0001

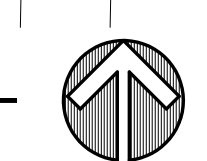


RENOVATIONS FOR:  
**BRIGGS DISTRICT LIBRARY**  
 108 E RAILROAD ST.  
 ST. JOHNS, MI 48879

**EXISTING + SELECTED DEMOLITION SITE PLAN**

DRAWN BY: DS  
 APPROVED BY: SS

PROJECT NO. SHEET NO.  
 19234 A-111









**MCKENNA**

August 5, 2024

Briggs District Library  
108 E. Railroad St.  
St. Johns, MI 48879

**Subject: Briggs District Library Expansion Administrative Site Plan Review #2**

To whom it may concern,

As requested, we have reviewed the site plan received for the Briggs District Library at 108 E. Railroad Street. The applicant is proposing an expansion of the existing building on the East side of the structure. The site is zoned CBD – Central Business District. The Briggs District Library is a permitted use in the CBD District. As the proposed expansion is less than 1,000 square feet in area, this site plan may be approved administratively.

Our comments regarding the criteria for approving the Site Plan follow.

- 1) Dimensional Standards.** The Briggs District Library is situated on a corner lot, though Railroad Street shall be considered the front lot line because the parcel is addressed on Railroad Street. The Central Business District does not have any setback requirements and is therefore in compliance with all dimensional requirements.

The Central Business District does, however, have a maximum height restriction of 35 feet. Any structure exceeding 35 feet in height must receive Planning Commission approval. The existing structure is shown to be approximately 22 feet and 9 inches in height and is therefore in compliance with Zoning Ordinance requirements.

- 2) Parking, Loading, and Access.**

- a. Number of Spaces.** Section 155.342 of the Zoning Ordinance states the parking requirement for a library is one space per 800 square feet of floor area. The site plan provided does not contain area measurements for the existing building and proposed expansion, though we have measured the existing building in the Clinton County GIS System as roughly 10,140 square feet, for a requirement of thirteen (13) spaces. However, the Briggs District Library is located within a parking reduction overlay that only requires 85% of the parking requirements for principal structures. This means that only eleven (11) spaces would be required for the site. Based on aerial imagery of the parcel, there are currently six (6) existing parking spaces on the site, triggering a requirement of five (5) additional spaces.

Section 155.342.D.1.c.i of the St. Johns Code of Ordinances states that for every five (5) spaces of bicycle parking, the minimum parking requirement shall be reduced by one (1) parking space. There are currently two (2) bike racks located on the site with five (5) spaces each and the applicant is proposing an additional three (3) bike racks with five (5) spaces each, which would eliminate the required 5 parking spaces for the property.



- b. Barrier-Free Spaces.** At least one parking space out of every 25 must be barrier-free (i.e. reserved for people with disabilities). With thirteen (13) required parking spaces, one barrier-free space is required. There are no existing barrier-free spaces on the site plan given, so one additional space is required. However, there are currently two (2) barrier-free spaces along the Railroad St. and Spring St. frontages that serve as a practical method to provide the necessary, barrier-free access with the limited space given in the CBD District and adequately serve the needs of the Library's patrons.
  - c. Dimensions.** The parking spaces have been dimensioned on the site plan as 9 feet and 3 inches wide and 17 feet and 10.5 inches long. The existing parking spaces may be considered existing nonconformities and are exempt from the current parking requirements. However, any newly required parking spaces will be required to meet the dimensional requirement of a minimum of ten (10) feet wide and twenty (20) feet deep.
  - d. Paving and Striping.** The parking lot is currently paved and no modifications to the lot have been proposed.
  - e. Sidewalks.** There are currently sidewalks along both of the parcel's road frontages, thus meeting the requirements of the Zoning Ordinance.
- 3) Landscaping.** A landscaping plan has been included with the submitted site plan, detailing the number and type of plantings proposed. The site plan shows approximately 27 new shrubs to be planted along the Railroad Street frontage. Also shown on the site plan are several existing trees on the property that are included on the revised site plan. Section 155.296 allows the City Commission to grant an exception to the landscape requirements due to existing conditions on the site. Our recommendations below are an attempt to reconcile the landscape requirements with the realities of the site.
- a. Buffer Zones.** The West side and rear (South) lot lines abut CBD-zoned parcels, so buffer zones are required to screen it from adjacent sites. Each buffer zone shall consist of two trees, either canopy and/or deciduous, and four large shrubs per 25 feet of property line or a 6-foot-tall wall/berm to screen from adjacent properties. The West property line is measured as approximately 280 feet long, which triggers a requirement of 24 trees and 48 shrubs along that boundary line. The South property line is measured at approximately 150 feet long, which triggers a requirement of 12 trees and 24 shrubs along the property line.

This number of plantings may be considered excessive for the existing use on the site, so the other option is for the placement of a 6-foot wall/berm along the West and South property lines. Fencing along the West property line would make sense to screen the alleyway between the parcel and the neighboring parcels to the West. However, screening the adjacent public parking lot along the South lot line may be seen as unnecessary. We recommend the applicant either install the required 6-foot wall/berm along the West and South property lines or the applicant go to the St. Johns City Commission to reduce or waive the landscape requirements for the site.
  - b. Parking Lot Landscaping.** Section 155.298 of the Zoning Ordinance states that developments with more than 16 parking spaces must include parking lot islands with one (1) canopy tree per





- eight (8) spaces. As the proposed use does not require at least 16 parking spaces, the property is exempt from parking lot landscaping requirements.
- c. **Street Frontage Landscaping.** Along the right-of-way, 1 tree is required for every 30 feet of frontage. The front (Railroad St.) lot line is approximately 180 feet long, which triggers a requirement of 6 trees. The Spring Street frontage is approximately 195 feet long, which triggers a requirement of 7 trees. There are currently 26 trees shown along the Railroad Street frontage and 14 trees shown along the Spring Street frontage, which complies with this requirement of the Zoning Ordinance.
  - d. **Landscaping Adjacent to Buildings.** Ornamental landscaping is required along the perimeter of buildings by Section 155.302. For commercial buildings like the one proposed, the landscape area must be 10% the size of the building. In this case, the requirement would be approximately 1,140 square feet. Although the total area of landscaping is not clear and should be confirmed by the applicant, it appears that the existing areas of landscaping will likely be sufficient.
  - e. **Existing Tree Preservation Incentives.** Section 155.301 of the Code of Ordinances states that a property shall be credited with a number of trees for required landscaping based on the number and size of existing trees to be preserved. As the site is shown to contain multiple existing trees and we recommend the reduction or elimination of buffer zone requirements, the site will likely not need to calculate the existing tree preservation counts to aid in reaching the required landscaping.
- 4) **Lighting.** There are no changes to exterior lighting proposed, so no exterior photometrics are required.
- 5) **Pedestrian Access.** Sidewalks are already present along both street frontages of the parcel, therefore complying with the requirement of pedestrian access to the parcel.



**DECISION**

At this time, the application is **APPROVED** with the following condition:

1. The applicant must either plant the required number of plantings/install a 6-foot wall/berm or the applicant may receive a waiver from the landscaping requirements from the City Commission.

The applicant may proceed to the Clinton County Building Department for a Building Permit with this letter, but a final Zoning Permit will not be issued until after the City Council meeting in which the waiver is considered, and if the waiver is not approved, then full compliance with the Ordinance will be required before the issuance of a Certificate of Occupancy.

Please let us know if you have any questions.

Respectfully submitted,  
**McKENNA**

Christopher Khorey, AICP  
Vice President

Ethan Walthorn,  
Assistant Planner

## LANDSCAPE STANDARDS

### § 155.295 INTENT.

(A) The intent of this subchapter is to promote the public health safety and welfare by establishing minimum standards for the design, installation and maintenance of landscaping as buffer zones between zoning districts, along roadways, between adjacent buildings and in parking lots.

(B) The standards of this subchapter are intended to guide and encourage the protection and enhancement of the environment through requirements for site design and the use of landscape materials. Applicants are encouraged to provide landscaping in addition to the minimum requirements of this chapter to improve the function, appearance and value of their property.

(Ord. 616, passed 9-23-2013)

### § 155.296 APPLICATION.

(A) The requirements set forth in this subchapter shall apply to all lots, sites, and parcels which are developed or expanded following the effective date of this chapter that are subject to local site plan review. No site plan or land use shall be approved unless said site plan shall show landscaping consistent with the provisions of this subchapter.

(B) The City Commission may also determine that dimensional conditions unique to the parcel would prevent development of required buffer zones, off street parking area, landscaping or green belts. If such a determination is made, the City Commission may grant an exception from the landscaping provisions of this subchapter.

(C) The following are minimum landscape standards and the city may require additional landscaping based on individual circumstances. If applicable this determination will be made during site plan review.

(Ord. 616, passed 9-23-2013)

### § 155.297 MINIMUM BUFFER ZONES.

(A) *Buffering requirements.* A buffering zone shall be established within the setback of the subject site, screening it from adjacent sites according to Table 10-1. Walls are prohibited from areas along a public street right-of-way or front yard unless approved by the City Commission. The height of the wall or berm of the subject site shall be an effective height in relation to the adjacent site. Walls shall meet the standards described in § 155.297(D) and berms those of § 155.297(E). Buffers that utilize a combination of plant materials, berms, and walls shall be encouraged.

<b>TABLE 10-1</b>	
<b>Buffering Requirements</b>	
<b>Subject Site</b>	<b>Buffering Requirements from Adjacent Sites</b>
Single Family and Duplex Residences	None
Multi-Family, General Commercial and Offices Uses, Central Business District and Municipal Center Uses	Plantings* or a 6 foot wall/berm from all uses
Industrial Uses	Plantings* or an 8 foot wall/berm from all uses

\*Plantings shall consist of two trees, either canopy and/or deciduous, and four large shrubs per each 25 linear feet along the property line.

(B) When an adjacent property is zoned or used as a single family residence, and is across a public street from the subject site, the City Commission may require additional landscaping to screen parking lots access drives, loading zones, outdoor display areas, storage yards, or accessory structures.

(C) *Parking and storage.*

(1) Parking lot screens will be designed with a hedge, wall, berm or combination thereof forming a continuous screen at least 48 inches in height above parking lot grade. The parking lot screen shall be located in the buffer zone to provide maximum screening of the parking lot. Walls shall be set back a minimum of five feet from the property line.

(2) All loading and unloading areas which are visible from residential districts or public thoroughfares, shall be screened by a vertical screen consisting of structural or plant materials no less than six feet in height. Screening shall be sufficient to contain blowing debris and screen the loading and unloading areas from adjacent property owners.

(3) All storage areas (including areas for storage of refuse) shall be screened on four sides by a fence or wall no less than six feet in height. Three screened sides may be allowed with Planning Commission approval if the applicant can demonstrate just cause. The fence or wall shall not allow light to penetrate through it. The four sides screened shall be those sides where the potential visual impact of the storage areas is greatest for adjacent property owners.

(D) *Buffer wall standards.* Required walls shall comply with the standards listed below.

(1) Walls shall be located on the lot line except where underground utilities interfere and/or where this chapter requires conformance with yard setback lines.

(2) Walls shall have no openings for vehicular traffic or other purposes, except as otherwise provided in this chapter, unless specifically approved by the City Commission.

(3) Walls shall be constructed of decorative concrete block, brick, pressure treated wood, or comparable nonporous materials on the exterior sides facing an affected district.

(4) Walls shall be durable, weather resistant, rustproof and easily maintainable. Wood or wood products shall be high quality durable materials as approved by the Building Inspector. Wood fences shall be sight obscuring sufficient to shield light and block blowing debris. Masonry walls may be constructed with openings which do not in any square section (height and width) exceed 20% of the surface. Where walls are so pierced, the openings shall be so spaced as to maintain the obscuring character required and shall not reduce minimum height requirement.

(5) Walls must be maintained in good condition by the property owner.

(6) Curbing, bollards, or plant material shall be required where parking is adjacent to walls. Bumper blocks shall not be permitted.

(E) *Berm standards.* Required berms shall be constructed as landscaped earth mounds with a crest area at least four feet in width. The exterior face of the berm shall be constructed as an earthen slope. The interior face of the berm may be constructed as a earthen slope or retained by means of a wall, terrace or other means acceptable to the Building Department. Whenever an earthen slope is provided, it shall be constructed with a slope not to exceed one foot of vertical rise to three feet of horizontal distance (1:3) (see illustration). Free form naturalistic contouring and berm shaping is encouraged.

(Ord. 616, passed 9-23-2013)

**§ 155.298 REQUIRED PARKING LOT TREES AND PARKING LOT ISLANDS.**

The following standards apply to developments which exceed 16 spaces:

<b>TABLE 10-3 Parking Lot Trees</b>	
<b>ZONING DISTRICT</b>	<b>Number of parking spaces</b>
Multiple Family, Commercial and Industrial	1 canopy tree per 8 spaces

(A) *Tree location.*

(1) All of the required parking lot trees shall be placed within an area including the parking surface and extending 15 feet from the surface edge. At least two-thirds (2/3) of the required trees shall be dispersed throughout the interior of the parking area. Tree requirements may be adjusted based on review by the Planning Commission.

(2) Parking lot tree calculations and interior parking lot tree requirements shall be rounded up.

(B) *Tree base.* Each tree shall be surrounded by an area of grass or living ground cover at least 150 square feet in size and a minimum of eight feet wide to provide for adequate resources of air and water. Tree plantings shall also be protected from automobiles with curbing or other suitable device.

(C) *Required parking lot trees.* Required parking lot trees shall not be credited towards required green belt or buffer trees.

(D) *Design of parking lot islands.*

(1) All parking lot islands shall contain decorative material and be curbed. Islands shall be at least 150 feet in area. Each island shall be at least ten feet wide, with a depth two feet shorter than the depth of the adjacent parking space.

(2) Islands shall have a minimum of ten feet radius at the ends facing main aisles. A minimum radius shall be two foot where island is not adjacent to main traffic aisle.

(Ord. 616, passed 9-23-2013)

**§ 155.299 GREEN BELTS REQUIRED ALONG AND WITHIN RIGHT OF WAY.**

The intent of the green belt is to provide a consistent buffer along vehicular corridors. A green belt shall be planted within or adjacent to the right of way of any public street. If planting in the right of way is not permitted by the road agency with jurisdiction in the right-of-way, or is not acceptable to a utility company, the green belt plantings shall be planted within the required setback. The City Commission may allow such planting to be placed anywhere within the front yard if there is no front yard parking. The green belt shall meet the following standards.

(A) The green belt shall include only living materials and planting beds, except for approved sidewalks, signs, driveways and essential services.

(B) Green belts within multi-family and industrial districts shall include one deciduous canopy tree per 30 linear feet of the frontage including any openings for driveways, sidewalks, or easements.

(C) Greenbelt trees should be arranged to simulate a natural setting such as massing or staggered rows, except where a more formal arrangement is determined to be more consistent with the existing character of the city.

(D) Landscaping materials arrangement shall insure adequate site visibility for motorists, adequate clearance for pedestrians and vehicles and accessibility to fire hydrants. Refer to the visibility controls section in §§ 155.180 through 155.197.

(E) Green belts shall be a minimum of eight foot wide. Trees shall not be planted closer than four feet from pavement, curb or other structures.

(Ord. 616, passed 9-23-2013)

### **§ 155.300 PLANT MATERIAL SPECIFICATIONS.**

All plant material shall be free of disease and insects at time of planting, and conform to the American Standard for Nursery Stock of the American Association of Nurserymen ANZI Z60.1.

(A) *Minimum plant material planting size.*

- (1) Evergreen trees shall be a minimum of five feet in height.
- (2) Narrow evergreens shall be a minimum of three feet in height.
- (3) Ornamental trees shall be a minimum of ten feet in height or 1 3/4" caliper.
- (4) Large deciduous shrubs shall be a minimum of four feet in height.
- (5) Deciduous canopy trees shall be a minimum of 15 feet in height or 2" caliper.
- (6) Small evergreen or deciduous ornamental shrubs shall be a minimum of 18" - 24" spread.

(B) *Plant material spacing.*

- (1) Plant materials shall not be placed closer than four feet from the fence line or property line.
- (2) Where plant materials are placed in two or more rows, plantings shall be staggered in rows and/or grouped informally to create a naturalistic appearance.
- (3) Evergreen trees shall be planted not more than 15 feet on center.
- (4) Narrow evergreens shall be planted not more than six feet on center.
- (5) Deciduous canopy trees shall be planted not more than 25 feet on center.
- (6) Ornamental trees shall be planted not more than ten feet on center.
- (7) Large deciduous shrubs shall be planted not more than four feet on center.

(C) *Plant material and design variety.* The overall landscape plan shall demonstrate a variety of plant material with not more than 50% of any one species utilized throughout the design.

(D) *Suggested (not required) plant materials.*

- (1) Evergreen trees.
- (2) Juniper.
- (3) Hemlock.
- (4) Fir.
- (5) Pine. (Dwarf, Globe, Pendulous, species/Cultivars are not permitted.)
- (6) Spruce.
- (7) Douglas-Fir.

(E) *Narrow Evergreens.* (Dwarf, Globe, Pendulous, species/Cultivars are not permitted.)

- (1) Column Hinoki Cypress.
- (2) Blue Columnar Chinese Juniper.
- (3) Pyramidal Red-Cedar.
- (4) Swiss Stone Pine.
- (5) Pyramidal White Pine.
- (6) Irish Yew.
- (7) Douglas Arbor-Vitae.
- (8) Columnar Giant Arbor-Vitae.

(F) *Ornamental trees.*

- (1) Flowering crabs.
- (2) Service Berry.
- (3) Dogwood.
- (4) Redbud.
- (5) Hornbeam.
- (6) Hawthorn.
- (7) Magnolia.

(G) *Large deciduous shrubs.*

- (1) Honeysuckle.
- (2) Viburnum.
- (3) Mock-Orange.
- (4) Forsythia.
- (5) Lilac.
- (6) Ninebark.
- (7) Cotoneaster.
- (8) Hazelnuts.
- (9) Euonymus.
- (10) Privet.
- (11) Buckthorn.
- (12) Sumac.

(H) *Deciduous canopy trees.*

- (1) Oaks.
- (2) Hard Maples.

- (3) Hackberry.
- (4) Birch.
- (5) Beech.
- (6) Ginkgo (male species only).
- (7) Honeylocust (thornless and seedless cultivars only).
- (8) Hop Hornbeam.
- (9) Linden.

(I) *Trees not permitted (as credit for site plan review/landscaping requirements).*

- (1) Box Elder.
- (2) Soft Maples (Silver).
- (3) Elms.
- (4) Poplars.
- (5) Willows.
- (6) Horse Chestnut (Nut Bearing).
- (7) Tree of Heaven.
- (8) Catalpa.

(Ord. 616, passed 9-23-2013)

**§ 155.301 EXISTING TREE PRESERVATION INCENTIVES.**

(A) The standards outlined below are intended to encourage the preservation of quality and mature trees by providing credits, at City Commission approval, toward the required trees for green belts, buffer zones and within parking lots.

(B) All trees over eight inches caliper shall be identified on the site plan with notations of trees to be preserved and trees to be removed.

(C) Trees intended to be preserved shall be noted with a unique symbol on the site plan and be protected during construction through the use of construction fencing at or beyond the dripline of the tree or trees to be preserved.

(D) Trees to be preserved shall be considered for credit only if they are located on the developed portion of the site as determined by the City Commission. The City Commission pursuant to site plan approval may allow credit for such plant material preservation if it will maintain and encourage the intent of the chapter. To obtain credit consideration the preserved trees shall be of a high quality and at least two inches caliper.

(E) Credit consideration for preserved trees shall be:

<p><b>TABLE 10-4</b></p> <p><b>Preserved Tree Credit</b></p>
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<b><i>Preserved Tree Caliper* (Inches)</i></b>	<b><i>Number of Trees to be Credited</i></b>
12 inches and over	3
8 inches to 11.99 inches	2
2 ½ inches to 7.99	1

\*Caliper is the diameter of a tree trunk and shall be measured at a height six inches above the existing grade up to and including four inch caliper size and 12 inches above the existing grade for larger sizes.

(F) To protect and encourage the continued health and vitality of the preserved trees, the ground within the dripline of the trees shall be maintained in the existing natural state. Storage of soils or other materials during or after construction within the tree dripline is prohibited.

(G) If preserved trees die within three years after construction the property owner shall replace with the number of trees that would have been required had the tree preservation credit not been provided. Said trees shall be replaced within 30 days of written notice from the city or within an extended time period as specified in said notice.

(H) The minimum number of required trees shall not be reduced by less than 50% through the use of approved tree credits. However, the City Commission during site plan review, may determine existing landscaping or screening intended to be preserved would provide comparable required landscaping, buffering or screening.

(I) After a site plan is approved, special permission by the City Commission will be required for the removal of trees proposed to be preserved on the site plan. The City Commission may condition their removal on their being replaced with the number of trees that would have been required had the tree preservation credit not been provided prior to site plan approval.

(Ord. 616, passed 9-23-2013)

**§ 155.302 LANDSCAPE STANDARDS FOR PRINCIPAL STRUCTURES.**

These standards apply only to development which requires the site plan review process. Required principal structure landscaping shall be provided adjacent to or within close proximity to the perimeter of the principal structure. Landscape design is encouraged to face or be visible from public thoroughfares and principal structures on public accessways. The area of required landscape shall be based on the total ground floor square footage of the proposed principal structure:

<b><i>TABLE 10-5</i></b>	
<b><i>Landscaping Around Principle Structures</i></b>	
<b><i>Principal Structure</i></b>	<b><i>% Area of Required Landscape Based on Total Ground Floor Square Footage of Proposed Principal Structure</i></b>
Multi-Family	15%
Commercial	10%
Industrial	5%

(A) Plant material and planting design is encouraged to be ornamental in character and based on minimum ANSI standards for plant material type and spacing.

(B) Deciduous canopy trees and large evergreens will not be counted towards principal structure landscape requirements.

(C) Shredded hardwood, bark mulch, stone mulch, or vegetative ground covers shall be utilized within required landscape bed areas. Grass, lawn or sod will not be permitted.

(D) Area calculations shall be based on the limits of landscape beds. Applicants shall demonstrate that 2/3 of the bed will be occupied by mature plant material.

(Ord. 616, passed 9-23-2013)

### **§ 155.303 MINIMUM STANDARD FOR INSTALLATION AND MAINTENANCE.**

(A) *Installation* . Landscaping shall be installed in a sound workmanlike manner and conform to the American Standard for Nursery Stock ANSI Z60.1. If building or paving construction is completed during a planting season, then no certificate of occupancy will be issued unless the landscaping meets the requirements herein provided. If building or paving construction is completed in an off planting season, the certificate of occupancy will be issued only after the owner provides a performance bond to ensure installation of required landscaping in the next planting season.

(B) *Material removal* . Tree stakes, guy wires and tree wrap are to be removed after one year.

(C) *Maintenance*. Greenbelt areas and plant materials required by this chapter shall be kept free from refuse and debris. Plant materials shall be maintained in a healthy growing condition, neat and orderly in appearance. If any plant material required by this chapter dies or becomes diseased, they shall be replaced within 30 days of written notice from the city or within an extended time period as specified in said notice.

(Ord. 616, passed 9-23-2013)

### **§ 155.304 COMPLIANCE FOR PRE-EXISTING SITES.**

In any case where the building and/or parking area is being increased by at least 25% over the originally approved site plan or the use is being changed to a more intense use, as determined by the City Commission, the site shall be brought into full compliance with the landscape standards herein. In situations where the increase in building and/or parking area is less than 25% over the original site plan, the requirement of new landscaping shall be equal to 4% of compliance for every 1% of increase in building or parking footprint. (example: a building or parking area increase of 10% requires a 40% compliance with the landscape standards. If any development or principal use requiring a certificate of occupancy is destroyed by any means beyond 50% of the appraised replacement value, the site shall be brought into full compliance with the landscape standards herein.

(Ord. 616, passed 9-23-2013)