

Scott Dzurka
Mayor

Brad Gurski
Vice Mayor

Eric Hufnagel
Commissioner

Chris Hyzer
Commissioner

Chris DeLiso
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, January 27, 2025, 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.
(Times for agenda items are estimated times)**

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
-Special meeting minutes of January 13, 2025
- b. Receipt of Warrants
-In the amount of \$4,690,419.42
- c. Board Re-appointments
-Staff recommends the city commission reappoint the following: Bob Rehmann, Parking Committee (two-year term expiring November of 2026). (no enclosure)
- d. Parking Plan Related Traffic Control Orders – #393-25, #394-25 & #395-25
-Staff recommends the city commission approve Traffic Control Orders #393-24, #394-24 and #395-24 as submitted making the orders permanent.

- e. DDA/PSD Director Contract Approval
 - Staff recommends the city commission approve the employment agreement for Heather Hanover for the position of DDA/PSD Director and authorize the mayor to sign the contract.
- f. Sanitary Sewer Surcharge Rate Update
 - Staff recommends the city commission approve the updated sanitary sewer surcharge fees by adopting the revised fee & rate schedule.
- g. Wastewater Filter Building and Lift Station PLC Improvements
 - Staff recommends the city commission approve the proposals from RS Technical for PLC replacement and authorize the mayor to sign the quotations.
- h. Social Media Policy
 - Staff recommends the city commission approve the changes to the City's current social media policy now titled Employee Use of Social Media Policy and approve the new social media policy entitled Public Use of Social Media Policy.
- i. DNR Infrastructure Volunteer Fire Capacity Grant Acceptance
 - Staff recommends the city commission accept the DNR Infrastructure Volunteer Fire Capacity Grant and authorize the mayor to sign the related project agreement.
- j. Mid-Year Budget Adjustments
 - Staff recommends the city commission approve all mid-year budget adjustments attached.

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

B. PUBLIC HEARINGS:

C. PRESENTATIONS:

- 1. Utility Rate Presentation & Discussion *(6:07 pm – 6:27 pm) Action Item*
(Presenter: Andy Campbell, Bendzinski)

D. PERSONS WISHING TO PRESENT TESTIMONY:

- 1. Public comment - agenda & non-agenda items *(6:27 pm – 6:30 pm) Discussion only*
Each speaker is only entitled to one (1) three-minute time during each Public Comment period.

E. COMMUNICATIONS:

F. OLD BUSINESS:

- 1. Resolution #2-2025 – Resolution to Introduce an Ordinance to Amend Title IX: General Regulations, Chapter 93: Nuisances of the City of St. Johns Code of Ordinances Regarding Noise Control *(6:30 pm – 6:35 pm) Action Item*
(Presenter: Chris Khorey, McKenna)

G. NEW BUSINESS:

- 1. Fire Chief Discussion & Appointment *(6:35 pm – 6:45 pm) Action Item*
(Presenter: Chad Gamble, City Manager)

2. Resolution #3-2025 Adopting Guidelines for Poverty Exemptions to be Implemented by the Board of Review (6:45 pm – 6:47 pm) *Action Item*
(Presenter: Kristina Kinde, Treasurer)
3. Planning Commission Recommendation – Resolution #4-2025 - Introduce an Ordinance to Amend Chapter 155 of the City of St. Johns Code of Ordinances Regarding Landscape Standards (6:47 pm – 6:55 pm) *Action Item*
(Presenter: Chris Khorey, McKenna)
4. Planning Commission Recommendation – Resolution #5-2025 - Introduce an Ordinance to Amend Chapter 155 of the City of St. Johns Code of Ordinances Regarding Accessory Structures (6:55 pm – 7:05 pm) *Action Item*
(Presenter: Chris Khorey, McKenna)
5. Planning Commission Recommendation – Resolution #6-2025 - Resolution to Introduce an Ordinance to Amend Chapter 155 of the City of St. Johns Code of Ordinances Regarding Height Requirements for Corner Lots (7:05 pm – 7:10 pm) *Action Item*
(Presenter: Chris Khorey, McKenna)
6. Planning Commission Recommendation – Resolution #7-2025 - Introduce an Ordinance to Amend Chapter 155 of the City of St. Johns Code of Ordinances Regarding General Exceptions for Corner Lots (7:10 pm – 7:15 pm) *Action Item*
(Presenter: Chris Khorey, McKenna)
7. Planning Commission Recommendation – Resolution #8-2025 - Introduce an Ordinance to Amend Chapter 155 of the City of St. Johns Code of Ordinances Regarding Supplementary Regulations for Keeping Animals (7:15 pm – 7:20 pm) *Action Item*
(Presenter: Chris Khorey, McKenna)
8. Rezoning of 450 E. Townsend from R-1 to R-2 – Resolution #9-2025 - Introduce an Ordinance to Amend the City’s Zoning Ordinance to Rezone Property (7:20 pm – 7:30 pm) *Action Item*
(Presenter: Chris Khorey, McKenna)
9. Consideration of Approval of the Clinton Area Ambulance Service Budget and Capital Expenditures for 25/26 (7:30 pm – 7:40 pm) *Action Item*
(Presenter: Brad Gurski, Commissioner)
10. Presentation and Discussion of Utility Agreement with Bingham Township (7:40 pm – 8:05 pm) *Action Item*
(Presenter: Chad Gamble, City Manager)
11. City Manager Comments (8:05 pm – 8:15 pm) *Discussion only*
12. Commissioner Comments (8:15 pm – 8:25 pm) *Discussion only*

H. ADJOURNMENT: (8:25 pm)

(Next Regular Meeting Scheduled for **Monday, February 24, 2025, 6:00 p.m.**)

NOTICE: People with disabilities needing accommodation 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
SPECIAL MEETING
JANUARY 13, 2025

The special meeting of the St. Johns City Commission and St. Johns School Board was called to order by Mayor Dzurka and President Boak at 6:00 p.m. at the Clinton County Courthouse, 100 East State Street, 2nd Floor, Suite #2200, St. Johns, Michigan.

CITY COMMISSIONERS PRESENT:	Eric Hufnagel, Brad Gurski, Scott Dzurka, Chris Hyzer, Chris DeLiso
CITY COMMISSIONERS ABSENT:	None
STAFF PRESENT:	Chad Gamble, City Manager; Mindy J. Seavey, City Clerk; Kristina Kinde, City Treasurer; Justin Smith, Director of Public Services; David Kirk, Police Chief
SCHOOL DISTRICT:	Matthew Boak, Scott Darragh, Robert Watson, Alan Nelson, Christi Mansfield, Jessica Parker-Sternburgh, Brian Randolph
SCHOOL DISTRICT STAFF:	Dr. Anthony Berthiaume, Aleisha Wenzlick

Agenda

Mayor Dzurka asked if there were any additions or deletions to the agenda.

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

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

Approval of Minutes

Motion by Commissioner Hufnagel seconded by Commissioner DeLiso that the city commission approve the special joint meeting minutes City Commission & Bingham Township from January 7, 2025.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

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Motion carried.

Introductions of attendees were conducted.

Public Comments

School Board President Boak and Mayor Dzurka asked if there were any public comments.

There were none.

A. City Update (Fantasy Forest)

City Manager Gamble discussed:

- The Fantasy Forest 2.0 project is a significant community partnership and generational project.
 - The project started almost two years ago with community input.
 - The master plan includes a \$2.4 million design with \$694,000 in grant funds.
 - The playscape includes universal design features for accessibility.
 - The project has raised about \$1.8 million so far.
- Next Steps
 - Issue the bid for the installation of the playscape equipment and begin construction.
- The Fantasy Forest 2.0 project is progressing with community support and aims for completion with a ribbon-cutting event in late summer or early fall of 2025.

Mayor Dzurka thanked Chad, the St. Johns Area Community Fund and all supporters in the community.

B. District Update – Facilities/District Steering Committee/Potential Bond Proposal

Superintendent Berthiaume discussed:

- Opportunities.
 - The board passed a resolution last year to support the Fantasy Forest project.
- Community involvement is crucial for the bond proposal process.
 - The previous bond proposal was voted down by 109 votes in May 2024.
 - A survey received over 950 responses, and a district steering committee was formed.
 - The proposed bond is for \$99.75 million with no tax increase.
- The community showed strong support for the district's needs.

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- The bond proposal addresses outdated buildings, athletics upgrades, and security updates.
- A scientific phone survey showed overwhelming support for another bond.
- Next Steps
 - Present the bond proposal to the Board of Education for a vote - February 3, 2025, with a potential vote by the community in May 2025.

There was a discussion of:

- Refinancing saved significant funds over a long period.
 - It saved about \$8 million over 10 to 12 years.
- State funding per pupil is crucial for budgeting.
 - State funding is a little over \$9,600 per pupil.
 - No increase in per-pupil funding from last year.
- The decrease in student numbers is a statewide issue.
 - Student numbers are down by about 130 from last year.
- A significant portion of the budget is allocated to wages and benefits.
 - 82% to 83% of the budget is for staff wages and benefits.
- State funding is being redirected to community colleges and universities.
 - Over \$8 billion is allocated to community and university funding from the school aid fund.

C. Work-Based Learning

Superintendent Berthiaume and City Manager Gamble discussed work-based learning opportunities being successfully implemented through collaboration, providing diverse experiences for students:

- Collaboration provides more opportunities for students.
 - High school students working in social media for the city.
 - Internship opportunities at the police department.
- Providing diverse opportunities for students is important.
 - Opportunities in public service, police department, and trade positions.
- Expanding work-based learning is crucial for providing students with hands-on experience.
- There is a need to involve more employers in work-based learning opportunities.
- The next step is to explore opportunities with high school administration and local employers.

E. Potential Land Lab

Superintendent Berthiaume discussed:

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- They worked with Agro-Liquid on an agriculture class.
 - Over 6 months, a lot of meetings, social media and presentations.
 - Enough students requested those classes.
 - Several courses going on right now; sent students to National Convention; will be offering additional sections in regards to vet sciences.
 - Next collaboration, lease out a land lab throughout the community.
 - He thanked Justin Smith and his family.

City Manager Gamble discussed:

- It is shocking that a community with amazing roots and history in farming doesn't have a formal feeder system.
- Working relationships and generosity of Director Smith and his wife.
- Will provide a connection to students who may want future in farming.

Director Smith discussed:

- The average age of farmers is increasing, highlighting the need to involve younger generations.
 - Average age of a farmer in the U.S. is 61 years old.
 - Average American is 2.5 to 3 generations removed from agriculture.
- The program has received strong support from local businesses and community members.
 - Support from Pioneer Hybrids and local vendors.
 - Donations for equipment and resources.
 - Working on donations to cover the cost of fuel.
 - Donation of time.
 - Volunteers will harvest and truck.
 - Worked with Michigan Graphics and Signs on a sign for the location.

Superintendent Berthiaume discussed the work done in just the last year and a half:

- The Bancroft's donated a greenhouse.
- Ms. Buggia.
- Bob Craig was persistent and helped make it happen along with the Bancroft's.

D. Safe Routes to School Grant & Joint Resolution

Superintendent Berthiaume and City Manager Gamble discussed:

- A proposed Resolution for both the city and board of education.
- The Safe Routes to School grant aims to improve student safety and promote physical activity by enhancing sidewalks and connectivity between schools.
 - The grant could provide up to \$350,000 per building.

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- Surveys and audits have been conducted to assess needs.
- The process for accessing the grant is robust and involves multiple studies and surveys.
 - Walking audits were organized by Colleen Sink from the Michigan Fitness Foundation.
 - The grant is supported by the Tri-County Regional Planning Commission.
- There is no priority by building age; the focus is on safety and connectivity.
- The application process is expected to be completed by June, with a three to four-year timeline for project completion.
- The grant includes public and parochial schools, with efforts to include St. Joseph's.
- Next Steps:
 - Develop an action plan with community involvement, finalize surveys and audits, and work with architects for design.
 - Send out an RFP for the engineering and design of the project.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission adopt Resolution #1-2025.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The board of education also adopted the resolution.

F. Proposed Safe Routes to School Design & Layout RFP Discussion

City Manager Gamble thanked both boards for taking those steps.

Director Smith discussed the RFP process.

Motion by Commissioner Gurski seconded by DeLiso to direct Justin to move forward for the design and layout for the RFP for the safe routes to school.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

G. General Discussion on Ideas and Opportunities for Great Collaboration Between the Board and Commission (Programming, Marketing, Publication, Internships)

Superintendent Berthiaume discussed:

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- Chief Kirk and Deputy Chief Tobias: their contact, daily events or at night, emergency operations plans that we work with police department, and he can't thank the city police enough for what they do to make sure our students and staff are safe on a daily basis.
- Thanked Ms. Seavey and Ms. Wenzlick for working on the agenda.

City Manager Gamble discussed:

- The opportunity to put together the agenda and other things we have in the hopper.
- Other ideas the collective body may have for us to work together and where we may be able to go next.
- He is excited about what has happened between our meeting last March and now.

The Board of Education and City Commission discussed:

- It would be beneficial to have more communication outward to the community.
 - Something in writing, maybe a quarterly publication.
 - If there is any student interest in journalism and a way to activate that.
 - Opportunities to have curriculum in videography, infographics, marketing, and how to do interviews.
 - Michigan Virtual has built some of those curriculums.
- Wilson Center
 - Getting ready for bids for HVAC.
 - Hopefully, a year from now we will have the auditorium and gymnasium.
 - There is still a gap with teens (recreation).
- The homecoming parade is well attended and that may be an opportunity to showcase our partnership.
- Other municipalities have had citizen academies.
- We will schedule another event like this next year.
- Possibly sponsor a Student of the Month and have a student come to city commission meetings and lead the Pledge of Allegiance.

BOARD COMMUNICATIONS:

Trustee Randolph said this is a great opportunity between the city and school; a lot of great ideas; safe walk is something very needed, good project.

Trustee Parker-Sternburgh said she loved the collaboration; is excited about the FFA Program and growth; and confidence levels are growing.

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Commissioner DeLiso said someone mentioned South Lansing Street and the lack of sidewalk on either side of the street on the south side of the city limits and into Bingham Township; possibly get the township involved also.

Vice President Darragh said great opportunity; Safe Routes to School is another piece to that, turning out of the high school onto Sickles Street and we need to light that up; the FFA program has been a topic the whole time he has been on the board; and it feels real and sustainable.

Commissioner Gurski discussed the FFA Program; utilization of some of the city's disciplines and trades (utility and finance department); hands on approach; and expanding upon that.

Commissioner Hyzer echoed the FFA comments, his son is in it and it is opening his eyes to other aspects out there; school to support that program is great; having students attend city meetings; job related skills people can pick up at the city; and senior interviews or career days participation.

Trustee Mansfield said it is awesome the school is having an FFA program; encouraged to see the Fantasy Forest project; and would be cool to get students into these meetings to get them interested.

Secretary Watson said he is excited about all of the projects; his kids use Fantasy Forest a lot and it is exciting; Safe Routes to School lighting was mentioned and is all about safety for our students; agriculture thing is great; and would be a big thing for us to pass the bond.

Commissioner Hufnagel said he appreciated them coming in and having our second meeting, last March was a great opportunity and ground breaking; we came up with nice projects to work on and he is excited about the progress; we still have opportunities to be proactive and he hopes we continue this; and make sure we have on our calendars another joint meeting.

Treasurer Nelson said ditto to everything everyone else said; the idea of meeting and collaborating is a great idea and he would like to do it more often; SRTS has been needed to be done for a long time; Fantasy Forest, his granddaughter asked about it; he is excited about work-based learning, he did co-op in high school; maybe get retail shops, Sparrow or automotive places involved; not everybody goes to college, and we need to get kids prepared for life.

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President Boak echoed the past comments; said tonight shows the value of partnerships, many hands make light work; FFA program, things just seem right this time and seemed to align in a very innovative way.

Mayor Dzurka thanked President Boak. He said he loved the theme of “it seemed right”; it starts with communication, which is so vital here; bringing people together; great city coupled with a great school that we are so fortunate to have here; love the idea of bringing students in to participate in some way; discussed his visit to the 3rd grade elementary class and the teacher encouraging the students to “tell them what you think”.

Adjournment

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

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The meeting was adjourned at 7:37 p.m.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025

Department: Police	Attachments:
Subject: <i>Parking Plan Related Traffic Control Orders.</i>	[X] TCO 393-24 [X] TCO 394-24 [X] TCO 395-24
Prepared by: David Kirk Chief of Police	Approved by: City Manager, Chad A. Gamble, P.E.

SUMMARY/HIGHLIGHT: Traffic Orders 393-24, 394-24 and 395-24 were signed into effect on November 20, 2024. 90 days have passed since the initial signing and finalization of the TCO's by way of the City Commission is now due.

BACKGROUND/DISCUSSION: The requests reflected in these TCO's are the result of an analysis conducted on a collaborative parking study generated by city staff and the DDA. The survey's objective was to identify and mitigate common concerns with parking which were part of a comprehensive parking plan executed approximately one year ago. An additional benefit of these TCO's was the opportunity to consolidate active and rescind redundant TCO's in the impacted areas.

STRATEGIC PLAN OBJECTIVE: Maintaining positive relationships and being responsive to reasonable requests from downtown businesses, their patrons and city residents as it relates to parking in the city is a core priority for city departments. As noted above, the requests reflected in these TCO's are the result of an analysis conducted on a collaborative parking study generated by city staff and the DDA. Consistent with these actions, any modifications with the original plan will be monitored and assessed for effectiveness. Those elements which have been favorably received including their ability to be executed by staff will be sustained. Any found to be problematic will be further modified in hopes of improving the comprehensive parking plan moving forward.

FISCAL IMPACT: The fiscal impact related to this request entails modifying the existing signs to reflect a 3-hour time limit as opposed to a 2- hour time limit where applicable as well as purchasing and installing signs to designate the newly created premium parking spots. An estimate provided by the Department of Public Works puts the total cost for these transitions at \$5,500 for signposts and approximately \$2,500 for modifications to the existing signs creating an estimated project total of \$8,000.00. 101-441-977.000 will be utilized to fund the project.

RECOMMENDATION: *Staff recommends the City Commission approve Traffic Control Orders 393-24,394-24 and 395-24 as submitted making the orders permanent.*

CITY OF ST JOHNS
MICHIGAN

TRAFFIC CONTROL ORDER # 393-24

TEMPORARY ORDER

By authority vested in me by Section 2.53 of the Uniform Traffic Code for Cities, Townships, and Villages, the same having been validly adopted by the City of St. Johns and presently effective, I ORDER AND DIRECT THAT:

Rescind TCO 391-23 and replace it with:

The following restrictions apply to City owned parking lots:

Lot 1 – Permit parking only (day/night)

Lot 2 – 3-hour limit Mon-Fri 8A-5P without a permit, daytime parking with a permit, no overnight parking

Lot 3 – Permit parking only (day/night)

Lot 4 – 3-hour limit Mon-Fri 8A-5P without a permit, daytime parking with a permit, no overnight parking

Lot 5A – 3-hour limit Mon-Fri 8A-5P without a permit, no overnight parking

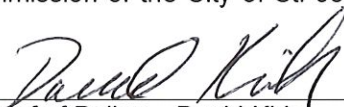
Lot 5B – 3-hour limit Mon-Fri 8A-5P without a permit, overnight parking by permit only

Lot 6 – 3-hour limit Mon-Fri 8A-5P without a permit, daytime and overnight parking with a permit

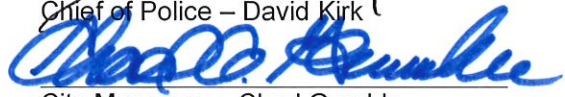
Lot 7 – Permit parking only (day/night)

This TEMPORARY TRAFFIC CONTROL ORDER shall become effective at 12:00 a.m. on November 26, 2024, and shall continue in effect for ninety (90) days thereafter, unless sooner revoked or suspended; PROVIDED, however, that upon approval by the City Commission of the City of St. Johns, this order shall become permanent.

Dated 11/14/24


Chief of Police – David Kirk

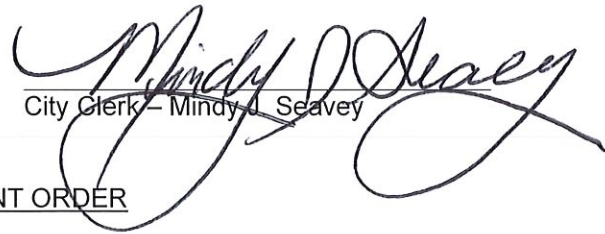
Dated 11/20/24


City Manager - Chad Gamble

CERTIFICATE OF CLERK

I certify that the foregoing TRAFFIC CONTROL ORDER was filed in my office on the 20th day of November, 2024, and under my direction was entered in the TRAFFIC CONTROL ORDER BOOK, according to law.

Dated 11/20/2024


City Clerk – Mindy J. Seavey

PERMANENT ORDER

On the _____ day of _____, 20____, at a regular meeting of the City Commission of the City of St. Johns, at which a quorum was present, the foregoing TEMPORARY TRAFFIC CONTROL ORDER was duly approved by the City Commission and the same is hereby designated a PERMANENT TRAFFIC CONTROL ORDER.

Dated _____

Mayor –

CITY OF ST JOHNS
MICHIGAN

TRAFFIC CONTROL ORDER # 394-24

TEMPORARY ORDER

By authority vested in me by Section 2.53 of the Uniform Traffic Code for Cities, Townships, and Villages, the same having been validly adopted by the City of St. Johns and presently effective, I ORDER AND DIRECT THAT:

Rescind the following Traffic Control Orders:


247-83 / 248-83 / 249-83 / 253-84 / 256-85 / 260-86 / 261-86 / 263-87 / 269-88 / 323-05 / 392-24

This TEMPORARY TRAFFIC CONTROL ORDER shall become effective at 12 a.m. on November 26, 2024, and shall continue in effect for ninety (90) days thereafter, unless sooner revoked or suspended; PROVIDED, however, that upon approval by the City Commission of the City of St. Johns, this order shall become permanent.

Dated 11/14/24


Chief of Police – David Kirk

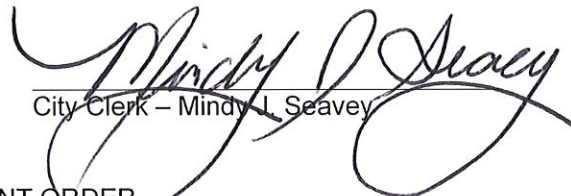
Dated 11/20/24


City Manager - Chad Gamble

CERTIFICATE OF CLERK

I certify that the foregoing TRAFFIC CONTROL ORDER was filed in my office on the 20th day of November, 2024, and under my direction was entered in the TRAFFIC CONTROL ORDER BOOK, according to law.

Dated 11/20/2024


City Clerk – Mindy L. Seavey

PERMANENT ORDER

On the _____ day of _____, 20____, at a regular meeting of the City Commission of the City of St. Johns, at which a quorum was present, the foregoing TEMPORARY TRAFFIC CONTROL ORDER was duly approved by the City Commission and the same is hereby designated a PERMANENT TRAFFIC CONTROL ORDER.

Dated _____

Mayor –

CITY OF ST JOHNS
MICHIGAN

TRAFFIC CONTROL ORDER # 395-24

TEMPORARY ORDER

By authority vested in me by Section 2.53 of the Uniform Traffic Code for Cities, Townships, and Villages, the same having been validly adopted by the City of St. Johns and presently effective, I ORDER AND DIRECT THAT:

100 blocks of East and West Walker Street, 100 blocks of East and West Higham, South side of the 100 block of E. Railroad, 100, 200, and 300 blocks of N. Clinton where parking is permitted be signed in such a manner as to designate this area as three-hour parking between the hours of 8:00am and 5:00pm Monday through Friday.

This TEMPORARY TRAFFIC CONTROL ORDER shall become effective at 12 a.m. on November 26, 2024, and shall continue in effect for ninety (90) days thereafter, unless sooner revoked or suspended; PROVIDED, however, that upon approval by the City Commission of the City of St. Johns, this order shall become permanent.

Dated 11/14/24


Chief of Police - David Kirk

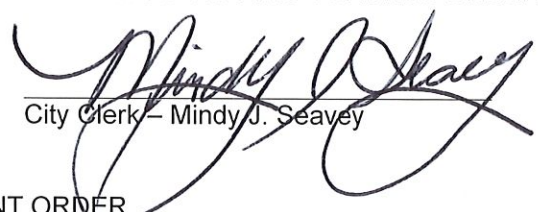
Dated 11/20/24


City Manager - Chad Gamble

CERTIFICATE OF CLERK

I certify that the foregoing TRAFFIC CONTROL ORDER was filed in my office on the 20th day of November, 2024, and under my direction was entered in the TRAFFIC CONTROL ORDER BOOK, according to law.

Dated 11/20/2024


City Clerk - Mindy J. Seavey

PERMANENT ORDER

On the _____ day of _____, 20____, at a regular meeting of the City Commission of the City of St. Johns, at which a quorum was present, the foregoing TEMPORARY TRAFFIC CONTROL ORDER was duly approved by the City Commission and the same is hereby designated a PERMANENT TRAFFIC CONTROL ORDER.

Dated _____

Mayor -

AGREEMENT TO EMPLOY EXECUTIVE DIRECTOR


1. Date of Agreement. The date of this Agreement is _____, 2025.
2. Effective Date. The effective date of this Agreement shall be January 1, 2025.
3. Parties to the Agreement. The parties to this Agreement are the Principal Shopping District and Downtown Development Authority for the City of St. Johns of 100 E. State St., St. Johns, Michigan 48879 acting through its Board (“PSD/DDA” and “PSD/DDA Board” respectively), the City of St. Johns located at 100 E. State St., St. Johns, Michigan 48879 acting through its City Commission (“City” and “City Commission” respectively), and Heather Hanover of 401 S. Oakland St., St. Johns, Michigan 48879 (“Employee”)(collectively the “parties”).
4. Agreement to Employ. The PSD/DDA Board, with the approval of the City Commission, hereby agrees to employ and the Employee agrees and accepts employment as the Executive Director of the PSD/DDA beginning on the Effective Date, according to the terms and conditions in this Agreement.
5. Term of Agreement. The Term of this Agreement shall commence on the Effective Date, and shall continue through January 31, 2026, whereupon said Agreement shall terminate, unless renewed by mutual written agreement of the parties.
6. Compensation. The PSD/DDA hereby agrees to pay Employee compensation in the amount of \$ 30,000.00 per year, payable on the same frequency as paid to employees of the City, less any applicable withholdings and taxes required by law. Employee agrees that she shall receive no other compensation from the PSD/DDA or City, whether in the form of money or benefits, except for website maintenance, which is paid to Employee independent of this Agreement but which may be considered compensation for purposes of employment. For purposes of clarity, Employee agrees that, other than compensation, benefits required by law like unemployment insurance and workers’ compensation, and the reimbursement of reasonable costs as stated in this Agreement, she shall not be entitled to any other benefits of any kind or nature that may be offered or earned by any other employee of the PSD/DDA or City, including but not limited to health insurance, life insurance, retirement benefits, or paid time off (including any vacation or sick leave).
7. Termination of Agreement.
 - A. Employee agrees that she is an at-will employee of the PSD/DDA, she serves at the pleasure of the PSD/DDA Board, and that either party may terminate this Agreement for any or no reason at any time.
 - B. Upon the termination of this Agreement, Employee agrees to return to the PSD/DDA or City, all property belonging to either of the foregoing and to immediately discontinue any work.
8. Expectations of Employee. Subject to the approval of the PSD/DDA Board, Employee shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the PSD/DDA. Employee shall attend the meetings of the PSD/DDA Board, and shall render

to the PSD/DDA Board and to the City Commission a regular report covering the activities and financial condition of the PSD/DDA. Further, the parties agree that Employee shall engage in such work and shall be responsible for all work directed to her by the PSD/DDA Board.

9. Office. City shall provide Employee office space in the City offices for her use from time to time. City will also provide a phone number of 989-224-8441x233 as the phone number for the PSD/DDA which Employee is authorized to place upon a business card with her name as the Executive Director of the PSD/DDA, along with her cell phone number and email address.
10. Reimbursement of Reasonable Expenses. PSD/DDA agrees to reimburse Employee for reasonable expenses Employee may incur during the performance of her work pursuant to this Agreement in the discretion of the PSD/DDA Board for things such as mileage, parking costs, attendance at conferences, office supplies and similar reasonable expenses. Expenditure of funds by Employee on behalf of the PSD/DDA shall be limited to budgeted line items which have been previously approved by the PSD/DDA Board and no others without the express approval of the PSD/DDA Board.
11. Non-Exclusive Employment. This Agreement shall not restrict Employee from performing services for other clients or businesses, provided such services for other clients or businesses do not interfere with Employee's work for the PSD/DDA and those services do not conflict with the function of the PSD/DDA.
12. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and any verbal, written, or other agreement of the parties is null and void. Any modifications, alterations, or amendments of this Agreement shall not be valid unless the same has been reduced to writing and signed by all parties to this Agreement.
13. Governing Law. This Agreement is governed according to the laws of the State of Michigan.
14. Effect of Partial Invalidity. The invalidity or unenforceability of any part of this Agreement shall not impair or affect the enforceability or validity of any other provision of this Agreement.
15. Confidentiality. During or after the term of this Agreement, Employee shall not use or disclose to any person or organization, without prior written consent from the PSD/DDA and City, any confidential information relating to the City that Employee may acquire during the performance of work for the PSD/DDA. The PSD/DDA and City shall be entitled to injunctive relief if Employee violates this paragraph, in addition to any other remedy provided by law.
16. Records. Any records or other documents (including copies, summaries, or disks or other medium for electronic storage of information) prepared or acquired by Employee in performing work for the PSD/DDA and City shall belong to the PSD/DDA and City and shall be surrendered to it upon termination of this Agreement.
17. No Assignment and Delegation. Employee may not assign or subcontract any rights or obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on the day, month and year first above written.

**PRINCIPAL SHOPPING DISTRICT AND
DOWNTOWN DEVELOPMENT AUTHORITY**

By: 

Jason Butler, Chairman of
Principal Shopping District and
Downtown Development Authority

CITY OF ST. JOHNS

By: _____
Scott Dzurka, Mayor

EMPLOYEE

By: 

Heather Hanover

88044:00001:200105965-1

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27th, 2025

Department: Wastewater	Attachments:	Submitted to CA for Review
Subject: <i>Sanitary Sewer Surcharge Rate Update</i>	[X] N/A	[N/A]
Prepared by: Jordan Whitford, Wastewater Supervisor	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The fee and rate schedule includes sanitary sewer surcharge rates that recover the incremental operational and maintenance (O&M) costs incurred by the City in treating non-domestic waste with higher pollutant concentrations than typical domestic sewage. These surcharge fees are determined through a model of the Wastewater Treatment Plant, which is calibrated using site-specific performance data and O&M costs. The calibrated model is applied to simulate the cost-load response for each surchargeable pollutant. Based on the model results and recommendations from Fishbeck, who performed the assessment, the proposed 2025 surcharge fees are as follows:

- \$0.17 per pound of BOD (Biological Oxygen Demand)
- \$0.18 per pound of TSS (Total Suspended Solids)
- \$6.32 per pound of Total Phosphorus
- \$0.02 per pound of Ammonia Nitrogen

BACKGROUND/DISCUSSION: The surcharge rates were last updated in 1991 and were revised in 2024 following the completion of our local limit study. Moving forward, Fishbeck will conduct an annual review of O&M costs and site performance to ensure surcharge fees remain aligned with the actual cost of treatment.

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

FISCAL IMPACT: These surcharge rates permit the City to recoup additional process train costs at the WWTP accordingly to users who violate their IPP discharge permit.

RECOMMENDATION: Staff recommends that the City Commission approve the updated sanitary sewer surcharge fees by adopting the revised fee & rate schedule.

	admin fee	
IPP Inspection Fee (per inspection)	\$100.00	*04
Contracted IPP Monitoring	Reimburse city for expenses + 15% admin fee	*89
Render Services not in city ROW	Reimburse city for expenses + 15% admin fee	*05

SANITARY SEWER SURCHARGES (per lb):

BOD-5	\$0.1754	*254
Total Phosphorus	\$6.32499	*254
Suspended Solids	\$0.1880	*254
Ammonia as N	\$0.022.17	*254

CONSTRUCTION BOARD OF APPEALS FEES

Construction Hearing Fee	\$500.00	*20
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PLANNING COMMISSION FEES

Special Meeting Requests	\$500.00	*11
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PROFESSIONAL PLANNING REVIEW FEES (FEE STATEMENT)

*(Fees charged on a per-review basis - Reviews of revised submissions will be reviewed at 50% of the original fee)

Rezoning Request Review*	\$700.00	*22
Site Plan Review*	\$800.00	*21
Special Land Use Review*	\$700.00 + site plan fee	*22
Storm Water Management Plan Review*	\$300.00	*21
Subdivision Plat:		
Tentative Preliminary*	\$1000.00	*22
Final Preliminary*	\$800.00	*22
Final Plat*	\$600.00	*22
Planned Unit Development Plan Review*	\$1000.00 + site plan fee	*22
Condominium (site or general) Plan*	\$800.00	*21
Mobile Home Park Plan*	\$800.00	*21
Land Division/Enhancement Parcel	\$40.00	*21
Zoning Board of Appeals*:		

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27th, 2025

Department: Wastewater	Attachments:	Submitted to CA for Review
Subject: <i>Wastewater Filter Building and Lift Station PLC Improvements</i>	[X] <i>Filter Building PLC Upgrade Quote.</i> [X] <i>Lift Station PLC Upgrade Quote.</i>	[N/A]
Prepared by: Jordan Whitford, Wastewater Supervisor	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The wastewater treatment facility is home to numerous large tanks, towering structures, and sophisticated equipment, each playing a crucial role in the effective treatment of wastewater. Among these, Programmable Logic Controllers (PLCs) are essential but often overlooked devices that are integral to the plant's daily operations. These PLCs, located throughout the facility and in the lift stations, enable seamless communication and control between various systems, feeding critical data into the plant's SCADA (Supervisory Control and Data Acquisition) system. They are instrumental in maintaining operational efficiency and ensuring alarms are activated when necessary.

Unfortunately, many of the PLCs in use have been operational for over 15 years and are now outdated. Their models have been discontinued and are no longer supported, presenting a potential risk to system stability. In response, our team, in collaboration with R.S. Technical, has developed a replacement strategy that aligns with our capital improvement plan. For the second consecutive year, we have allocated funds to replace PLCs at the wastewater plant. This year, our project plan includes replacing the PLC in the filter building, as well as upgrading PLCs at two of our five lift stations and updating wet-well level measurement components.

BACKGROUND/DISCUSSION: For over two decades, R.S. Technical has been our dedicated partner as a SCADA contractor, responsible for the intricate programming of each PLC and other like equipment as well as the comprehensive development of our entire SCADA system. Their proficiency has not only been shown in routine service, but has been exceptional during critical after-hours emergencies as well.

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

FISCAL IMPACT: The budget includes \$50,000 for the filter building PLC and \$16,000 for two lift station PLC upgrades. The quoted amounts totaling \$90,927.66 exceed the allocated \$66,000 in the budget. However, due to other projects within the same line item coming in under budget, sufficient funds are available for this purchase in account 592-560-818.077.

RECOMMENDATION: The Administration recommends that the City Commission approve the proposals from RS Technical for PLC replacement and authorize the Mayor to sign the quotations.

QUOTATION

RS Technical Services, Inc.

695 Lincoln Lake Ave.
 Lowell, Michigan 49331
 (616)-897-7041 Fax (616)-897-3015

Quote #: **CO- 20099**

Date: 12/26/2024
 Job No:

To: **ST JOHNS WWTP** Ship To: Filter Building
 1000 North US 27
 ST JOHNS MI 48879
 Attn Jordan Whitford Attn:
 Phone: (989) 224-7898 Fax: (989) 224-2204

Shipping Details: No Partial Partial F.O.B. Dest F.O.B. Ship Point

Item#	Qty	Part Number	Description	Unit Price	Amount
1	1	EQUIPMENT	New Filter Building Control Panel: complete with CompactLogix PLC to match Lab & Pump Buildings, surge protector/line filter, battery backup, field wiring terminal blocks, ethernet network switch w/ fiber optic capability, CAD drawings	46800.00	46800.00
2	90	FSH	ESTIMATED SERVICE & TRAVEL HOURS: migrate existing SLC/500 PLC program to new CompactLogix PLC, update SCADA Computer HMI programming for new Filter Bldg PLC, deliver panel to WWTP, land field wires inside new panel.	154.00	13860.00
3	0	NOTE	Price does NOT include labor to remove old control panel, set new panel in place and reconnect existing electrical conduits to new panel.	0.00	0.00

Subtotal: \$60,660.00
 Estimated Shipping Charges \$0.00
 Salestax: \$0.00

**** Please sign and return so that we can proceed with your order. ****

Net 30 Day Total: \$60,660.00
 Net 31 - 60 Day Total: \$61,569.90
 Net 61 - 90 Day Total: \$62,493.45

PLEASE REFERENCE THIS CO NUMBER WHEN PLACING ORDER - MINIMUM ORDER \$25.00 - EXCLUDING SHIPPING
 This quotation is valid for 30 days and subject to the attached terms and conditions. Thereafter it is subject to change without notice. Quoted pricing and discounts are predicated on receiving a single order for the quantities as listed. Order deviations may result in price or discount changes. All freight is not prepaid and added to invoices. "Destination" customers: add freight charge to any parts price before issuing your purchase order. All returns subject to restocking fee. Credit Card Order minimum is \$100.00. Thank you for this opportunity to quote.

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Authorized Signature: _____ Date: _____ Quoted By: _____

QUOTATION

RS Technical Services, Inc.

695 Lincoln Lake Ave.
 Lowell, Michigan 49331
 (616)-897-7041 Fax (616)-897-3015

Quote #: **CO- 20100**

Date: 1/6/2025
 Job No:

To: **ST JOHNS WWTP**

Ship To: 2 Lift Stations

1000 North US 27

ST JOHNS MI 48879

Attn Jordan Whitford

Attn:

Phone: (989) 224-7898

Fax: (989) 224-2204

Shipping Details:

No Partial Partial F.O.B. Dest F.O.B. Ship Point

Item#	Qty	Part Number	Description	Unit Price	Amount
1	2	2080-L70E-24QWB	MicroLogix870 Controller: 14x24VDC discrete inputs, 10 relay outputs, 8 ethernet nodes, 24VDC power	1430.55	2861.10
2	2	2080-MEMBAKRTC2	MicroLogix 870 real time clock & memory backup plugin module	183.40	366.80
3	2	2080-IF4	Micro800 Plug-In Module: non-isolated unipolar analog input, 4 channels	275.12	550.24
4	2	1606-XLP95E	24VDC power supply, class 2, 120VAC in, 3.9A @ 24VDC output	331.71	663.42
5	2	4983-DC120-05	Line Filter & Surge Protector: DIN Rail mount, 5 A @ 120VAC in/out	314.54	629.08
6	6	700-HN221	Relay Socket: screw terminals, panel / DIN rail mount, 5-blade miniature socket, 16 A rating	18.34	110.04
7	6	700-HK36Z24-3-4	Control relay: 24VDC coil voltage, LED indicator, PTT, 16A contacts, SPDT	21.75	130.50
8	2	EQUIPMENT	LOT - installation materials: includes wire & labels, shielded cable, DIN rail, fasteners, fuses & holders	550.00	1100.00

Subtotal: \$30,267.66

Estimated Shipping Charges \$0.00

Salestax: \$0.00

**** Please sign and return so that we can proceed with your order. ****

Net 30 Day Total: \$30,267.66

Net 31 - 60 Day Total: \$30,721.67

Net 61 - 90 Day Total: \$31,182.50

PLEASE REFERENCE THIS CO NUMBER WHEN PLACING ORDER - MINIMUM ORDER \$25.00 - EXCLUDING SHIPPING

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The above prices, specifications and conditions are satisfactory and are hereby accepted.

Authorized Signature: _____ Date: _____

Quoted By: continued on next page

QUOTATION

RS Technical Services, Inc.

695 Lincoln Lake Ave.
 Lowell, Michigan 49331
 (616)-897-7041 Fax (616)-897-3015

Quote #: **CO- 20100**

Date: 1/6/2025
 Job No:

To: **ST JOHNS WWTP** Ship To: 2 Lift Stations
 1000 North US 27
 ST JOHNS MI 48879
 Attn Jordan Whitford Attn:
 Phone: (989) 224-7898 Fax: (989) 224-2204

Shipping Details: No Partial Partial F.O.B. Dest F.O.B. Ship Point

Item#	Qty	Part Number	Description	Unit Price	Amount
9	112	FSH	ESTIMATED SERVICE HOURS & TRAVEL TIME: CAD drawings for 2 LS PLCs showing wiring, program 2 lift station PLCs, identify & label wires & replace 2 PLCs on site, update WWTP Lab PLC & SCADA Computer HMI programs for 2 new lift station PLCs	154.00	17248.00
10	2	937TS-DISAR-KD2	Intrinsically safe relay, 120VAC power, dual channel (for connection of two floats)	358.79	717.58
11	2	937TH-AITXP-DC1	Intrinsically Safe Barrier: single analog channel, power supply, 24VDC power (for connection of level transducer/Vega)	423.37	846.74
12	4	700-HN153	3PDT Relay Socket: blade type, 11 pin	31.00	124.00
13	4	700-HB33A1-3-4	Control Relay: 120VAC coil, 15 AMP, PTT & Manual Override, LED indicator, 3PDT	48.40	193.60
14	2	700-HN104	Control relay base, mini 14-blade socket, coil and contact separation, 4PDT	20.30	40.60
15	2	700-HNC44AA12	Timing relay, 4PDT, 0.1s-10minutes, 120VAC	127.71	255.42
16	2	LHC252015	Hoffman Hinged Door Enclosure: NEMA4 & 12 ratings, 9.84" x 7.87" x 5.91"	191.55	383.10

Subtotal: \$30,267.66
 Estimated Shipping Charges: \$0.00
 Salestax: \$0.00

**** Please sign and return so that we can proceed with your order. ****

Net 30 Day Total: \$30,267.66
 Net 31 - 60 Day Total: \$30,721.67
 Net 61 - 90 Day Total: \$31,182.50

PLEASE REFERENCE THIS CO NUMBER WHEN PLACING ORDER - MINIMUM ORDER \$25.00 - EXCLUDING SHIPPING
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The above prices, specifications and conditions are satisfactory and are hereby accepted.

Authorized Signature: _____ Date: _____ Quoted By: continued on next page

QUOTATION

RS Technical Services, Inc.

695 Lincoln Lake Ave.
Lowell, Michigan 49331
(616)-897-7041 Fax (616)-897-3015

Quote #: **CO- 20100**

Date: 1/6/2025

Job No:

To: **ST JOHNS WWTP**

Ship To: 2 Lift Stations

1000 North US 27

ST JOHNS MI 48879

Attn Jordan Whitford

Attn:

Phone: (989) 224-7898

Fax: (989) 224-2204

Shipping Details:

No Partial Partial F.O.B. Dest F.O.B. Ship Point

Item#	Qty	Part Number	Description	Unit Price	Amount
17	2	LP2520	Enclosure Back Panel: 9.09" x 7.13" white painted steel	21.72	43.44
18	26	FSH	ESTIMATED SERVICE HOURS: add ISR & ISB to lift station SCADA CAD drawings, supply & install ISR & ISB in existing Lift Station Control Panels (2), wire, configure & startup ISR & ISB, supply & install relays for float backup controls	154.00	4004.00

Subtotal: \$30,267.66

Estimated Shipping Charges \$0.00

Salestax: \$0.00

**** Please sign and return so that we can proceed with your order. ****

Net 30 Day Total: \$30,267.66

Net 31 - 60 Day Total: \$30,721.67

Net 61 - 90 Day Total: \$31,182.50

PLEASE REFERENCE THIS CO NUMBER WHEN PLACING ORDER - MINIMUM ORDER \$25.00 - EXCLUDING SHIPPING

This quotation is valid for 30 days and subject to the attached terms and conditions. Thereafter it is subject to change without notice. Quoted pricing and discounts are predicated on receiving a single order for the quantities as listed. Order deviations may result in price or discount changes. All freight is not prepaid and added to invoices. "Destination" customers: add freight charge to any parts price before issuing your purchase order. All returns subject to restocking fee. Credit Card Order minimum is \$100.00. Thank you for this opportunity to quote.

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Authorized
Signature: _____

Date: _____

Quoted By: NATE SEIF

**CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025**

Department: Administration	Attachments:	Submitted to CA for Review
Subject: <i>Social Media Policy</i>	<input checked="" type="checkbox"/> <i>Current Employee Use of Social Media Policy</i> <input checked="" type="checkbox"/> <i>New Public Use of Social Media Policy</i> <input type="checkbox"/>	[X] [X]
Prepared by: Kristina Kinde, Treasurer Deputy City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: It was a recommendation of the City Attorney that we create a new social media policy related to the public use of social media. As social media becomes a larger part of our day to day lives, it is important to make sure that we continue to keep our policies up to date and in line with social media usage changes.

BACKGROUND/DISCUSSION: The City currently has a Social Media policy that relates primarily to the employee usage of social media. That policy is attached and has a few minor changes to make it solely related to the employee use of social media.

STRATEGIC PLAN OBJECTIVE: Increased communication with the City Residents has been discussed during annual strategic planning meetings.

FISCAL IMPACT: No fiscal impact.

RECOMMENDATION: Staff requests that the City Commission approve the changes to the City's current social media policy now titled Employee Use of Social Media Policy and approve the new social media policy entitled Public Use of Social Media Policy.

EMPLOYEE USE OF SOCIAL MEDIA POLICY

Introduction

The City of St. Johns may administer various social media accounts to provide residents timely information about activities, news, and events regarding the City. The City also acknowledges and respects employees' rights to have their own personal social media accounts.

The City has developed a policy for official City of St. Johns social media accounts. The City has also drafted guidelines for employees to consider while using their own personal social media accounts. If there are any questions regarding this policy, please feel free to contact the city manager.

“Official” City Social Media Accounts

An official City social media account is defined as a social media account representing the City in an official capacity (e.g. a social media account representing the Police Department). The City retains the rights to alter any employee's access to any official social media platform at the workplace and to also republish or re-use any content posted on an official City social media account. Although not all-encompassing, the following is a list of City regulations regarding employee use of official City social media accounts.

- **Approval** – The creation of any official City social media accounts must be approved by the City Manager or by a designated appointee of the City Manager.
- **Social Media Manager** – The City Manager may serve as, or designate a City employee to be, the Social Media Manager. The Social Media Manager shall be the primary administrator of official City social media accounts.
- **Adherence to Departmental Policies** - Employees must also adhere to any additional official City social media policies set by their department, which may not ~~usurp~~ conflict with the City's Social Media Policy. Additionally, employees operating official City social media accounts must adhere to all Information Technology (IT) policies.
- **Identification** – When relevant, all employees representing the City on an official City social media account must identify their name and role within the City.
- **Confidential Information** – Operators of official City social media accounts must not share any confidential City information including, but not limited to, pending City litigation or personnel matters.

- **Obscene or Vulgar Content** – Although not an all-encompassing list, City employees operating official City social media accounts are prohibited from sharing any content that is deemed harassing, libelous, defamatory, discriminatory, pornographic, or any material that violates City policies which prohibit unlawful discrimination and harassment.
- **Endorsements** – Employees operating official City social media accounts must not share any content endorsing political candidates, political causes, ballot proposals, private businesses, or provide services unless prior approval is given by the City Manager.
- **Usage** – Content posted on social media is not a substitute for any public notice requirements mandated by federal, state, or local law.
- **Intellectual Property** – Official City social media accounts must adhere to all federal and state laws that govern intellectual property including, but not limited to, copyright and trademark protections.
- **Document Storage** – All official City social media content must adhere to existing City electronic document storage procedures and all City Freedom of Information Act (FOIA) policies and procedures.
- ~~**Right to Monitor** – The city may monitor all content shared by the City social media accounts as well as content contributed by the public. Additionally, the City may remove content contributed by the public if deemed vulgar, harassing, or threatening. Unlawful threats or harassing material must be reported to the proper law enforcement agency, including, at a minimum, the City’s Police Department.~~
- ~~**Endorsement of Public Comments** – Where possible, official City social media accounts will include a disclaimer indicating: “The City does not endorse any content contributed by the public that appears on this page. The public’s comments and images posted as responses to the Department’s posts on the Department’s social media sites and pages do not necessarily represent the views of the Department and its employees.”~~
- **Press Requests** – When an employee is operating official City social media accounts he or she must forward all requests for information or comment from the media or press to a supervisor.
- **Work Responsibilities** – Operators of official City social media accounts may only use the accounts for work-related purposes.

Personal Social Media Use

Personal social media use is the use of social media on the employee’s own personal accounts (not representing the City in an official capacity) on social media sites such as Facebook, Twitter, Instagram, LinkedIn, YouTube, Snapchat, and Tumblr, among others.

The City of St. Johns respects employees’ rights to express themselves through social media

and additionally adheres to all provisions in Michigan's Internet Privacy Protection Act. However, all content shared by City employees on their personal social media accounts should be considered public and permanent and may be monitored by the City. Remember that the Internet archives almost everything. Social media users may "screenshot" your private posts and publicly repost them. Even private or deleted postings can be made public.

Before creating online content, consider some of the risks and rewards that are involved. When posting content on social media as a private citizen regarding a matter of public concern, keep in mind that conduct which adversely affects the efficiency of the City's public service, impairs workplace discipline, or destroys harmony with your co-workers, may result in disciplinary actions up to and including termination.

Although not all-encompassing, the following is a list of guidelines for an employee to consider for personal social media use.

- **Identification** – If you self-identify as a City employee on your personal (non-official) social media account, note that the account is non-official.
- **Required Disclaimer** – If you self-identify as a City employee on your personal (non-official) social media account(s), post a disclaimer stating: "The views and opinions expressed here are mine and do not necessarily reflect the views and opinions of City of St. Johns."
- **Be Respectful** – Always be fair and courteous to fellow employees, the public, vendors, or people who work on behalf of the City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our internal conflict-resolution mechanisms than by posting complaints to a social media outlet.
- **Don't Intentionally Post False Information** - Never post any information or rumors that you know to be, or have reason to believe, may be false about the City, co-workers, citizens, customers, suppliers, people or entities working on behalf of the City, the public generally, or City volunteers or vendors. Employees are reminded that the public associates City employees with the City both on and off duty.
- **Harassing or Threatening Content** – If you post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, threatening or intimidating, that disparage co-workers, vendors, members of the public, or might constitute harassment or bullying.
- **Comply with City Policies Regarding Unlawful Discrimination** - Ensure that your postings are consistent with the City's policies which prohibit unlawful discrimination and harassment.
- **Obscene or Vulgar Content** – Refrain from publicly sharing vulgar or obscene content on social media that could harm the public's perception of the City and its employees.

Obscene and vulgar content includes, but is not limited to, libelous, defamatory, discriminatory, or pornographic content.

- **Confidential Information** – Do not publicly share confidential City information on social media. This includes confidential information about fellow City employees, customers, vendors, or the City’s internal reports, policies, procedures not made publicly available and not subject to government disclosure laws.
- **Personal Social Media During Work Hours** – Excessive use of personal social media during work hours is prohibited. Personal social media usage is prohibited in view of the public.
- **Use of City Logos** – Do not use any City logos on personal social media accounts without the expressed written permission of the City Manager or by a designated appointee of the City Manager.
- **No Retaliation** – Employees who report potential violations of this Social Media Policy or participate in investigations related to this Policy are protected from any adverse employment action taken as a result of reporting the potential violation or cooperating in a related investigation.
- **Violation of Social Media Policy** – Employees who violate this Social Media Policy and whose social media activity is not protected by state or federal law may be subject to discipline up to and including discharge.

Regardless of any other provision of this policy, the City’s Social Media policy does not prohibit employees from engaging in this kind of activity, nor prohibit any other activity that is protected by the National Labor Relations Act.

[88044:00001:201151155-1](#)

PUBLIC USE OF SOCIAL MEDIA POLICY

I. Purpose.

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the City of St. Johns (“City”) services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media. The purpose of the social media accounts is to discuss City programs, events, and issues.

II. Definition of Social Media.

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the City has an account and interacts with other users.

III. Authority over Social Media Accounts.

The City Manager has the authority to determine whether a particular social media site or network is used by the City. This Policy only applies to official City social media accounts. The social media accounts of individual employees or Commission members are not subject to this Policy.

IV. Usage Rules.

The City operates and maintains social media sites as a public service to provide information regarding City services, programs, news, events, and activities. City social media accounts and any interactive sections contained therein are limited public forums and are subject to review by City staff members. At the City’s sole discretion, the City may turn off or limit any features that allow comments, postings, tags, messages, or other third-party actions about or reactions to the City’s social media accounts.

If comments, posts, tags, messages or other third-party actions are permitted, the City reserves the right to (but is not required to) remove any comment, post, tag, message, or other third-party action that it deems in violation of this Policy. The Rules are as follows:

1. Privacy: Users should have no expectation of privacy when commenting on City posts or tagging the City. Comments and posts may be read by anyone once posted, regardless of one’s friends, followers, or subscribers list. The City advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. City’s Rights: The City reserves the right to reproduce comments and posts tagging the City in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained as much as practicable.

3. No Endorsement: The City is not responsible for the content of posts made by third parties, including residents, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the City, its employees, or any individual Commission member.

4. Unauthorized Content: To ensure a healthy, safe space to discuss City services, resources, and events, content containing any of the following may be removed immediately from any City social media forum:
 - Obscene, illegal, sexually harassing, threatening speech or nudity in profile pictures.
 - Any post that affects the safety and security of the City, its property, residents, and staff, or creates a hostile work environment.
 - Private or personal information, including phone numbers and addresses, or requests for personal information.
 - Comments, links, or information unrelated to the purpose of the limited public forum.
 - Spam or other commercial messages.
 - Any postings that would violate the Michigan Campaign Finance Act other Michigan or federal laws.
 - Solicitation of funds.
 - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
 - Any post that violates any City policy.
 - Any images, links, tags, or other content that falls into the above categories.
 - Any post that requires immediate action because the City does not monitor its social media 24 hours a day.

5. Third Party Usage Rules: In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

V. Violations and Appeals.

The City reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent the City has sufficient contact information, the City will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the City Commission. The appeal should be sent to the City Manager within 10 business days of the (1) decision to block or ban, or (2) deletion of the post or comment, whichever is applicable. The City Commission shall decide the appeal.

VI. General Complaints.

The City asks that individual user complaints be sent directly to the City Manager so that they can be addressed efficiently. Social media is not the mechanism used by the City to document or address City resident problems and concerns, or influence City policy, procedures, programs, or services.

**CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27th, 2025**

Department: Fire Department	Attachments:	Submitted to CA for Review
Subject: DNR Infrastructure Volunteer Fire Capacity Grant Acceptance	<input checked="" type="checkbox"/> 2024 DNR Infrastructure Volunteer Fire Capacity Project Agreement <input checked="" type="checkbox"/> Federal Financial Assistance Award Grant between the Department of Natural Resources and the USDA Forest Service	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Prepared by: Jordan Whitford, Fire Chief	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The City has applied for a 50/50 grant through the Michigan Department of Natural Resources – Forest Resources Division. This grant will fund the purchase of a wildland/rescue skid unit to be mounted on the rear of the Department's Ranger vehicle. The addition of this unit will enhance our ability to conduct wildland and forestry fire suppression operations, while also providing the capability to rescue patients in off-road, hard-to-access areas.

BACKGROUND/DISCUSSION: N/A

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

FISCAL IMPACT: The grant request is for \$4,975. If approved by the Commission, the grant funds will be matched with funds allocated in the FY 24/25 budget. The grant funds must be expended by September 1, 2025.

RECOMMENDATION: Staff recommends acceptance of the DNR Infrastructure Volunteer Fire Capacity Grant and to authorize the Mayor to sign the related project agreement.



2025 INFRASTRUCTURE VOLUNTEER FIRE CAPACITY PROJECT AGREEMENT

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between St Johns FD, a local unit of government in the county of Clinton, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." Funds are appropriated from 23-DG-11094200-026, a Federal Grant from the United States Forest Service, USDA to the DEPARTMENT to issue grants for projects in the state under the Cooperative Forestry Assistance Act of 1978 for the Volunteer Fire Capacity Program and approved by the Michigan Legislature.

A copy of this Federal award is included as APPENDIX B.

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Description: Skid unit

Project #: FRD-VFC-01908

Amount of grant: \$4975.00 50% Start Date: Date of Execution by DEPARTMENT

Amount of match: \$4975.00 50% End Date: 08/01/2025

Project Total: \$9950.00

As a precondition to the execution of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT no later than February 7, 2025, or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

Local Government

SIGNED

By: _____

Title: _____

Date: _____

Fire Department

SIGNED

By: _____

Title: _____

Date: _____

 SIGMA Vendor Number SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED

By: Matthew Feldpausch
 Fire Management Section, 517-614-0435

WITNESSED

By: Kelly Robbins

 Date of Execution by DEPARTMENT

I. CONTACT INFORMATION

This Agreement shall be administered on behalf of the DEPARTMENT by the Forest Resources Division. All reports, documents, or actions required of the GRANTEE shall be submitted to the contact below.

GRANTEE CONTACT

Name/Title

Organization

Address

Address

Telephone Number

E-mail Address

DEPARTMENT CONTACT

Kelly Robbins

Name/Title

MI Department of Natural Resources- Forest Resource Division

Organization

525 W. Allegan Street, Lansing, MI 48933

Address

P.O. Box 30425, Lansing, MI 48909

Address

517-930-4294

Telephone Number

Robbinsk@michigan.gov

E-mail Address

All notices, reports, requests or other communications hereunder shall be sufficiently given when mailed or emailed and addressed as indicated in this section. The DEPARTMENT and GRANTEE may by written notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.

II. PROJECT SCOPE

The Volunteer Fire Capacity application that was received (APPENDIX A) is, by this reference, made part of this Agreement. This Agreement, together with the APPENDIXES, constitutes the entire Agreement between the parties.

Costs must be allowable, allocable, reasonable and consistent with the budget identified for completing the project as described in APPENDIX A, including modifications to APPENDIX A, which must be requested and approved in writing. Only the agreed-upon project costs (including GRANTEE match) incurred during the project period are eligible for grant payment, unless otherwise approved in writing by the DEPARTMENT.

III. PROJECT PERIOD

The project period is from the date of execution by the DEPARTMENT through the end date identified on page 1 of this Agreement. The GRANTEE is expected to complete the project within the project period.

IV. CHANGES

Any changes to this Agreement requested by GRANTEE must be made in writing to the DEPARTMENT and are subject to DEPARTMENT approval in its sole discretion. Changes requiring an amendment to this Agreement, will be executed by the DEPARTMENT and the GRANTEE in the same manner as this Agreement.

V. GRANTEE RESPONSIBILITIES

The GRANTEE must maintain a record of its participation in the Rural Community Fire Protection Program. Copies of this agreement, appropriate bills, and payments should be kept in a separate folder.

A bid process must be used for all purchases over \$2,500.

The DEPARTMENT is responsible for inventorying nonexpendable items every two years.

Expendable property valued at less than \$5,000 will not be inventoried and is considered the property of the local unit of government. Non-expendable items are property with a value of \$5,000 more.

Local units of government that wish to sell or dispose of non-expendable property of \$5,000 or more in value must contact the DEPARTMENT before disposal.

Disposal of non-expendable items valued at \$5,000 or more:

- a. Notify the DEPARTMENT prior to disposal.

- b. If the value of the item at time of sale is less than \$100, the local unit of government must reimburse the federal government their percentage share of the disposal value based on the percent of federal participation at the time of the grant.
- c. If a like item is purchased with the receipts of the disposal, no reimbursement is necessary, but the DEPARTMENT must be advised so that a correction may be made on the inventory.

The GRANTEE agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

The GRANTEE of this award is subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFR's can be obtained at the following internet site: www.ecfr.gov. If you are unable to retrieve these regulations electronically, please contact the Grant and Agreements Office at (640) 557-4106.

The GRANTEE agrees to obtain all necessary permits before commencement of the project. This Agreement shall not be construed to obligate the DEPARTMENT or any other agency to issue any permit required for the completion of the project. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits. The GRANTEE will retain a copy of all permits in the file and make them available to the DEPARTMENT upon request.

The GRANTEE affirms to have control of the project area through fee-simple title, lease or other recorded interest in the project area or written permission from the owner of the project area to complete project activities.

This Agreement shall not be construed to require the DEPARTMENT to operate or maintain or to contribute to the operation or maintenance of the project improvements and associated project activities that are the subject of this Agreement for the course of the expected useful life.

The GRANTEE is solely responsible for the operation and maintenance of the project activities that are the subject of this Agreement and the actions of any employee or agent of the GRANTEE acting within the scope of their employment or agency.

The GRANTEE shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 et seq.

VI. PURCHASING AND CONTRACTING

The GRANTEE agrees to adhere to all contracting and procurement requirements as outlined in the OMB guidance listed in Part III of this agreement, for the year the grant award was issued or the most recent OMB guidance.

The DEPARTMENT reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The GRANTEE is solely responsible for all contractual activities performed under this Agreement. Further, the DEPARTMENT will consider the GRANTEE to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated grant. All subcontractors used by the GRANTEE in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

VII. USE OF MATERIAL

Unless otherwise specified in this Agreement, the GRANTEE may release information or material developed under this Agreement, provided it includes specific recognition of assistance received from the DEPARTMENT.

The DEPARTMENT retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the GRANTEE or another person.

VIII. ASSIGNABILITY

This Agreement and grant may not be transferred or assigned to any other agency, group, or individual without prior written approval by the DEPARTMENT.

IX. NON-DISCRIMINATION

The GRANTEE shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status or disability that is

unrelated to the individual's ability to perform the duties of a particular job or position. The GRANTEE agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

No individual shall be denied access to grant-funded facilities or activities on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status or disability.

X. LIABILITY

The GRANTEE hereby represents that it will defend any suit brought against either party that involves title, ownership, or specific rights, including appurtenant riparian rights, of any lands controlled by the GRANTEE connected with or affected by the project.

The GRANTEE is responsible for all claims, demands, judgments, and expenses, including attorney fees, from any and all loss, damage, or injury to person or property, or death arising under or in any manner related to the Agreement, the activities authorized by the Agreement or the use and occupancy of the premises, project area or facilities.

XI. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the GRANTEE's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XII. ANTI-LOBBYING

The GRANTEE shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action."

XIII. DEBARMENT AND SUSPENSION

By signing this Agreement, the GRANTEE certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
2. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

XIV. IRAN SANCTIONS ACT

By signing this Agreement, the GRANTEE is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

XV. AUDIT AND ACCESS TO RECORDS

The DEPARTMENT reserves the right to conduct a programmatic and financial audit of the project and may withhold payment until the audit is satisfactorily completed. The GRANTEE will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The GRANTEE will provide proper facilities for such access and inspection. All records must be maintained for a minimum of seven years after the final payment has been issued to the GRANTEE by the DEPARTMENT.

XVI. INSURANCE

The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are

ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.

XVII. OTHER SOURCES OF FUNDING

The GRANTEE agrees to notify the DEPARTMENT immediately if funding for the same or a substantially similar project is received and to cease all activity under this Agreement until the difference in scope between projects is identified and agreed upon by all parties.

The GRANTEE guarantees that any claims for reimbursement made to the DEPARTMENT under this Agreement must not be financed by any source other than the DEPARTMENT under the terms of this Agreement. If funding is received through any other source, the GRANTEE agrees to delete from GRANTEE's billings, or to immediately refund to the DEPARTMENT, the total amount representing such duplication of funding.

XVIII. REIMBURSEMENT

This is a reimbursement grant program. All project expenses must be incurred and paid before being submitted for reimbursement.

1. The DEPARTMENT will reimburse the GRANTEE a total amount not to exceed the amount on page 1 of this Agreement, in accordance with APPENDIX A. Any cost overruns incurred to complete the project activities called for by this Agreement shall be the sole responsibility of the GRANTEE.
2. The GRANTEE is required to submit all purchase documentation- invoice, plus payment verification (copy of money order, cashier's check, or check issued with a copy of the bank statement) in order to receive reimbursement. Documentation of expenditures and value of match and donations must meet written DEPARTMENT requirements as specified in the OMB guidance for the year the grant was issued or the most recent version of the OMB guidance. The DEPARTMENT reserves the right to request additional information necessary to substantiate payment.
3. The GRANTEE is responsible for providing documentation of all matching funds committed to the project. If the GRANTEE fails to meet the match obligation the DEPARTMENT may withhold or require repayment of grant funds.
4. The DEPARTMENT has 45 calendar days to make payment on completed reimbursement requests.
5. The GRANTEE must be a registered vendor with the State of Michigan SIGMA Vendor Self Service (VSS) system to receive payments. The registration website is: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>. All grant funds will be paid by Electronic Funds Transfer (EFT).
6. **Due to the State's year-end closing procedures, final reimbursement requests must be submitted to the DEPARTMENT no later than September 1, 2025 to allow the State to complete its accounting for that fiscal year. Any requests for reimbursement submitted after the deadline will be denied by the DEPARTMENT.**

XIX. CLOSEOUT

A determination of project completion, which may include a site inspection and an audit, shall be made by the DEPARTMENT after the GRANTEE has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in APPENDIX A.

Upon issuance of final payment from the DEPARTMENT, the GRANTEE releases the DEPARTMENT of all claims against the DEPARTMENT arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the DEPARTMENT's claims against the GRANTEE. All records must be maintained for a minimum of seven years after the final payment has been issued to the GRANTEE by the DEPARTMENT.

The GRANTEE shall immediately refund to the DEPARTMENT any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.

XXI. TERMINATION

This Agreement may be terminated by the DEPARTMENT as follows:

1. Upon 30 days written notice to the GRANTEE:
 - a. If the GRANTEE fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation, or the rules promulgated thereunder, or other applicable law or rules.
 - b. If the GRANTEE knowingly and willingly presents false information to the DEPARTMENT for the purpose of obtaining this Agreement or any payment under this Agreement.
 - c. If the DEPARTMENT finds that the GRANTEE, or any of the GRANTEE's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
 - d. If the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
 - e. During the 30-day written notice period, the DEPARTMENT shall withhold payment for any findings under subparagraphs a through d, above and the GRANTEE will immediately cease charging to the grant and stop earning match for the project.
2. Immediately and without further liability to the DEPARTMENT if the GRANTEE, or any agent of the GRANTEE, or any agent of any subcontract is:
 - a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
 - b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
 - c. Convicted under state or federal antitrust statutes;
 - d. Convicted of any other criminal offense that, in the sole discretion of the DEPARTMENT, reflects on the GRANTEE's business integrity; or
 - e. Added to the federal or state Suspension and Debarment list.

If a grant is terminated, the DEPARTMENT reserves the right to require the GRANTEE to repay all or a portion of funds received under this Agreement.

Failure of the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:

- a. Terminate this Agreement; and/or
- b. Withhold and/or cancel future payments to the GRANTEE under this Agreement or any other grant projects administered by DEPARTMENT until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
- c. Withhold action on all pending and future grant applications submitted by the GRANTEE and/or
- d. Require repayment of grant funds paid to GRANTEE; and/or
- f. Require specific performance of the Agreement.

XXII. RELATIONSHIP

The GRANTEE is considered a sub-recipient in this grant agreement. The GRANTEE is to use the Federal funds to carry out the program purpose of this Federal award. During the term of this grant the GRANTEE must adhere to all applicable Federal program requirements that are listed in the award, that is included in APPENDIX 2.

**FEDERAL FINANCIAL ASSISTANCE
AWARD OF DOMESTIC GRANT 24-DG-11094200-127
Between
DEPARTMENT OF NATURAL RESOURCES
And The
USDA, FOREST SERVICE
EASTERN REGION, STATE, PRIVATE, AND TRIBAL FORESTRY**

Program Title: Infrastructure: Michigan Volunteer Fire Assistance

Upon execution of this document, an award to DEPARTMENT OF NATURAL RESOURCES, hereinafter referred to as “MI DNR,” in the amount of **\$106,631.00**, is made under the authority of Cooperative Forestry Assistance Act of 1978, P.L. 95-313 as amended, 16 U.S.C. 2106 . The Federal Assistance Listing (formerly Catalog of Federal Domestic Assistance - CFDA) number and name are 10.698- State & Private Forestry Cooperative Fire Assistance. DEPARTMENT OF NATURAL RESOURCES accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated 04/17/2024, and the attached Forest Service provisions, ‘Forest Service Award Provisions,’ are incorporated into this letter and made a part of this award.

This authority requires a match of 1:1, which your organization has agreed to provide as shown in the attached application, financial plan and narrative.

As a reminder, Volunteer Fire Assistance (VFA) subawards may only be used to provide financial, technical, and related assistance to rural volunteer fire departments to conduct preparedness and mobilization activities, including training, equipping, and otherwise enabling response to requests for the prevention, control and suppression of fires occurring on rural lands and threatening rural communities. A rural volunteer fire department is defined as “an organized, not for profit, fire protection organization that provides service primarily to a community or city with a population of 10,000 or less or to a rural area, as defined by the Secretary of Agriculture, whose firefighting personnel is 80 percent or more volunteer, and that is recognized as a fire department by the laws of the State .” 16 U.S.C. 2106

JUSTICE 40 INITIATIVE. Executive Order (EO) 14008, Tackling the Climate Crisis at Home and Abroad, was signed on January 27, 2021. This EO commits federal agencies to providing 40% of federal benefits to disadvantaged communities. When the cooperator is considering a sub-award or contract to be executed under this agreement, the cooperator shall consider the requirements of EO 14008, section 223, OMB M-21-28 and OMB-23-09.

All required reports and official correspondence must be sent to SM.FS.R9SPFgrants@usda.gov and the assigned U.S. Forest Service Program Manager for internal record-keeping and processing.



This is an award of Federal financial assistance. Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFRs can be obtained at the following internet site: www.ecfr.gov. If you are unable to retrieve these regulations electronically, please contact your Grants and Agreements Office at SM.FS.R9SPFgrants@usda.gov.

The following administrative provisions apply to this award:

- A. **LEGAL AUTHORITY.** MI DNR shall have the legal authority to enter into this award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.
- B. **PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this award.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Matt Feldpausch, FEPP State Coordinator Michigan Department of Natural Resources 525 W Allegan ST Lansing, MI 48933 Phone: 517-614-0435 Email: feldpauschm2@michigan.gov	Christina Hammill, Financial Analyst Finance and Operations Division 6833 US2 and 41 and M35 Gladstone, MI 49837 Phone: 517-927-6881 Email: hammille@michigan.gov

Principal Forest Service Contacts:

Forest Service Program Manager Contact	Forest Service Administrative Contact
Todd Walerak, Assistant Director, Coop Fire Eastern Region, Fire and Aviation Management 626 East Wisconsin Ave. Milwaukee, WI 53202 Phone: 505-842-3822 Email: Todd.T.Walerak@usda.gov	Emily Stoddard, Grants Management Specialist Eastern Region, Office of Grants & Agreements 626 East Wisconsin Ave Milwaukee, WI 53202 Phone: 715-208-4048 Email: emily.stoddard@usda.gov



C. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT

(SAM). MI DNR shall maintain current organizational information and the original Unique Entity Identifier (UEI) provided for this agreement in the System for Award Management (SAM) until receipt of final payment. This requires annual review and updates, when needed, of organizational information after the initial registration. More frequent review and updates may be required for changes in organizational information or agreement term(s). Any change to the original UEI provided in this agreement will result in termination of this agreement and de-obligation of any remaining funds. For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.

D. ADVANCE AND REIMBURSABLE PAYMENTS – FINANCIAL ASSISTANCE.

Advance and reimbursable payments are approved under this award. Only costs for those project activities approved in (1) the initial award, or (2) modifications thereto, are allowable. Requests for payment must be submitted on Standard Form 270 (SF-270), Request for Advance or Reimbursement, and must be submitted no more than monthly. In order to approve a Request for Advance Payment or Reimbursement, the Forest Service shall review such requests to ensure advances or payments for reimbursement are in compliance and otherwise consistent with OMB, USDA, and Forest Service regulations.

Advance payments must not exceed the minimum amount needed or no more than is needed for a 30-day period, whichever is less. If the Recipient receives an advance payment and subsequently requests an advance or reimbursement payment, then the request must clearly demonstrate that the previously advanced funds have been fully expended before the Forest Service can approve the request for payment. Any funds advanced, but not spent, upon expiration of this award must be returned to the Forest Service.

The Program Manager reserves the right to request additional information prior to approving a payment. To expedite payment, please attach a list of expenses that match the approved project budget when submitting each SF-270. Each SF-270 shall include the award number (24-DG-11094200-127) in Block 4. If this award has multiple projects, each project must be identified in separate columns for tracking purposes in Block 11. **A final SF-270 must have a final performance report submitted prior to its approval.**

The invoice must be sent by one of three methods:	Send a copy to:
EMAIL (preferred): SM.FS.asc_ga@usda.gov	Todd Walerak
FAX: 877-687-4894	
POSTAL: USDA Forester Service	
Budget & Finance - Grants and Agreements	
4000 Masthead St, NE	
Albuquerque, NM 87109	

- E. INDIRECT COST RATES. The approved indirect cost rate at the time of execution is **14.30%** as shown in the NICRA provided by the Cooperator. However, MI DNR is not charging indirect on this award.

As new NICRAs are agreed to between MI DNR and their cognizant audit agency, the revised provisional or final rate(s) are automatically incorporated into this award, as appropriate, and must specify (1) the agreed upon rates, (2) the bases to which the rates apply, (3) the fiscal year for which the rates apply, and (4) the items treated as direct costs. The award obligation will not increase as a result of indirect cost rate increases. Updates to NICRAs will not affect the total funds available for this award unless documented in a formally executed modification.

If the NICRA is for a provisional rate, MI DNR shall be reimbursed at the established provisional rate(s), subject to appropriate adjustment when the final rate(s) for the fiscal year are established.

- F. PRIOR WRITTEN APPROVAL. MI DNR shall obtain prior written approval pursuant to conditions set forth in 2 CFR 200.407.
- G. MODIFICATIONS. Modifications within the scope of this award must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 90 days prior to implementation of the requested change. The Forest Service is not obligated to fund any changes not properly approved in advance.
- H. PERIOD OF PERFORMANCE. This agreement is executed as of the date of the Forest Service signatory official signature. Pre-award costs are authorized as of **10/01/2023** pursuant to 2 CFR 200.458.

The end date, or expiration date is **09/30/2028** This instrument may be extended by a properly executed modification. *See Modification Provision above.*

- I. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this award. In witness whereof the parties hereto have executed this award.



E-SIGNED by Shannon Lott
on 2024-09-04 15:56:51 EDT

2024-09-04 15:56:51 UTC

SHANNON LOTT, Natural Resources Deputy
Department of Natural Resources

Date

ROBERT LUECKEL

Digitally signed by ROBERT
LUECKEL

09/05/2024

Date: 2024.09.05 08:52:31 -05'00'

ROBERT LUECKEL, Deputy Regional Forester
Eastern Region, State, Private, and Tribal Forestry

Date

The authority and the format of this award have been reviewed and approved for signature.

MIDORI RAYMORE

Digitally signed by MIDORI RAYMORE
Date: 2024.09.04 11:47:57 -05'00'

Midori C. Raymore
Forest Service Grants Management Specialist

Date

ATTACHMENT A: FOREST SERVICE AWARD PROVISIONS

- A. COLLABORATIVE ARRANGEMENTS. Where permitted by terms of the award and Federal law, MI DNR may enter into collaborative arrangements with other organizations to jointly carry out activities with Forest Service funds available under this award.
- B. FOREST SERVICE LIABILITY TO THE RECIPIENT. The United States shall not be liable to MI DNR for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work under this award, including damage to any property owned by MI DNR or any third party.
- C. NOTICES. Any notice given by the Forest Service or MI DNR will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the Forest Service Program Manager, at the address specified in the award.

To MI DNR, at the address shown in the award or such other address designated within the award.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- D. SUBAWARDS. Prior approval is required to issue subawards under this grant. The intent to subaward must be identified in the approved budget and scope of work and approved in the initial award or through subsequent modifications. Approval of each individual subaward is not required, however the cooperator must document that each sub-recipient does NOT have active exclusions in the System for Award Management (sam.gov).

The Cooperator must also ensure that they have evaluated each subrecipient's risk in accordance with 2 CFR 200.332 (b).

Any subrecipient under this award must be notified that they are subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any sub-award must follow the regulations found in 2 CFR 200.331 through .333.

All subawards \$30,000 or more must be reported at fsrs.gov in compliance with 2 CFR 170. See Attachment B for full text.

- E. FINANCIAL STATUS REPORTING. A Federal Financial Report, Standard Form SF-425 (and Federal Financial Report Attachment, SF-425A, if required for reporting multiple awards), must be submitted quarterly. These reports are due 30 days after the reporting period ending March 31, June 30, September 30, December 31.. The final SF-

425 (and SF-425A, if applicable) must be submitted either with the final payment request or no later than 120 days from the expiration date of the award. These forms may be found at grants.gov/forms/forms-repository/post-award-reporting-forms

- F. **PROGRAM PERFORMANCE REPORTS.** The recipient shall perform all actions identified and funded in application/modification narratives within the performance period identified in award.

In accordance with 2 CFR 200.301, reports must relate financial data to performance accomplishments of the federal award.

MI DNR shall submit quarterly performance reports. These reports are due 30 days after the reporting period ending March 31, June 30, September 30, December 31.. The final performance report shall be submitted either with MI DNR's final payment request, or separately, but not later than 120 days from the expiration date of the award.

-Additional pertinent information:

- To prevent payment delays, all reports should be emailed to SM.FS.R9SPFgrants@usda.gov and the U.S. Forest Service Program Manager prior to their respective due dates. Please ensure the subject line of the email contains the award number (**24-DG-11094200-127**) and the **title of the report** being submitted.
 - The final performance report must be submitted and approved prior to approval of the final SF-270 payment request.
- G. **NOTIFICATION.** MI DNR shall immediately notify the Forest Service of developments that have a significant impact on the activities supported under this award. Also, notification must be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the award. This notification must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.
- H. **CHANGES IN KEY PERSONNEL.** Any revision to key personnel identified in this award requires notification of the Forest Service Program Manager by email or letter.
- I. **USE OF FOREST SERVICE INSIGNIA.** In order for MI DNR to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). A written request will be submitted by Forest Service, Program Manager, to the Office of Communications Assistant Director, Visual Information and Publishing Services prior to use of the insignia. The Forest Service Program Manager will notify MI DNR when permission is granted.

- J. FUNDING EQUIPMENT. Federal funding under this award is not available for reimbursement of MI DNR's purchase of equipment. Equipment is defined as having a fair market value of \$5,000 or more per unit and a useful life of over one year. Supplies are those items that are not equipment.
- K. PUBLIC NOTICES. It is Forest Service's policy to inform the public as fully as possible of its programs and activities. MI DNR is encouraged to give public notice of the receipt of this award and, from time to time, to announce progress and accomplishments.

MI DNR may call on Forest Service's Office of Communication for advice regarding public notices. MI DNR is requested to provide copies of notices or announcements to the Forest Service Program Manager and to Forest Service's Office Communications as far in advance of release as possible.

- L. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA. MI DNR shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this award. Follow direction in USDA Supplemental 2 CFR 415.2.
- M. COPYRIGHTING. MI DNR is/are granted sole and exclusive right to copyright any publications developed as a result of this award. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this award.

No original text or graphics produced and submitted by the Forest Service shall be copyrighted. The Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for federal government purposes.

This right shall be transferred to any sub-awards or subcontracts.

This provision includes:

- The copyright in any work developed by MI DNR under this award.
- Any right of copyright to which MI DNR purchase(s) ownership with any federal contributions.

- N. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. MI DNR shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; o*
- (2) Fax: (833) 256-1665 or (202) 690-7442; or*
- (3) Email: program.intake@usda.gov.*

If the material is too small to permit the full Non-Discrimination Statement to be included, the material will, at a minimum, include the alternative statement:
“This institution is an equal opportunity provider.”

- O. **DISPUTES.** In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution (ADR) procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.

Should the parties be unable to resolve the issue of controversy through ADR, then the Signatory Official will make the decision. A written copy of the decision will be provided to the Cooperator.

Decisions of the Signatory Official shall be final unless, within 30 days of receipt of the decision of the Signatory Official, the Cooperator appeals the decision to the Forest Service's Deputy Chief, State, Private, and Tribal Forestry (SPTF). Any appeal made under this provision shall be in writing and addressed to the Deputy Chief, SPTF, USDA, Forest Service, Washington, DC 20024. A copy of the appeal shall be concurrently furnished to the Signatory Official.

A decision under this provision by the Deputy Chief, SPTF, is final. The final decision by the Deputy Chief, SPTF, does not preclude the Cooperator from pursuing remedies available under the law.

- P. AWARD CLOSEOUT. MI DNR must submit, no later than 120 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award.

Any unobligated balance of cash advanced to MI DNR must be immediately refunded to the Forest Service, including any interest earned in accordance with 2 CFR 200.344(d).

If this award is closed without audit, the Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

- Q. TERMINATION. This award may be terminated, in whole or part pursuant to 2 CFR 200.340.

- R. DEBARMENT AND SUSPENSION. MI DNR shall immediately inform the Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should MI DNR or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, then they shall notify the Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary. The Recipient shall adhere to 2 CFR Part 180 Subpart C in regards to review of sub-recipients or contracts for debarment and suspension.

All subrecipients and contractors must complete the form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions. Blank forms are available electronically. Completed forms must be kept on file with the primary recipient.

- S. MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this award, or benefits that may arise therefrom, either directly or indirectly.

- T. SCIENTIFIC INTEGRITY: USDA is committed to the highest levels of integrity in all of our scientific activities and decision making. This includes to performing, recording and reporting the results of scientific activities with honesty, objectivity, and transparency. All persons performing under this agreement shall adhere to the principles of scientific integrity described in [Departmental Regulation \(DR\) 1074-001](#).

- U. GEOSPATIAL DATA. All data collected will meet the requirements of the Geospatial Data Act of 2018 where applicable. This will always include the documentation of all relevant metadata standards, use of standard data formats; description of quantitative measures of uncertainty and source of uncertainty and sources of uncertainty associated with the data. Additionally, the data must meet specific standards specified elsewhere to

ensure the data is useful to support the USDA's mission. The recipient/cooperator agrees to comply with USDA's Department-wide enterprise geospatial data management policy implemented in [Departmental Regulation 3465-001](#) which establishes the USDA policy for defining the strategic direction necessary to optimize the management of the USDA geospatial data and geospatial infrastructure, including all geospatial data created for, by, and enhanced by USDA.

- V. PUBLIC ACCESS TO SCHOLARLY PUBLICATIONS AND DIGITAL SCIENTIFIC RESEARCH DATA. The recipient agrees to comply with USDA's Department-wide [public access policy](#) implemented in [Departmental Regulation 1020-006](#) which establishes the USDA policy for public access to scholarly publications and digital scientific research data assets. The USDA will make all peer-reviewed, scholarly publications and digital scientific research data assets arising from unclassified scientific research supported wholly or in part by the USDA accessible to the public, to the extent practicable.
- W. BUY AMERICA BUILD AMERICA. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for an infrastructure project unless:

(1) All iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) All manufactured products used in the project are produced in the United States— this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product; and

(3) All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The construction material standards are listed below.

Incorporation into an infrastructure project. The Buy America Preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the

completion of the infrastructure project. Nor does a Buy America Preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

Categorization of articles, materials, and supplies. An article, material, or supply should only be classified into one of the following categories: (i) Iron or steel products; (ii) Manufactured products; (iii) Construction materials; or (iv) Section 70917(c) materials. An article, material, or supply should not be considered to fall into multiple categories. In some cases, an article, material, or supply may not fall under any of the categories listed in this paragraph. The classification of an article, material, or supply as falling into one of the categories listed in this paragraph must be made based on its status at the time it is brought to the work site for incorporation into an infrastructure project. In general, the work site is the location of the infrastructure project at which the iron, steel, manufactured products, and construction materials will be incorporated.

Application of the Buy America Preference by category. An article, material, or supply incorporated into an infrastructure project must meet the Buy America Preference for only the single category in which it is classified.

Determining the cost of components for manufactured products. In determining whether the cost of components for manufactured products is greater than 55 percent of the total cost of all components, use the following instructions:

(a) For components purchased by the manufacturer, the acquisition cost, including transportation costs to the place of incorporation into the manufactured product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

(b) For components manufactured by the manufacturer, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (a), plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the manufactured product.

Construction material standards. The Buy America Preference applies to the following construction materials incorporated into infrastructure projects. Each construction material is followed by a standard for the material to be considered “produced in the United States.” Except as specifically provided, only a single standard should be applied to a single construction material.

(1) Non-ferrous metals. All manufacturing processes, from initial smelting or melting through final shaping, coating, and assembly, occurred in the United States.

(2) Plastic and polymer-based products. All manufacturing processes, from initial combination of constituent plastic or polymer-based inputs, or, where applicable, constituent composite materials, until the item is in its final form, occurred in the United States.

(3) Glass. All manufacturing processes, from initial batching and melting of raw materials through annealing, cooling, and cutting, occurred in the United States.

(4) Fiber optic cable (including drop cable). All manufacturing processes, from the initial ribboning (if applicable), through buffering, fiber stranding and jacketing, occurred in the United States. All manufacturing processes also include the standards for glass and optical fiber, but not for non-ferrous metals, plastic and polymer-based products, or any others.

(5) Optical fiber. All manufacturing processes, from the initial preform fabrication stage through the completion of the draw, occurred in the United States.

(6) Lumber. All manufacturing processes, from initial debarking through treatment and planning, occurred in the United States.

(7) Drywall. All manufacturing processes, from initial blending of mined or synthetic gypsum plaster and additives through cutting and drying of sandwiched panels, occurred in the United States.

(8) Engineered wood. All manufacturing processes from the initial combination of constituent materials until the wood product is in its final form, occurred in the United States.

Waivers. When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements.

When the Federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the Buy America Preference in any case in which the agency determines that:

(1) applying the Buy America Preference would be inconsistent with the public interest;

(2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or

(3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the Buy America Preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at [USDA Buy America Waivers for Federal Financial Assistance | USDA](#).

Definitions

“Buy America Preference” means the “domestic content procurement preference” set forth in section 70914 of the Build America, Buy America Act, which requires the head of each Federal agency to ensure that none of the funds made available for a Federal award for an infrastructure project may be obligated unless all of the iron, steel, manufactured products, and construction materials incorporated into the project are produced in the United States.

“Construction materials” means articles, materials, or supplies that consist of only one of the items listed in paragraph (1) of this definition, except as provided in paragraph (2) of this definition. To the extent one of the items listed in paragraph (1) contains as inputs other items listed in paragraph (1), it is nonetheless a construction material.

(1) The listed items are:

- (i) Non-ferrous metals;
- (ii) Plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- (iii) Glass (including optic glass);
- (iv) Fiber optic cable (including drop cable);
- (v) Optical fiber;
- (vi) Lumber;
- (vii) Engineered wood; and

(viii) Drywall.

(2) Minor additions of articles, materials, supplies, or binding agents to a construction material do not change the categorization of the construction material.

“Infrastructure” means public infrastructure projects in the United States, which includes, at a minimum, the structures, facilities, and equipment for roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy including electric vehicle (EV) charging.

“Infrastructure project” means any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States regardless of whether infrastructure is the primary purpose of the project. See also paragraphs (c) and (d) of 2 CFR 184.4.

“Iron or steel products” means articles, materials, or supplies that consist wholly or predominantly of iron or steel or a combination of both.

X. TRAFFICKING IN PERSONS.

1. Provisions applicable to a Recipient that is a private entity.

- a. You as the Recipient, your employees, Subrecipients under this award, and Subrecipients' employees may not:
 - (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procure a commercial sex act during the period of time that the award is in effect; or
 - (3) Use forced labor in the performance of the award or subawards under the award.

- b. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a Subrecipient that is a private entity:
 - (1) Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - (2) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
 - i. Associated with performance under this award; or
 - ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization

that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),”.

2. Provision applicable to a Recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:
 - a. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - b. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - (1) Associated with performance under this award; or
 - (2) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),”
3. Provisions applicable to any recipient.
 - a. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - b. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - (1) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - (2) Is in addition to all other remedies for noncompliance that are available to us under this award.
 - c. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
4. Definitions. For purposes of this award term:
 - a. “Employee” means either:
 - (1) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - (2) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - b. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - c. “Private entity”:
 - (1) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - (2) Includes:

- i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - ii. A for-profit organization.
- d. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Y. DRUG-FREE WORKPLACE.

1. MI DNR agree(s) that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any project/program that receives federal funding. The statement must
 - a. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
 - b. Specify the actions MI DNR will take against employees for violating that prohibition; and
 - c. Let each employee know that, as a condition of employment under any award, the employee:
 - (1) Shall abide by the terms of the statement, and
 - (2) Shall notify MI DNR in writing if they are convicted for a violation of a criminal drug statute occurring in the workplace, and shall do so no more than 5 calendar days after the conviction.
2. MI DNR agree(s) that it will establish an ongoing drug-free awareness program to inform employees about
 - a. The dangers of drug abuse in the workplace;
 - b. The established policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that you may impose upon them for drug abuse violations occurring in the workplace.
3. Without the Program Manager’s expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this instrument, or the completion date of this award, whichever occurs first.
4. MI DNR agrees to immediately notify the Program Manager if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee’s position title, the award number of each award on which the employee worked. The notification must be sent to the Program Manager within 10 calendar days after MI DNR learns of the conviction.
5. Within 30 calendar days of learning about an employee’s conviction, MI DNR

must either

- a. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
- b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

Z. PROHIBITION AGAINST USING FUNDS WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS.

1. The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
2. The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this award provision are no longer in effect.
3. The prohibition in paragraph (1) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
4. If the Government determines that the recipient is not in compliance with this award provision, it;
 - a. Will prohibit the recipient's use of funds under this award in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
 - b. May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.

AA. ELIGIBLE WORKERS. MI DNR shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 U.S.C. 1324(a)). MI DNR shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental instruments awarded under this award.

BB. FREEDOM OF INFORMATION ACT (FOIA). Public access to award or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 315(e).

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2009 Farm Bill).

CC. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, “Federal Leadership on Reducing Text Messaging While Driving,” any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperators, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

DD. PROMOTING FREE SPEECH AND RELIGIOUS FREEDOM. As a recipient of USDA financial assistance, you will comply with the following:

1. Do not discriminate against applicants for sub-grants on the basis of their religious character.
2. 7 Code of Federal Regulations (CFR) part 16.3(a), Rights of Religious Organizations.
3. Statutory and National policy requirements, including those prohibiting discrimination and those described in Executive Order 13798 promoting free speech and religious freedom, 2 CFR 200.300.

EE. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. The cooperator (including subrecipients) is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216. See Public Law 115-232, Section 889 for additional information.

In accordance with 2 CFR 200.216, the grantee (including subrecipients) is prohibited from obligating or expending loan or grant funds for covered telecommunications equipment or services to:

- (1) procure or obtain, extend or renew a contract to procure or obtain;
- (2) enter into a contract (or extend or renew a contract) to procure; or
- (3) obtain the equipment, services or systems.

ATTACHMENT B: 2 CFR PART 170

Appendix A to Part 170—Award Term

I. Reporting Subawards and Executive Compensation

a. *Reporting of first-tier subawards.*

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).
2. *Where and when to report.*
 - i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. *Reporting total compensation of recipient executives for non-Federal entities.*

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR 170.320;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and,
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:
 - i. As part of your registration profile at <https://www.sam.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most

highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) and,
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
- i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
- d. *Exemptions.*
- If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
- i. Subawards, and
 - ii. The total compensation of the five most highly compensated executives of any subrecipient.
- e. *Definitions.* For purposes of this award term:
1. Federal Agency means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
 2. Non-Federal *entity* means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization; and,
 - iv. A domestic or foreign for-profit organization
 3. *Executive* means officers, managing partners, or any other employees in management positions.
 4. *Subaward:*
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.331).
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

5. *Subrecipient* means a non-Federal entity or Federal agency that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
6. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)).

END OF ATTACHMENT B: 2 CFR PART 170

ATTACHMENT C: WHISTLEBLOWER NOTICE

Whistleblowers perform an important service to USDA and the public when they come forward with what they reasonably believe to be evidence of wrongdoing. They should never be subject to reprisal for doing so. Federal law protects federal employees as well as personal services contractors and employees of Federal contractors, subcontractors, grantees, and subgrantees against reprisal for whistleblowing. USDA bears the responsibility to ensure that nothing in a non-disclosure agreement which a contractor, subcontractor, grantee, or subgrantee requires their employees to sign should be interpreted as limiting their ability to provide information to the Office of Inspector General (OIG).

41 U.S.C. § 4712 requires the head of each executive agency to ensure that its contractors inform their workers in writing of the rights and remedies under the statute. Accordingly, it is illegal for a personal services contractor or an employee of a Federal contractor, subcontractor, grantee, or subgrantee to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. In this context, these categories of individuals are whistleblowers who disclose information that the individual reasonably believes is evidence of one of the following:

- Gross mismanagement of a Federal contract or grant;
- A gross waste of Federal funds;
- An abuse of authority relating to a Federal contract or grant;
- A substantial and specific danger to public health or safety; or
- A violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

To be protected under 41 U.S.C. § 4712, the disclosure must be made to one of the following:

- A Member of Congress, or a representative of a committee of Congress;
- The OIG;
- The Government Accountability Office (GAO);
- A Federal employee responsible for contract or grant oversight or management at USDA;
- An otherwise authorized official at USDA or other law enforcement agency;
- A court or grand jury; or
- A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Under 41 U.S.C. § 4712, personal services contractors as well as employees of contractors, subcontractors, grantees, or subgrantees may file a complaint with OIG, who will investigate the matter unless they determine that the complaint is frivolous, fails to allege a violation of the prohibition against whistleblower reprisal, or has been addressed in another proceeding. OIG's investigation is then presented to the head of the executive agency who evaluates the facts of the investigation and can order the contractor, subcontractor, grantee, or subgrantee

to take remedial action, such as reinstatement or back pay.

Federal Acquisition Regulation (FAR) Subpart 3.903, *Whistleblower Protections for Contractor Employees, Policy*, prohibits government contractors from retaliating against a contract worker for making a protected disclosure related to the contract. FAR Subpart 3.909-1 prohibits the Government from using funds for a contract with an entity that requires its employees or subcontractors to sign internal confidentiality statements prohibiting or restricting disclosures of fraud, waste, or abuse to designated persons. This prohibition does not contravene agreements pertaining to classified information. The regulation also requires contracting officers to insert FAR clause 52.203-17, *Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights*, in all solicitations and contracts that exceed the Simplified Acquisition Threshold as defined in FAR Subpart 3.908. This clause requires notification to contractor employees that they are subject to the whistleblower rights and remedies referenced in 41 U.S.C. § 4712.

In order to make a complaint alleging any of the violations mentioned above, one should complete the OIG Hotline form located at: <https://www.usda.gov/oig/hotline>. For additional information, they may also visit the WPC's webpage at: <https://www.usda.gov/oig/wpc> or they may directly contact the WPC at OIGWPC@oig.usda.gov.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025

Department: Administration	Attachments:
Subject: <i>Mid-Year Budget adjustments</i>	[X] Quarterly Budget Amendment Report [X] Budget Amendment Detail Report []
Prepared by: Kristina Kinde, Deputy City Manager Treasurer	Approved by: Chad A. Gamble, P.E., City Manager

SUMMARY/HIGHLIGHT: As a part of our 6 month financial analysis, we re-evaluate all accounts and all mid-year budget adjustments that need to be made or were made throughout the first 6 months. Included in these adjustments are PO adjustments for expenses that were budgeted in the prior year, but the project or purchase was not completed prior to year-end and carried forward to the 2024/25 fiscal year (these start with #'s 000). Many of the other adjustments entail a shifting of expenses from one line to another in order to properly account for the nature of the expense. Also, there are adjustments for projects that were approved throughout the year.

BACKGROUND/DISCUSSION: Below are some highlights of the adjustments greater than \$15,000 and not a part of the two previously mentioned categories:

- Increase in revenue and expenditures for body worn cameras grant.
- Increase in Capital Outlay – Recreation and Culture for the UTV that was approved to be purchased instead of being leased. The cost to lease the UTV was included in the original budget.
- Adjustment to move the principal and interest for the fire truck loan from the general fund to the new fire fund.
- Increase expenditures of the LDFA for chip seal in industrial park.
- Increase in revenues and expenditures for contributions received and expenditures for Fantasy Forest 2.0.
- Increase in Wastewater Plant Equipment for Emergency RBC purchase.
- Increase in Water Prod/Dist Improvements for a line item that was unintentionally excluded during the budget process. This line item is for emergency water main projects.
- Increase in use of fund balance and equipment purchase for dump truck using equipment placement reserves.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: The attachment shows the net of revenues vs. expenditures for each fund.

RECOMMENDATION: Staff recommends the City Commission approve all mid-year budget adjustments attached.

User: KKinDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-000-404.000	CURRENT PROPERTY TAX	2,640,326	0	0	0	0	2,640,326	2,415,945	91.50
101-000-404.001	ACT 359	50,000	0	0	0	0	50,000	46,486	92.97
101-000-405.000	DELINQUENT PROPERTY TAX	0	0	0	0	0	0	3	0.00
101-000-405.001	DELQ ACT 359	0	0	0	0	0	0	0	0.00
101-000-434.000	TRAILER PARK TAX	500	0	0	0	0	500	207	41.40
101-000-445.000	INTEREST-PENALTY/DELINQ TAX	25,000	0	0	0	0	25,000	3,267	13.07
101-000-448.000	COLLECTION FEE	110,000	0	0	0	0	110,000	69,054	62.78
101-000-477.000	FRANCHISE FEE	85,000	0	0	0	0	85,000	41,776	49.15
101-000-478.000	CITY LICENSES AND PERMITS	12,000	0	0	0	0	12,000	6,185	51.54
101-000-494.000	PARKING PERMITS	15,000	0	0	0	0	15,000	4,926	32.84
101-000-540.000	STATE GRANTS	0	22,000	0	0	0	22,000	54,088	245.85
101-000-555.000	MID-STATE HEALTH NTKW GRANT	6,800	0	0	0	0	6,800	7,244	106.53
101-000-569.000	ACT 302 FUNDS-STATE OF MICH	1,900	0	0	0	0	1,900	0	0.00
101-000-573.000	Local Community Stabilization	115,000	0	0	0	0	115,000	77,855	67.70
101-000-574.000	STATE REVENUE SHAR SALES TAX	2,512	0	0	0	0	2,512	604	24.04
101-000-574.001	CONSTITUTIONAL	844,263	0	0	0	0	844,263	291,387	34.51
101-000-574.002	STATUTORY	135,660	0	0	0	0	135,660	42,074	31.01
101-000-574.003	STATE REVENUE SHAR LIQ LIC	6,000	0	0	0	0	6,000	2,829	47.15
101-000-574.004	METRO ACT REVENUE	36,000	0	0	0	0	36,000	0	0.00
101-000-626.002	ADM CHARGES/WATER-SEWER FUND	670,429	0	0	0	0	670,429	335,215	50.00
101-000-626.005	ADMIN CHARGES-MOBILE EQUIP	78,780	0	0	0	0	78,780	39,390	50.00
101-000-626.006	ADMIN CHARGES-GARBAGE	63,711	0	0	0	0	63,711	31,856	50.00
101-000-626.007	ADMIN CHARGES-LDFA	2,099	0	0	0	0	2,099	1,050	50.00
101-000-626.008	ADMIN CHARGES - PSD	6,600	0	0	0	0	6,600	3,300	50.00
101-000-626.009	ADMIN CHARGES-MAJOR STREET	93,165	0	0	0	0	93,165	46,583	50.00
101-000-626.010	ADMIN CHARGES-LOCAL STREET	49,067	0	0	0	0	49,067	24,534	50.00
101-000-626.011	ADMIN CHARGES-DDA	7,310	0	0	0	0	7,310	3,655	50.00
101-000-627.000	RENTAL INSPECTION FEES	56,525	0	0	0	0	56,525	14,225	25.17
101-000-632.000	RURAL FIRE SERVICE	0	0	0	0	0	0	28,600	0.00
101-000-632.001	CITY FIRE SERVICE	0	0	0	0	0	0	1,850	0.00
101-000-653.000	RECREATION RECEIPTS	45,000	0	0	0	0	45,000	16,002	35.56
101-000-656.000	PARKING VIOLATIONS	4,000	0	0	0	0	4,000	1,432	35.80
101-000-657.000	CIVIL INFRACTION FINES	2,500	0	0	0	0	2,500	400	16.00
101-000-665.000	INTEREST EARNED/INVESTMENTS	20,000	0	0	0	0	20,000	36,752	183.76
101-000-667.006	FELL FARM LAND RENT	4,381	0	0	0	0	4,381	3,620	82.64
101-000-667.008	FACILITIES RENTAL	16,000	0	0	0	0	16,000	8,640	54.00
101-000-673.002	SALE OF GFA	0	0	0	0	0	0	383	0.00
101-000-674.000	CONTRIBUTIONS REVENUE-POLICE	500	0	0	0	0	500	150	30.00
101-000-674.008	DESIGNATED CONTRIBUTIONS - POI	3,900	0	0	0	0	3,900	3,350	85.90
101-000-674.009	CONTRIBUTIONS REVENUE-FIRE	3,000	0	0	0	0	3,000	0	0.00
101-000-676.000	REIMBURSEMENTS	0	0	0	0	0	0	12,392	0.00
101-000-676.002	INSURANCE REIMBURSEMENT	55,000	0	546	15,602	0	71,147	38,163	53.64
101-000-677.000	MISCELLANEOUS REVENUE	10,000	0	0	0	0	10,000	15,010	150.10
101-000-678.002	MISC REVENUE-RECREATION-SCHOOL	0	0	0	0	0	0	4,142	0.00
101-000-678.003	RECREATION GIFT CERTIFICATES	3,000	0	0	0	0	3,000	2,060	68.67
101-000-687.000	DISTRICT COURT REFUNDS	8,000	0	0	0	0	8,000	11,887	148.58
101-000-699.008	TRANSFER FROM MAJOR STREET	4,000	0	0	0	0	4,000	0	0.00
101-000-699.026	Transfer from LDFA	4,000	0	0	0	0	4,000	0	0.00
101-000-699.034	USE OF FUND BALANCE	576,962	0	0	0	0	576,962	0	0.00
TOTAL Revenues		5,873,890	22,000	546	15,602	0	5,912,037	3,748,571	63.41
101-101-702.000	SALARIES AND WAGES	118,599	0	0	0	0	118,599	70,792	59.69
101-101-702.089	CITY COMMISSION	13,900	0	0	0	0	13,900	6,600	47.48
101-101-712.000	FRINGE BENEFITS	22,162	0	0	0	0	22,162	12,594	56.83

User: KKINDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-101-713.001	EMPLOYER SOCIAL SECURITY	8,490	0	0	0	0	8,490	4,954	58.35
101-101-713.002	MEDICARE/EMPLOYER PORTION	1,986	0	0	0	0	1,986	1,159	58.34
101-101-714.002	PENSION -DEFINED BENEFIT	67,502	0	0	0	0	67,502	60,000	88.89
101-101-714.003	PENSION-DEFINED CONTRIBUTION	0	0	0	0	0	0	331	0.00
101-101-722.000	SICK LEAVE	4,438	0	0	0	0	4,438	4,438	100.01
101-101-806.000	TAX APPEALS	7,500	0	0	0	0	7,500	20,096	267.94
101-101-818.000	CONTRACTUAL SERVICES	80,000	0	0	0	0	80,000	25,441	31.80
101-101-826.086	AUDIT FEES	29,500	0	0	0	0	29,500	24,500	83.05
101-101-826.087	ATTORNEY FEES	85,000	0	0	0	0	85,000	45,336	53.34
101-101-870.091	CITY CLERK	100	0	0	0	0	100	67	67.40
101-101-900.001	COMMISSION PROCEEDINGS	600	0	0	0	0	600	0	0.00
101-101-900.002	NOTICE OF HEARINGS	1,000	0	0	0	0	1,000	241	24.08
101-101-900.003	ORDINANCE PRINTING	2,500	0	0	0	0	2,500	158	6.32
101-101-900.004	OTHER	50	0	0	0	0	50	50	100.00
101-101-900.006	CODIFICATION/CITY ORDINANCE	4,500	0	0	0	0	4,500	0	0.00
101-101-901.000	PRINT AND PUBLISHING	1,000	0	0	0	0	1,000	612	61.20
101-101-956.000	MISCELLANEOUS	7,500	0	0	0	0	7,500	8,393	111.91
101-101-956.001	CHAMBER OF COMMERCE DUES	2,000	0	0	0	0	2,000	2,000	100.00
101-101-956.002	MUNICIPAL LEAGUE DUES	4,800	250	0	0	0	5,050	5,018	99.37
101-101-956.005	CLERK/BLDG INSPECTOR DUES	275	0	0	0	0	275	315	114.55
101-101-956.007	PA 425/TAX ALLOCATION TO TWP	3,000	0	0	0	0	3,000	0	0.00
101-101-956.015	RECORDS MANAGEMENT	1,000	0	0	0	0	1,000	3,396	339.60
101-101-960.000	EDUCATION AND TRAINING	6,000	0	0	0	0	6,000	877	14.62
101-101-961.003	OTHER ASSOCIATION DUES/MAPS	300	0	0	0	0	300	180	60.00
101-101-962.000	COMMUNITY DEVELOPMENT	125,000	0	0	0	0	125,000	36,401	29.12
101-101-963.000	ZONING APPEALS BOARD	200	0	0	0	0	200	508	253.75
101-101-963.001	ELECTIONS	20,000	0	0	0	0	20,000	17,592	87.96
101-101-963.002	BOARD OF REVIEW	825	0	0	0	0	825	0	0.00
101-101-987.000	VOTING MACHINES AND SUPPLIES	6,000	0	0	0	0	6,000	4,562	76.03
101-172-702.000	SALARIES AND WAGES	553,408	0	0	0	0	553,408	312,788	56.52
101-172-712.000	FRINGE BENEFITS	99,586	0	0	0	0	99,586	54,517	54.74
101-172-713.001	EMPLOYER SOCIAL SECURITY	34,980	0	0	0	0	34,980	19,678	56.26
101-172-713.002	MEDICARE/EMPLOYER PORTION	8,181	0	0	0	0	8,181	4,602	56.26
101-172-714.002	PENSION -DEFINED BENEFIT	143,850	0	0	0	0	143,850	40,259	27.99
101-172-714.003	PENSION-DEFINED CONTRIBUTION	55,200	0	0	0	0	55,200	30,407	55.08
101-172-714.004	PENSION DEFINED BENEFIT-CM	11,724	0	0	0	0	11,724	3,021	25.77
101-172-715.003	INSURANCE PACKAGE	112,000	0	0	0	0	112,000	106,565	95.15
101-172-716.000	UNEMPLOYMENT COMP INSURANCE	0	0	0	0	0	0	34	0.00
101-172-722.000	SICK LEAVE	10,783	0	0	0	0	10,783	10,736	99.56
101-172-729.000	POSTAGE	10,000	0	0	0	0	10,000	7,668	76.68
101-172-730.000	OFFICE SUPPLIES/ADM	9,000	0	0	0	0	9,000	4,949	54.98
101-172-768.000	UNIFORMS	500	0	0	0	0	500	0	0.00
101-172-814.002	WEBSITE	3,350	0	0	0	0	3,350	0	0.00
101-172-814.003	HARDWARE MAINTENANCE	36,000	0	0	0	0	36,000	35,575	98.82
101-172-814.004	SOFTWARE MAINTENANCE	33,221	0	0	0	0	33,221	19,850	59.75
101-172-814.005	COMPUTER SUPPLIES	2,500	0	0	0	0	2,500	213	8.51
101-172-818.000	CONTRACTUAL SERVICES	3,000	0	0	0	0	3,000	881	29.38
101-172-853.004	MONTHLY & LONG DISTANCE SERV	11,000	0	0	0	0	11,000	4,471	40.65
101-172-870.000	MILEAGE	2,100	0	0	0	0	2,100	154	7.34
101-172-870.092	ASSESSOR / MILEAGE	5,000	0	0	0	0	5,000	800	16.00
101-172-934.001	COPY MACHINE MAINTENANCE	1,500	0	0	0	0	1,500	801	53.39
101-172-940.001	POSTAGE METER	750	0	0	0	0	750	364	48.50
101-172-940.003	POST OFFICE BOX	350	0	0	0	0	350	352	100.57
101-172-956.000	MISCELLANEOUS	2,000	0	0	0	0	2,000	839	41.94
101-172-957.000	BOOKS/PERIODICALS/RENTAL/ETC	100	0	0	0	0	100	43	42.58
101-172-960.000	EDUCATION AND TRAINING	3,300	(576)	0	0	0	2,724	567	20.81
101-172-961.000	PROFESSIONAL DUES	1,500	0	0	0	0	1,500	769	51.27
101-172-961.092	ASSESSOR CERT AND DUES	270	0	0	0	0	270	235	87.04

User: KKinDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-172-977.011	COMPUTER EQUIPMENT	26,000	576	0	0	0	26,576	19,429	73.11
101-172-977.015	COMPUTER SOFTWARE	7,200	0	0	0	0	7,200	1,213	16.85
101-172-980.000	OFFICE EQUIPMENT/FURNITURE	2,500	0	6,400	0	0	8,900	8,843	99.36
101-265-931.004	COUNTY CONTRACT	90,000	0	0	0	0	90,000	44,946	49.94
101-272-715.001	HEALTH INSURANCE	0	0	0	0	0	0	83,845	0.00
101-272-715.004	LIFE INSURANCE	0	0	0	0	0	0	10,614	0.00
101-272-715.007	DENTAL	0	0	0	0	0	0	12,782	0.00
101-272-715.008	VISION	0	0	0	0	0	0	1,228	0.00
101-301-702.000	SALARIES AND WAGES	913,561	0	0	0	0	913,561	515,631	56.44
101-301-702.011	Crossing Guard Wages	5,625	0	0	0	0	5,625	2,480	44.09
101-301-712.000	FRINGE BENEFITS	140,049	0	0	0	0	140,049	55,021	39.29
101-301-713.001	EMPLOYER SOCIAL SECURITY	60,070	0	0	0	0	60,070	34,270	57.05
101-301-713.002	MEDICARE/EMPLOYER PORTION	14,049	0	0	0	0	14,049	8,015	57.05
101-301-714.002	PENSION -DEFINED BENEFIT	332,831	0	0	0	0	332,831	124,164	37.31
101-301-714.003	PENSION-DEFINED CONTRIBUTION	97,700	0	0	0	0	97,700	61,380	62.82
101-301-722.000	SICK LEAVE	18,683	0	0	0	0	18,683	12,591	67.39
101-301-723.000	HOLIDAY PAY / POLICE	31,003	0	0	0	0	31,003	32,118	103.59
101-301-732.000	OPERATING SUPPLIES/POLICE	5,800	0	0	0	0	5,800	3,350	57.75
101-301-732.008	AMMUNITION	3,500	0	0	0	0	3,500	0	0.00
101-301-732.009	CUSTODIAL SUPPLIES	600	0	0	0	0	600	191	31.88
101-301-732.014	OFFICE SUPPLIES	3,000	0	0	0	0	3,000	1,125	37.52
101-301-750.002	GASOLINE	25,000	0	0	0	0	25,000	9,832	39.33
101-301-768.001	UNIFORM	8,700	0	0	0	0	8,700	2,550	29.30
101-301-768.010	VEST	5,900	0	0	0	0	5,900	901	15.27
101-301-804.086	LEGAL/AUDIT	70,000	0	0	0	0	70,000	29,038	41.48
101-301-804.087	LEGAL - PERSONNEL	0	0	0	0	0	0	1,040	0.00
101-301-805.000	METRO SQUAD	500	0	0	0	0	500	0	0.00
101-301-818.004	RADIO CONTRACT/COMPUTER ACCESS	14,000	0	0	0	0	14,000	10,061	71.86
101-301-818.005	CLEANING / UNIFORMS	800	0	0	0	0	800	200	25.00
101-301-818.035	SEAL LOGOS	750	0	0	0	0	750	0	0.00
101-301-818.052	INVESTIGATIVE SERVICES	1,000	0	0	0	0	1,000	180	18.00
101-301-818.071	JANITORIAL SERVICES	7,500	0	0	0	0	7,500	3,245	43.26
101-301-819.000	FLEET AND LIABILITY INSURANC	5,900	0	0	0	0	5,900	4,302	72.92
101-301-870.000	MILEAGE	300	0	0	0	0	300	137	45.56
101-301-880.000	COMMUNITY PROMOTION	5,000	0	0	0	0	5,000	1,940	38.81
101-301-880.001	GRANT-RELATED EXPENSES	0	25,587	0	0	0	25,587	25,587	100.00
101-301-880.004	DESIGNATED EXPENDITURES - POLI	3,000	0	0	0	0	3,000	0	0.00
101-301-900.000	PRINT AND PUBLISHING	500	0	0	0	0	500	0	0.00
101-301-920.001	NATURAL GAS	4,000	0	0	0	0	4,000	3,518	87.94
101-301-920.002	ELECTRIC	6,850	0	0	0	0	6,850	442	6.46
101-301-920.003	TELEPHONE	8,200	0	0	0	0	8,200	4,611	56.23
101-301-920.006	WATER/SEWER CHARGE	1,000	0	0	0	0	1,000	399	39.91
101-301-931.000	BUILDING MAINTENANCE	15,000	0	0	0	0	15,000	5,430	36.20
101-301-933.000	EQUIPMENT MAINTENANCE	5,000	0	0	16,022	0	21,022	19,968	94.99
101-301-933.004	COPIER MAINTENANCE CONTRACT	2,625	0	0	0	0	2,625	646	24.63
101-301-956.003	PARKING LOT LEASE	250	0	0	0	0	250	250	100.00
101-301-960.000	EDUCATION AND TRAINING	0	0	0	0	0	0	280	0.00
101-301-960.009	MICH ASSOC CHIEF/POLICE MTGS	2,000	0	0	0	0	2,000	0	0.00
101-301-960.010	TRAINING	6,000	0	0	0	0	6,000	2,261	37.68
101-301-960.012	OTHER DUES	750	0	0	0	0	750	220	29.33
101-301-960.016	TRAINING / ACT 302 FUNDS	1,300	0	0	0	0	1,300	845	65.00
101-301-960.019	CONTINUING PROFESSIONAL EDUCAT	0	0	0	0	0	0	1,500	0.00
101-301-977.001	MISCELLANEOUS	1,000	0	0	0	0	1,000	301	30.13
101-301-977.005	HAND GUNS & ACCESSORIES	5,300	0	0	0	0	5,300	1,722	32.49
101-301-977.011	COMPUTER EQUIPMENT	2,500	0	0	0	0	2,500	0	0.00
101-301-977.015	COMPUTER SOFTWARE	11,475	0	0	0	0	11,475	0	0.00
101-301-977.037	RADIO EQUIPMENT	1,800	0	0	0	0	1,800	0	0.00
101-301-980.000	OFFICE EQUIPMENT/FURNITURE	1,000	0	0	0	0	1,000	0	0.00

User: KKINDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-336-750.002	GASOLINE	0	0	0	0	0	0	1,228	0.00
101-336-818.028	OUTSIDE SERVICES	0	1,104	0	0	0	1,104	0	0.00
101-336-818.071	JANITORIAL SERVICES	0	0	0	0	0	0	1,351	0.00
101-336-920.001	NATURAL GAS	0	0	0	0	0	0	1,467	0.00
101-336-920.002	ELECTRIC	0	0	0	0	0	0	1,633	0.00
101-336-920.003	TELEPHONE	0	0	0	0	0	0	659	0.00
101-336-920.006	WATER/SEWER CHARGE	0	0	0	0	0	0	1,443	0.00
101-336-933.000	EQUIPMENT MAINTENANCE	0	1,999	0	0	0	1,999	165	8.25
101-336-935.001	FIRE HALL MAINTENANCE	0	0	0	0	0	0	176	0.00
101-441-702.000	SALARIES AND WAGES	161,162	0	0	0	0	161,162	100,044	62.08
101-441-712.000	FRINGE BENEFITS	48,766	0	0	0	0	48,766	16,366	33.56
101-441-713.001	EMPLOYER SOCIAL SECURITY	10,456	0	0	0	0	10,456	6,836	65.38
101-441-713.002	MEDICARE/EMPLOYER PORTION	2,445	0	0	0	0	2,445	1,599	65.39
101-441-714.002	PENSION -DEFINED BENEFIT	28,866	0	0	0	0	28,866	13,722	47.54
101-441-714.003	PENSION-DEFINED CONTRIBUTION	15,843	0	0	0	0	15,843	7,970	50.30
101-441-722.000	SICK LEAVE	7,479	0	0	0	0	7,479	5,011	67.00
101-441-734.000	OPERATING SUPPLIES/DPW	15,000	0	0	0	0	15,000	9,967	66.45
101-441-768.008	UNIFORM-SERVICE	10,000	0	0	0	0	10,000	4,965	49.65
101-441-818.000	CONTRACTUAL SERVICES	0	0	0	0	0	0	533	0.00
101-441-818.034	ELECTRIC	2,000	0	0	0	0	2,000	587	29.34
101-441-818.054	ALARM MONITORING SERVICE	700	0	0	0	0	700	769	109.92
101-441-853.004	MONTHLY & LONG DISTANCE SERV	4,500	0	0	0	0	4,500	1,172	26.03
101-441-920.001	NATURAL GAS	4,500	0	0	0	0	4,500	1,693	37.63
101-441-920.004	BUILDING AND YARD LIGHT	5,000	0	0	0	0	5,000	4,376	87.52
101-441-920.005	STREET LIGHTS	88,000	0	0	0	0	88,000	64,079	72.82
101-441-920.006	WATER/SEWER CHARGE	1,800	0	0	0	0	1,800	1,040	57.80
101-441-920.009	DOWNTOWN LIGHTS	6,000	0	0	0	0	6,000	2,157	35.95
101-441-931.003	DEPOT BUILDING MAINTENANCE	13,500	0	0	0	0	13,500	10,144	75.14
101-441-943.000	MOBILE EQUIPMENT RENTAL	0	0	0	0	0	0	154	0.00
101-441-956.000	MISCELLANEOUS	2,500	0	0	0	0	2,500	555	22.21
101-441-956.006	CODE ENFORCEMENT MOWING	2,000	0	0	0	0	2,000	1,070	53.50
101-441-960.000	EDUCATION AND TRAINING	2,500	0	0	0	0	2,500	600	24.00
101-441-974.015	STREET LIGHT INSTALLATION	20,000	41,719	0	0	0	61,719	41,719	67.60
101-441-974.018	STORM DRAINS	10,000	0	0	0	0	10,000	211	2.11
101-441-974.019	PARKING LOT REPAIRS	10,000	0	0	0	0	10,000	0	0.00
101-441-975.000	BUILDING IMPROVEMENT	1,000	0	0	0	0	1,000	0	0.00
101-441-977.000	EQUIPMENT PURCHASE	3,000	0	0	11,000	0	14,000	2,389	17.06
101-441-977.046	SAFETY BOOT ALLOWANCE	2,000	0	0	0	0	2,000	380	19.01
101-751-702.000	SALARIES AND WAGES	76,723	0	0	0	0	76,723	41,647	54.28
101-751-702.004	POOL WAGES	13,400	0	0	0	0	13,400	9,647	71.99
101-751-712.000	FRINGE BENEFITS	18,181	0	0	0	0	18,181	9,900	54.45
101-751-713.001	EMPLOYER SOCIAL SECURITY	5,757	0	0	0	0	5,757	2,868	49.82
101-751-713.002	MEDICARE/EMPLOYER PORTION	1,346	0	0	0	0	1,346	671	49.84
101-751-714.002	PENSION -DEFINED BENEFIT	11,197	0	0	0	0	11,197	11,109	99.21
101-751-722.000	SICK LEAVE	2,728	0	0	0	0	2,728	1,338	49.04
101-751-732.009	CUSTODIAL SUPPLIES	300	0	0	0	0	300	0	0.00
101-751-736.000	PLAYGROUND SUPPLIES/REC DEPT	800	0	0	0	0	800	81	10.11
101-751-750.002	GASOLINE	500	0	0	0	0	500	484	96.72
101-751-754.000	CHEMICAL/CLEANING SUPPLIES	3,500	0	0	0	0	3,500	0	0.00
101-751-755.000	OPERATING SUPPLIES	500	0	0	0	0	500	229	45.79
101-751-810.000	PROCESSING FEE	1,200	0	0	0	0	1,200	0	0.00
101-751-870.000	MILEAGE	0	0	500	0	0	500	189	37.78
101-751-886.001	SUMMER SOFTBALL	1,500	0	0	0	0	1,500	421	28.09
101-751-886.005	CONCERTS	8,000	0	0	0	0	8,000	0	0.00
101-751-886.015	FLAG FOOTBALL	2,000	0	0	0	0	2,000	1,350	67.50
101-751-886.016	BASKETBALL PROGRAMS	2,300	0	0	0	0	2,300	0	0.00
101-751-886.017	COMMUNITY ED PROGRAMS	13,000	0	0	0	0	13,000	6,748	51.91
101-751-920.001	NATURAL GAS	600	0	0	0	0	600	0	0.00

User: KKinDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-751-920.002	ELECTRIC	4,000	0	0	0	0	4,000	0	0.00
101-751-920.006	WATER/SEWER CHARGE	4,000	0	0	0	0	4,000	13,296	332.39
101-751-920.007	HEAT/ SPRAY PARK	600	0	0	0	0	600	1,884	313.98
101-751-920.008	ELECTRIC/SPRAY PARK	3,000	0	0	0	0	3,000	208	6.92
101-751-929.001	MISCELLANEOUS & MAINTENANCE	450	0	0	0	0	450	555	123.26
101-751-956.000	MISCELLANEOUS	1,500	0	0	0	0	1,500	43	2.84
101-751-960.000	EDUCATION AND TRAINING	1,300	0	0	0	0	1,300	0	0.00
101-751-977.015	COMPUTER SOFTWARE	4,000	0	0	0	0	4,000	0	0.00
101-752-702.000	SALARIES AND WAGES	95,825	0	0	0	0	95,825	48,245	50.35
101-752-712.000	FRINGE BENEFITS	5,482	0	0	0	0	5,482	4,125	75.26
101-752-713.001	EMPLOYER SOCIAL SECURITY	5,941	0	0	0	0	5,941	2,944	49.56
101-752-713.002	MEDICARE/EMPLOYER PORTION	1,389	0	0	0	0	1,389	689	49.58
101-752-714.002	PENSION -DEFINED BENEFIT	7,989	0	0	0	0	7,989	6,578	82.33
101-752-714.003	PENSION-DEFINED CONTRIBUTION	1,120	0	1,120	0	0	1,120	86	7.72
101-752-735.000	OPERATING SUPP/PARKS DEPT	5,500	0	0	0	0	5,500	3,146	57.21
101-752-814.000	COMPUTER & PHONE SERVICE	6,500	0	0	0	0	6,500	2,550	39.23
101-752-818.044	BAND SHELL	2,500	0	0	0	0	2,500	0	0.00
101-752-920.001	NATURAL GAS	3,200	0	0	0	0	3,200	522	16.32
101-752-920.002	ELECTRIC	8,500	0	0	0	0	8,500	4,119	48.46
101-752-920.003	TELEPHONE	1,420	0	0	0	0	1,420	573	40.35
101-752-920.006	WATER/SEWER CHARGE	8,000	0	0	0	0	8,000	4,509	56.37
101-752-936.000	PARK MAINTENANCE	8,500	0	546	0	0	9,046	6,565	72.57
101-752-956.000	MISCELLANEOUS	1,000	0	0	0	0	1,000	476	47.60
101-752-974.008	BALL DIAMOND REPAIRS	500	0	0	0	0	500	0	0.00
101-752-977.021	PARK IMPROVEMENT	8,000	4,675	0	0	0	12,675	6,910	54.52
101-752-977.022	HAND MOWER & LEAF	2,000	0	0	0	0	2,000	3,020	151.00
101-752-977.026	PARK IMPROVEMENT - PARK HOUSE	1,500	0	0	0	0	1,500	0	0.00
101-901-818.300	CONTRACTUAL SERVICES - ARPA	0	65,640	0	0	0	65,640	9,097	13.86
101-901-970.001	CAPITAL OUTLAY - GENERAL GOVER	205,024	0	0	0	0	205,024	0	0.00
101-901-970.002	CAPITAL OUTLAY - FIRE	0	4,560	0	0	0	4,560	4,585	100.55
101-901-970.003	CAPITAL OUTLAY - PUBLIC WORKS	31,000	10,000	0	0	0	41,000	0	0.00
101-901-970.004	CAPITAL OUTLAY - RECREATION &	99,130	5,000	29,532	0	0	133,662	46,944	35.12
101-901-970.005	CAPITAL OUTLAY - POLICE	54,000	0	0	0	0	54,000	35,081	64.97
101-901-970.006	CAPITAL OUTLAY - WILSON CENTER	0	34,772	0	0	0	34,772	9,848	28.32
101-901-989.004	CAPITAL IMPROVE/CITY DRAINS	0	0	0	17,000	0	17,000	0	0.00
101-901-989.023	AMBULANCE/CITY SHARE	115,470	0	0	0	0	115,470	115,470	100.00
101-901-991.001	GENERAL LONG TERM DEBT PRIN	57,043	(57,043)	0	0	0	0	0	0.00
101-901-993.015	GENERAL LONG TERM DEBT INT	23,377	(23,377)	0	0	0	0	0	0.00
101-901-995.125	TRANSFER TO WILSON CENTER	91,342	0	0	0	0	91,342	0	0.00
101-901-995.136	TRANSFER TO FIRE DEPARTMENT	335,864	80,420	0	0	0	416,284	381,795	91.71
101-901-995.401	TRANSFER TO FANTASY FOREST	235,000	0	0	0	0	235,000	0	0.00
101-901-995.661	TRANSFER TO MOBILE	31,833	0	0	0	0	31,833	0	0.00
TOTAL Expenditures		5,873,299	195,306	36,978	44,022	0	6,149,605	3,291,166	53.52
TOTAL FOR FUND 101									
REVENUES:		5,873,890	22,000	546	15,602	0	5,912,037	3,748,567	0.00
EXPENDITURES		5,873,299	195,306	36,977	44,022	0	6,149,603	3,291,157	0.00
NET OF REVENUES vs. EXPENDITURES		591	(173,306)	(36,432)	(28,420)	0	(237,566)	457,410	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 125 WILSON CENTER

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
125-000-699.101	TRANSFER FROM GENERAL FUND	91,342	0	0	0	0	91,342	0	0.00
TOTAL Revenues		91,342	0	0	0	0	91,342	0	0.00
125-751-702.000	SALARIES AND WAGES	7,500	0	0	0	0	7,500	5,000	66.67
125-751-713.001	EMPLOYER SOCIAL SECURITY	465	0	0	0	0	465	0	0.00
125-751-713.002	MEDICARE/EMPLOYER PORTION	109	0	0	0	0	109	0	0.00
125-901-993.015	GENERAL OBLIGATION BONDS - INT	83,268	0	0	0	0	83,268	32,990	39.62
TOTAL Expenditures		91,342	0	0	0	0	91,342	37,990	41.59
TOTAL FOR FUND 125									
REVENUES:		91,342	0	0	0	0	91,342	0	0.00
EXPENDITURES		91,342	0	0	0	0	91,342	37,990	0.00
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	(37,990)	0.00

Year Ended 06/30/2025

Fund 136 FIRE DEPARTMENT

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
136-000-540.000	STATE GRANTS	0	4,955	0	0	0	4,955	0	0.00
136-000-632.000	RURAL FIRE SERVICE	114,406	0	0	0	0	114,406	57,200	50.00
136-000-632.001	CITY FIRE SERVICE	13,500	0	0	0	0	13,500	3,500	25.93
136-000-676.002	INSURANCE REIMBURSEMENT	0	0	0	0	0	0	95	0.00
136-000-699.035	TRANSFER FROM GENERAL	335,864	80,420	0	0	0	416,284	301,375	72.40
TOTAL Revenues		463,770	85,375	0	0	0	549,145	362,170	65.95
136-336-702.000	SALARIES AND WAGES	141,849	0	0	0	0	141,849	60,139	42.40
136-336-702.032	ADMINISTRATIVE ASST.	12,353	0	0	0	0	12,353	7,612	61.62
136-336-712.000	FRINGE BENEFITS	1,644	0	0	0	0	1,644	778	47.32
136-336-713.001	EMPLOYER SOCIAL SECURITY	9,560	0	0	0	0	9,560	4,190	43.83
136-336-713.002	MEDICARE/EMPLOYER PORTION	2,236	0	0	0	0	2,236	980	43.83
136-336-714.002	PENSION -DEFINED BENEFIT	1,909	0	0	0	0	1,909	5,708	299.00
136-336-715.002	FIRE DEPARTMENT / ACCIDENT	1,500	0	0	0	0	1,500	0	0.00
136-336-732.011	BATTERIES	500	0	0	0	0	500	0	0.00
136-336-733.000	OPERATING SUPPLIES/FIRE DEPT	5,500	0	0	0	0	5,500	1,121	20.39
136-336-750.002	GASOLINE	4,000	0	0	0	0	4,000	1,195	29.86
136-336-768.000	UNIFORMS	2,400	0	0	0	0	2,400	487	20.30
136-336-786.011	TURNOUT GEAR	9,000	0	0	0	0	9,000	8,662	96.25
136-336-818.028	OUTSIDE SERVICES	11,000	0	0	0	0	11,000	8,948	81.34
136-336-818.071	JANITORIAL SERVICES	5,000	0	0	0	0	5,000	964	19.27
136-336-819.000	FLEET AND LIABILITY INSURANC	6,500	0	0	0	0	6,500	9,232	142.03
136-336-880.000	COMMUNITY PROMOTION	3,100	0	0	0	0	3,100	1,588	51.23
136-336-880.001	GRANT-RELATED EXPENSES	4,999	4,911	0	0	0	9,910	9,910	100.00
136-336-920.001	NATURAL GAS	3,500	0	0	0	0	3,500	408	11.66
136-336-920.002	ELECTRIC	4,000	0	0	0	0	4,000	1,679	41.98
136-336-920.003	TELEPHONE	3,000	0	0	0	0	3,000	442	14.72
136-336-920.006	TELEPHONE	4,000	0	0	0	0	4,000	1,426	35.65
136-336-933.000	EQUIPMENT MAINTENANCE	14,000	0	0	0	0	14,000	11,645	83.18
136-336-935.001	FIRE HALL MAINTENANCE	7,000	0	0	0	0	7,000	379	5.42
136-336-956.000	MISCELLANEOUS	1,200	0	0	0	0	1,200	338	28.19
136-336-960.000	EDUCATION AND TRAINING	2,200	0	0	0	0	2,200	140	6.36
136-336-961.000	PROFESSIONAL DUES	520	0	0	0	0	520	75	14.42
136-336-977.037	RADIO EQUIPMENT	3,500	0	0	0	0	3,500	1,060	30.29
136-336-977.061	GENERATOR MAINTENANCE	800	0	0	0	0	800	0	0.00
136-901-970.002	CAPITAL OUTLAY - FIRE	197,000	0	0	0	0	197,000	189,550	96.22
136-901-991.001	GENERAL OBLIGATION BONDS - PRI	0	57,043	0	0	0	57,043	57,043	100.00
136-901-993.015	GENERAL OBLIGATION BONDS - INT	0	23,377	0	0	0	23,377	23,377	100.00
TOTAL Expenditures		463,770	85,331	0	0	0	549,101	409,076	74.50
TOTAL FOR FUND 136									
REVENUES:		463,770	85,375	0	0	0	549,145	362,170	0.00
EXPENDITURES		463,770	85,331	0	0	0	549,101	409,076	0.00
NET OF REVENUES vs. EXPENDITURES		0	44	0	0	0	44	(46,905)	0.00

User: KKinDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 202 MAJOR STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
202-000-546.000	GAS TAX REFUND (ACT 51)	856,889	0	0	0	0	856,889	336,075	39.22
202-000-546.001	BUILD MICHIGAN (ACT 51)	15,529	0	0	0	0	15,529	5,517	35.53
202-000-665.000	INTEREST EARNED/INVESTMENTS	100	0	0	0	0	100	0	0.00
202-000-676.002	INSURANCE REIMBURSEMENT	800	0	0	0	0	800	1,267	158.38
202-000-699.007	TRANSFER FROM STREET MILLAGE	416,000	0	0	27,627	0	443,627	0	0.00
202-000-699.026	Transfer from LDFA	55,000	0	0	0	0	55,000	0	0.00
202-000-699.034	USE OF FUND BALANCE	112,000	0	0	0	0	112,000	0	0.00
TOTAL Revenues		1,456,318	0	0	27,627	0	1,483,945	342,859	23.10
202-451-995.100	APPROPRIATION TRANSFER OUT	4,000	0	0	0	0	4,000	0	0.00
202-451-995.203	TRANSFER TO LOCAL STREET	33,000	0	0	0	0	33,000	0	0.00
202-451-995.661	TRANSFER TO MOTOR POOL	345,342	0	0	0	0	345,342	0	0.00
202-463-702.000	SALARIES AND WAGES	58,037	0	0	0	0	58,037	27,528	47.43
202-463-712.000	FRINGE BENEFITS	9,694	0	0	0	0	9,694	6,169	63.64
202-463-713.001	EMPLOYER SOCIAL SECURITY	3,598	0	0	0	0	3,598	1,645	45.73
202-463-713.002	MEDICARE/EMPLOYER PORTION	842	0	0	0	0	842	385	45.70
202-463-714.002	PENSION -DEFINED BENEFIT	10,489	0	0	0	0	10,489	2,697	25.72
202-463-714.003	PENSION-DEFINED CONTRIBUTION	5,016	0	0	0	0	5,016	2,779	55.40
202-463-737.001	SAND	1,000	0	0	0	0	1,000	0	0.00
202-463-737.002	GRAVEL	2,500	0	0	0	0	2,500	0	0.00
202-463-737.003	STORM SEWER MAINTENANCE	15,000	0	0	0	0	15,000	17,447	116.31
202-463-737.004	CURB AND GUTTER MATERIAL	7,000	0	0	0	0	7,000	0	0.00
202-463-741.003	COLD PATCH	5,000	0	0	0	0	5,000	4,502	90.04
202-463-818.000	CONTRACTUAL SERVICES	178,547	0	0	0	0	178,547	44,635	25.00
202-463-818.019	TREE AND SHRUB MAINTENANCE	25,000	0	0	0	0	25,000	10,688	42.75
202-463-818.038	CURB AND GUTTER REPAIR	7,000	0	0	0	0	7,000	1,674	23.91
202-463-818.042	TREE PLANTING	3,000	0	0	0	0	3,000	3,000	100.00
202-463-818.050	PREVENTATIVE MAINTENANCE	87,000	2,016	0	0	0	89,016	0	0.00
202-463-818.203	CONTRACTUAL SERVICES - ANNUAL	416,000	0	0	27,627	0	443,627	407,876	91.94
202-463-818.300	CONTRACTUAL SERVICES - ARPA	0	87,418	0	0	0	87,418	51,004	58.34
202-463-931.002	STREET CUT REPAIR	20,000	1,000	0	0	0	21,000	4,687	22.32
202-463-972.015	STREET CUT REPAIR	15,000	3,600	0	0	0	18,600	0	0.00
202-463-974.001	SIDEWALKS	25,000	26,500	0	0	0	51,500	34,288	66.58
202-463-974.002	DRIVEWAY APPROACHES	1,000	0	0	0	0	1,000	(460)	(46.00)
202-463-974.004	SIDEWALK REIMBURSEMENT PGM	3,000	0	0	0	0	3,000	(312)	(10.40)
202-475-702.000	SALARIES AND WAGES	9,220	0	0	0	0	9,220	2,324	25.20
202-475-712.000	FRINGE BENEFITS	652	0	0	0	0	652	446	68.39
202-475-713.001	EMPLOYER SOCIAL SECURITY	572	0	0	0	0	572	140	24.49
202-475-713.002	MEDICARE/EMPLOYER PORTION	134	0	0	0	0	134	33	24.44
202-475-714.002	PENSION -DEFINED BENEFIT	3,329	0	0	0	0	3,329	856	25.72
202-475-714.003	PENSION-DEFINED CONTRIBUTION	902	0	0	0	0	902	258	28.62
202-475-738.001	SIGNS AND SIGNALS MATERIALS	7,600	0	0	0	0	7,600	522	6.87
202-475-738.003	SAFETY BARRICADES	3,000	0	0	0	0	3,000	1,992	66.41
202-475-818.018	LANE MARKING	15,000	8,757	0	0	0	23,757	8,325	35.04
202-479-702.000	SALARIES AND WAGES	9,875	0	0	0	0	9,875	5,673	57.45
202-479-712.000	FRINGE BENEFITS	1,592	0	0	0	0	1,592	220	13.83
202-479-713.001	EMPLOYER SOCIAL SECURITY	612	0	0	0	0	612	341	55.64
202-479-713.002	MEDICARE/EMPLOYER PORTION	143	0	0	0	0	143	80	55.69
202-479-714.002	PENSION -DEFINED BENEFIT	2,114	0	0	0	0	2,114	544	25.72
202-479-714.003	PENSION-DEFINED CONTRIBUTION	911	0	0	0	0	911	573	62.92
202-479-743.001	SALT	20,000	0	0	0	0	20,000	0	0.00
202-483-804.000	ADMINISTRATION CHARGES	93,165	0	0	0	0	93,165	46,583	50.00
202-483-818.062	Asset Management	6,000	0	0	0	0	6,000	0	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 202 MAJOR STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
	TOTAL Expenditures	1,455,886	129,291	0	27,627	0	1,612,804	689,142	42.73
	TOTAL FOR FUND 202								
	REVENUES:	1,456,318	0	0	27,627	0	1,483,945	342,859	0.00
	EXPENDITURES	1,455,884	129,291	0	27,627	0	1,612,802	689,140	0.00
	NET OF REVENUES vs. EXPENDITURES	434	(129,291)	0	0	0	(128,857)	(346,281)	0.00

User: KKinDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 203 LOCAL STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
203-000-546.000	GAS TAX REFUND (ACT 51)	299,560	0	0	0	0	299,560	122,104	40.76
203-000-546.001	BUILD MICHIGAN (ACT 51)	5,180	0	0	0	0	5,180	2,005	38.70
203-000-676.002	INSURANCE REIMBURSEMENT	500	0	0	0	0	500	576	115.16
203-000-677.000	MISCELLANEOUS REVENUE	0	0	0	0	0	0	40	0.00
203-000-699.007	TRANSFER FROM STREET MILLAGE	582,000	0	0	0	0	582,000	0	0.00
203-000-699.008	TRANSFER FROM MAJOR STREET	33,000	0	0	0	0	33,000	0	0.00
TOTAL Revenues		920,240	0	0	0	0	920,240	124,725	13.55
203-463-702.000	SALARIES AND WAGES	48,448	0	0	0	0	48,448	21,704	44.80
203-463-712.000	FRINGE BENEFITS	10,663	0	0	0	0	10,663	2,692	25.25
203-463-713.001	EMPLOYER SOCIAL SECURITY	3,004	0	0	0	0	3,004	1,318	43.89
203-463-713.002	MEDICARE/EMPLOYER PORTION	702	0	0	0	0	702	308	43.92
203-463-714.002	PENSION -DEFINED BENEFIT	10,446	0	0	0	0	10,446	2,687	25.72
203-463-714.003	PENSION-DEFINED CONTRIBUTION	4,780	0	0	0	0	4,780	1,967	41.16
203-463-741.001	CHLORIDE	3,000	0	0	0	0	3,000	800	26.67
203-463-741.002	GRAVEL	3,000	0	0	0	0	3,000	0	0.00
203-463-741.003	COLD PATCH	5,000	0	0	0	0	5,000	0	0.00
203-463-741.005	SAND	2,000	0	0	0	0	2,000	0	0.00
203-463-818.000	CONTRACTUAL SERVICES	1,041	0	0	0	0	1,041	1,961	188.35
203-463-818.019	TREE AND SHRUB MAINTENANCE	25,000	0	0	0	0	25,000	9,829	39.32
203-463-818.022	STORM DRAINS	35,000	0	0	0	0	35,000	7,221	20.63
203-463-818.038	CURB AND GUTTER REPAIR	7,000	0	0	0	0	7,000	3,000	42.86
203-463-818.042	TREE PLANTING	3,000	0	0	0	0	3,000	3,000	100.00
203-463-818.050	PREVENTATIVE MAINTENANCE	10,000	7,248	0	0	0	17,248	9,766	56.62
203-463-818.203	CONTRACTUAL SERVICES - ANNUAL	582,000	0	0	0	0	582,000	415,604	71.41
203-463-972.015	STREET CUT REPAIR	20,000	0	0	0	0	20,000	4,687	23.43
203-463-974.001	SIDEWALKS	25,000	19,000	0	0	0	44,000	34,336	78.04
203-463-974.002	DRIVEWAY APPROACHES	2,000	0	0	0	0	2,000	853	42.63
203-463-974.004	SIDEWALK REIMBURSEMENT PGM	3,000	0	0	0	0	3,000	1,000	33.33
203-475-702.000	SALARIES AND WAGES	4,809	0	0	0	0	4,809	1,990	41.38
203-475-712.000	FRINGE BENEFITS	635	0	0	0	0	635	551	86.77
203-475-713.001	EMPLOYER SOCIAL SECURITY	298	0	0	0	0	298	119	40.04
203-475-713.002	MEDICARE/EMPLOYER PORTION	70	0	0	0	0	70	28	39.87
203-475-714.002	PENSION -DEFINED BENEFIT	3,546	0	0	0	0	3,546	912	25.72
203-475-714.003	PENSION-DEFINED CONTRIBUTION	491	0	0	0	0	491	274	55.83
203-475-742.003	REPLACEMENT SIGNS	7,000	3,300	0	0	0	10,300	4,050	39.32
203-475-818.018	LANE MARKING	10,000	3,307	0	0	0	13,307	8,087	60.77
203-479-702.000	SALARIES AND WAGES	8,826	0	0	0	0	8,826	1,717	19.45
203-479-712.000	FRINGE BENEFITS	1,313	0	0	0	0	1,313	43	3.30
203-479-713.001	EMPLOYER SOCIAL SECURITY	547	0	0	0	0	547	103	18.89
203-479-713.002	MEDICARE/EMPLOYER PORTION	128	0	0	0	0	128	24	18.88
203-479-714.002	PENSION -DEFINED BENEFIT	1,818	0	0	0	0	1,818	467	25.72
203-479-714.003	PENSION-DEFINED CONTRIBUTION	798	0	0	0	0	798	172	21.52
203-479-743.001	SALT	20,000	0	0	0	0	20,000	0	0.00
203-483-804.000	ADMINISTRATION CHARGES	49,067	0	0	0	0	49,067	24,534	50.00
203-483-818.062	Asset Management	6,000	0	0	0	0	6,000	0	0.00
TOTAL Expenditures		919,430	32,855	0	0	0	952,285	565,804	59.42
TOTAL FOR FUND 203									
REVENUES:		920,240	0	0	0	0	920,240	124,724	0.00
EXPENDITURES		919,430	32,855	0	0	0	952,286	565,805	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 203 LOCAL STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
NET OF REVENUES vs. EXPENDITURES		810	(32,855)	0	0	0	(32,046)	(441,081)	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
248-000-404.000	CURRENT PROPERTY TAX	45,630	0	0	0	0	45,630	42,579	93.31
TOTAL Revenues		45,630	0	0	0	0	45,630	42,579	93.31
248-451-713.001	EMPLOYER SOCIAL SECURITY	0	0	0	0	0	0	360	0.00
248-451-713.002	MEDICARE/EMPLOYER PORTION	0	0	0	0	0	0	84	0.00
248-451-804.000	ADMINISTRATION CHARGES	7,310	0	0	0	0	7,310	3,655	50.00
248-451-818.000	CONTRACTUAL SERVICES	12,500	0	0	0	0	12,500	6,731	53.85
248-451-818.040	DOWNTOWN IMPROVEMENT	25,900	0	0	0	0	25,900	23,814	91.94
248-451-880.007	FACADE GRANTS	30,000	0	0	0	0	30,000	12,400	41.33
TOTAL Expenditures		75,710	0	0	0	0	75,710	47,044	62.14
TOTAL FOR FUND 248									
REVENUES:		45,630	0	0	0	0	45,630	42,579	0.00
EXPENDITURES		75,710	0	0	0	0	75,710	47,044	0.00
NET OF REVENUES vs. EXPENDITURES		(30,080)	0	0	0	0	(30,080)	(4,464)	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025

Fund 250 LOCAL DEVELOPMENT FINANCE AUTHORITY FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
250-000-404.000	CURRENT PROPERTY TAX	248,244	0	0	0	0	248,244	272,792	109.89
250-000-665.000	INTEREST EARNED/INVESTMENTS	100	0	0	0	0	100	0	0.00
TOTAL Revenues		248,344	0	0	0	0	248,344	272,792	109.84
250-172-804.000	ADMINISTRATION CHARGES	2,099	0	0	0	0	2,099	1,050	50.00
250-172-818.000	CONTRACTUAL SERVICES	0	0	49,917	0	0	49,917	52,917	106.01
250-172-920.002	ELECTRIC	1,300	0	0	0	0	1,300	344	26.44
250-172-956.000	MISCELLANEOUS	3,000	0	0	0	0	3,000	0	0.00
250-172-995.101	TRANSFER TO GENERAL FUND	4,000	0	0	0	0	4,000	0	0.00
250-901-995.202	TRANSFER TO MAJOR STREETS	55,000	0	0	0	0	55,000	0	0.00
TOTAL Expenditures		65,399	0	49,917	0	0	115,316	54,311	47.10
TOTAL FOR FUND 250									
REVENUES:		248,344	0	0	0	0	248,344	272,792	0.00
EXPENDITURES		65,399	0	49,917	0	0	115,316	54,311	0.00
NET OF REVENUES vs. EXPENDITURES		182,945	0	(49,917)	0	0	133,028	218,482	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 251 PRINCIPAL SHOPPING DISTRICT

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
251-000-452.006	DOWNTOWN BUSINESS DISTRICT	41,725	0	0	0	0	41,725	35,525	85.14
251-000-653.001	FARMERS' MARKET	1,500	0	0	0	0	1,500	1,725	114.99
251-000-653.003	CAR SHOWS	3,000	0	0	0	0	3,000	3,397	113.23
251-000-653.005	MINT FESTIVAL	30,000	0	0	0	0	30,000	38,961	129.87
251-000-653.013	WINTER FESTIVAL	2,000	0	0	0	0	2,000	380	19.00
251-000-674.005	CORPORATE SPONSORS	0	0	0	0	0	0	1,000	0.00
251-000-677.000	MISCELLANEOUS REVENUE	0	0	0	0	0	0	220	0.00
251-000-679.000	MARKETING CO-OP	2,500	0	0	0	0	2,500	2,750	110.00
TOTAL Revenues		80,725	0	0	0	0	80,725	83,958	104.01
251-172-713.001	EMPLOYER SOCIAL SECURITY	0	0	0	0	0	0	360	0.00
251-172-713.002	MEDICARE/EMPLOYER PORTION	0	0	0	0	0	0	84	0.00
251-172-730.000	OFFICE SUPPLIES/ADM	100	0	0	0	0	100	0	0.00
251-172-751.000	EVENT COLLABORATION	4,400	0	0	0	0	4,400	851	19.34
251-172-751.001	FARMERS' MARKET	1,000	0	0	0	0	1,000	853	85.27
251-172-751.002	CAR SHOWS	3,000	0	0	0	0	3,000	0	0.00
251-172-751.003	MINT FESTIVAL	20,000	0	0	0	0	20,000	30,412	152.06
251-172-751.007	WINTER FESTIVAL	0	0	0	0	0	0	1,906	0.00
251-172-751.010	FALL FESTIVAL	1,500	0	0	0	0	1,500	988	65.88
251-172-804.000	ADMINISTRATION CHARGES	6,600	0	0	0	0	6,600	3,300	50.00
251-172-814.002	WEBSITE	4,500	0	0	0	0	4,500	0	0.00
251-172-818.000	CONTRACTUAL SERVICES	12,500	0	0	0	0	12,500	5,806	46.45
251-172-818.040	DOWNTOWN IMPROVEMENT	12,000	0	0	0	0	12,000	7,831	65.26
251-172-826.086	AUDIT FEES	500	0	0	0	0	500	0	0.00
251-172-853.004	MONTHLY & LONG DISTANCE SERV	500	0	0	0	0	500	261	52.21
251-172-880.008	MARKETING	4,500	0	0	0	0	4,500	5,263	116.96
251-172-882.000	MARKETING CO-OP	3,000	0	0	0	0	3,000	0	0.00
251-172-956.000	MISCELLANEOUS	500	0	0	0	0	500	221	44.12
251-172-960.000	EDUCATION AND TRAINING	500	0	0	0	0	500	0	0.00
251-172-961.000	PROFESSIONAL DUES	200	0	0	0	0	200	350	175.00
251-172-969.000	GRANTS	0	0	0	0	0	0	435	0.00
251-172-969.001	MUSIC	1,000	0	0	0	0	1,000	0	0.00
TOTAL Expenditures		76,300	0	0	0	0	76,300	58,921	77.22
TOTAL FOR FUND 251									
REVENUES:		80,725	0	0	0	0	80,725	83,958	0.00
EXPENDITURES		76,300	0	0	0	0	76,300	58,921	0.00
NET OF REVENUES vs. EXPENDITURES		4,425	0	0	0	0	4,425	25,038	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 401 FANTASY FOREST

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
401-000-510.000	GRANT PROCEEDS	0	0	0	0	0	0	5,000	0.00
401-000-528.000	OTHER FEDERAL GRANTS	694,000	0	0	0	0	694,000	0	0.00
401-000-674.003	CONTRIBUTIONS/DONATIONS	75,000	0	750,000	0	0	825,000	614,987	74.54
TOTAL Revenues		769,000	0	750,000	0	0	1,519,000	619,987	40.82
401-451-735.001	BUILDING MATERIALS/SUPPLIES	769,000	0	0	0	0	769,000	0	0.00
401-451-818.069	CONTRACTORS/OUTSIDE SERVICES	40,000	64,742	750,000	0	0	854,742	30,983	3.62
TOTAL Expenditures		809,000	64,742	750,000	0	0	1,623,742	30,983	1.91
TOTAL FOR FUND 401									
REVENUES:		769,000	0	750,000	0	0	1,519,000	619,987	0.00
EXPENDITURES		809,000	64,742	750,000	0	0	1,623,742	30,983	0.00
NET OF REVENUES vs. EXPENDITURES		(40,000)	(64,742)	0	0	0	(104,742)	589,004	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 402 WILSON CENTER CAPITAL IMPROVEMENT

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
402-451-818.069	CONTRACTUAL SERVICES	0	0	0	0	0	0	18,406	0.00
402-451-994.001	Issuance Costs	0	0	0	0	0	0	27,950	0.00
TOTAL Expenditures		0	0	0	0	0	0	46,356	100.00
TOTAL FOR FUND 402									
REVENUES:		0	0	0	0	0	0	0	0.00
EXPENDITURES		0	0	0	0	0	0	46,356	0.00
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	(46,356)	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 405 STREET MILLAGE PROJECTS II

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
405-000-404.000	CURRENT PROPERTY TAX	0	0	0	0	0	0	1	0.00
TOTAL Revenues		0	0	0	0	0	0	1	100.00
TOTAL FOR FUND 405									
REVENUES:		0	0	0	0	0	0	1	0.00
EXPENDITURES		0	0	0	0	0	0	0	0.00
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	1	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 406 STREET MILLAGE FUNDS III

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
406-000-404.000	CURRENT PROPERTY TAX	861,755	0	0	0	0	861,755	799,379	92.76
406-000-445.000	INTEREST-PENALTY/DELINQ TAX	0	0	0	0	0	0	171	0.00
406-000-573.000	Local Community Stabilization	30,000	0	0	0	0	30,000	22,760	75.87
406-000-699.034	USE OF FUND BALANCE	106,246	0	0	0	0	106,246	0	0.00
TOTAL Revenues		998,001	0	0	0	0	998,001	822,310	82.40
406-451-995.202	TRANSFER TO MAJOR STREET	416,000	0	0	27,627	0	443,627	0	0.00
406-451-995.203	TRANSFER TO LOCAL STREET	582,000	0	0	0	0	582,000	0	0.00
TOTAL Expenditures		998,000	0	0	27,627	0	1,025,627	0	0.00
TOTAL FOR FUND 406									
REVENUES:		998,001	0	0	0	0	998,001	822,311	0.00
EXPENDITURES		998,000	0	0	27,627	0	1,025,627	0	0.00
NET OF REVENUES vs. EXPENDITURES		1	0	0	(27,627)	0	(27,626)	822,311	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025
 Fund 515 GARBAGE FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
515-000-404.000	CURRENT PROPERTY TAX	315,976	0	0	0	0	315,976	293,951	93.03
515-000-405.000	DELINQUENT PROPERTY TAX	0	0	0	0	0	0	0	0.00
515-000-445.000	INTEREST-PENALTY/DELINQ TAX	1,000	0	0	0	0	1,000	198	19.83
515-000-573.000	Local Community Stabilization	4,500	0	0	0	0	4,500	5,311	118.02
515-000-635.001	CURRENT SERVICE FEE	588,280	0	0	0	0	588,280	557,673	94.80
515-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	1,892	0.00
515-000-676.002	INSURANCE REIMBURSEMENT	0	0	0	0	0	0	1,627	0.00
515-000-699.034	USE OF FUND BALANCE	27,532	0	0	0	0	27,532	0	0.00
TOTAL Revenues		937,288	0	0	0	0	937,288	860,652	91.82
515-528-702.000	SALARIES AND WAGES	80,637	0	0	0	0	80,637	60,972	75.61
515-528-712.000	FRINGE BENEFITS	16,389	0	0	0	0	16,389	8,658	52.83
515-528-713.001	EMPLOYER SOCIAL SECURITY	4,999	0	0	0	0	4,999	3,683	73.67
515-528-713.002	MEDICARE/EMPLOYER PORTION	1,169	0	0	0	0	1,169	861	73.67
515-528-714.002	PENSION -DEFINED BENEFIT	21,559	0	0	0	0	21,559	5,544	25.72
515-528-714.003	PENSION-DEFINED CONTRIBUTION	7,558	0	0	0	0	7,558	5,481	72.52
515-528-804.000	ADMINISTRATION CHARGES	63,711	0	0	0	0	63,711	31,856	50.00
515-528-818.000	CONTRACTUAL SERVICES	1,007	0	0	0	0	1,007	1,007	100.00
515-528-818.023	GARBAGE CONTRACT	445,938	0	0	0	0	445,938	204,524	45.86
515-528-818.024	SPRING CLEAN UP	54,835	0	0	0	0	54,835	0	0.00
515-528-818.027	MISCELLANEOUS	15,000	17,470	0	0	0	32,470	19,238	59.25
515-528-818.059	COMPOST SCREENING	15,000	7,000	0	0	0	22,000	6,490	29.50
515-528-943.000	MOBILE EQUIPMENT RENTAL	0	0	0	0	0	0	929	0.00
515-528-977.001	MISCELLANEOUS	1,500	0	0	0	0	1,500	0	0.00
515-528-995.515	COMPOST SITE IMPROVE/RENTAL	10,000	0	0	0	0	10,000	0	0.00
515-528-995.661	TRANSFER TO MOBILE	197,987	0	0	0	0	197,987	0	0.00
TOTAL Expenditures		937,289	24,470	0	0	0	961,759	349,243	36.31
TOTAL FOR FUND 515									
REVENUES:		937,288	0	0	0	0	937,288	860,652	0.00
EXPENDITURES		937,288	24,470	0	0	0	961,758	349,243	0.00
NET OF REVENUES vs. EXPENDITURES		0	(24,470)	0	0	0	(24,470)	511,410	0.00

User: KKinDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 592 WATER AND WASTEWATER FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
592-000-540.000	STATE GRANTS	0	0	0	0	0	0	23,889	0.00
592-000-607.004	NSF FEE	300	0	0	0	0	300	397	132.40
592-000-633.000	WATER/CAPITAL FEE	1,000	0	0	0	0	1,000	4,100	410.00
592-000-633.001	SEWER/CAPITAL FEE	10,000	0	0	0	0	10,000	40,400	404.00
592-000-633.002	FINAL/TURN ON-OFF	2,000	0	0	0	0	2,000	2,050	102.50
592-000-642.000	SUPPLY SALES	5,000	0	0	0	0	5,000	8,310	166.20
592-000-643.000	CITY WATER CHARGES	3,368,774	0	0	0	0	3,368,774	1,939,789	57.58
592-000-643.001	TOWNSHIP WATER CHARGES	0	0	0	0	0	0	14,379	0.00
592-000-643.002	TWNSHIP WATER PENALTY	100	0	0	0	0	100	55	55.41
592-000-643.100	CITY WATER CHG PENALTY	20,000	0	0	0	0	20,000	12,603	63.01
592-000-644.000	CITY SEWER CHARGES	3,073,269	0	0	0	0	3,073,269	2,018,897	65.69
592-000-644.001	TOWNSHIP SEWER CHARGES	0	0	0	0	0	0	58,353	0.00
592-000-644.100	CITY SEWER CHG PENALTY	0	0	0	0	0	0	19,620	0.00
592-000-644.200	TWNSHIP SEWER PENALTY	500	0	0	0	0	500	477	95.42
592-000-653.012	LAB REVENUE	20,000	0	0	0	0	20,000	0	0.00
592-000-665.000	INTEREST EARNED/INVESTMENTS	25,000	0	0	0	0	25,000	6,444	25.78
592-000-673.000	SALE OF FIXED ASSETS	0	0	0	0	0	0	31,730	0.00
592-000-676.000	REIMBURSEMENTS	0	0	0	0	0	0	496	0.00
592-000-676.002	INSURANCE REIMBURSEMENT	15,000	0	0	0	0	15,000	14,141	94.28
592-000-677.000	MISCELLANEOUS REVENUE	10,000	0	0	0	0	10,000	38,623	386.23
TOTAL Revenues		6,550,943	0	0	0	0	6,550,943	4,234,753	64.64
592-536-993.011	BOND INTEREST/2013 ISSUE	32,130	0	0	0	0	32,130	63,515	197.68
592-536-993.012	BOND INTEREST/2016 ISSUE	125,610	0	0	0	0	125,610	64,726	51.53
592-536-993.013	BOND INTEREST/2019 ISSUE	87,971	0	0	0	0	87,971	0	0.00
592-536-993.014	INTEREST PAYMENT	7,718	0	0	0	0	7,718	7,718	100.00
592-540-702.000	SALARIES AND WAGES	237,578	0	0	0	0	237,578	158,607	66.76
592-540-712.000	FRINGE BENEFITS	73,862	0	0	0	0	73,862	21,036	28.48
592-540-713.001	EMPLOYER SOCIAL SECURITY	15,422	0	0	0	0	15,422	10,131	65.69
592-540-713.002	MEDICARE/EMPLOYER PORTION	3,607	0	0	0	0	3,607	2,369	65.68
592-540-714.002	PENSION -DEFINED BENEFIT	132,421	0	0	0	0	132,421	66,835	50.47
592-540-714.003	PENSION-DEFINED CONTRIBUTION	4,020	0	0	0	0	4,020	8,233	204.79
592-540-722.000	SICK LEAVE	11,167	0	0	0	0	11,167	7,635	68.37
592-540-746.000	MATERIALS/SUPPLIES/WTR PROD	40,000	0	0	0	0	40,000	8,601	21.50
592-540-746.002	CHLORINE	55,000	0	0	0	0	55,000	16,873	30.68
592-540-746.006	CLEANING SUPPLIES	1,000	0	0	0	0	1,000	155	15.53
592-540-746.008	LAB SUPPLIES	8,000	0	0	0	0	8,000	3,509	43.87
592-540-746.011	PHOSPHATE	40,000	0	0	0	0	40,000	7,395	18.49
592-540-748.010	LUBRICANTS AND FUEL	4,000	0	0	0	0	4,000	1,398	34.94
592-540-768.008	UNIFORM-SERVICE	5,500	0	0	0	0	5,500	3,310	60.18
592-540-818.000	CONTRACTUAL SERVICES	9,000	0	0	0	0	9,000	2,578	28.64
592-540-818.026	LAB SERVICES	5,500	0	0	0	0	5,500	52	0.95
592-540-818.028	OUTSIDE SERVICES	4,000	0	0	0	0	4,000	1,778	44.44
592-540-818.031	WELL MAINTENANCE	88,270	0	0	0	0	88,270	0	0.00
592-540-818.047	LAB CERTIFICATION FEES	7,500	0	0	0	0	7,500	3,072	40.96
592-540-870.000	MILEAGE	2,500	0	0	0	0	2,500	239	9.57
592-540-900.000	PRINT AND PUBLISHING	2,500	0	0	0	0	2,500	270	10.78
592-540-920.001	NATURAL GAS	7,000	0	0	0	0	7,000	10,158	145.12
592-540-920.003	TELEPHONE	5,000	0	0	2,350	0	7,350	2,467	33.57
592-540-920.006	WATER/SEWER CHARGE	6,000	0	0	0	0	6,000	775	12.92
592-540-920.010	ELECTRIC - WELLS	140,000	0	0	0	0	140,000	78,103	55.79
592-540-920.011	ELECTRIC - WATER TANK	2,700	0	0	0	0	2,700	1,194	44.21
592-540-931.000	BUILDING MAINTENANCE	10,000	0	0	0	0	10,000	2,950	29.50
592-540-933.000	EQUIPMENT MAINTENANCE	12,000	0	0	0	0	12,000	3,300	27.50

User: KKinDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 592 WATER AND WASTEWATER FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
592-540-933.009	WELL MAINTENANCE	4,500	0	0	0	0	4,500	575	12.78
592-540-933.010	GENERAL PLANT MAINTENANCE	7,500	0	0	0	0	7,500	23	0.31
592-540-933.012	WELL HOUSE MAINTENANCE	5,000	0	0	0	0	5,000	371	7.43
592-540-933.013	CONTROL PANEL MAINT	7,500	0	0	0	0	7,500	1,540	20.53
592-540-943.000	MOBILE EQUIPMENT RENTAL	15,000	0	0	0	0	15,000	0	0.00
592-540-956.000	MISCELLANEOUS	5,000	0	0	0	0	5,000	1,185	23.71
592-540-960.000	EDUCATION AND TRAINING	4,000	0	0	0	0	4,000	1,055	26.38
592-540-960.001	AMERICAN WATER WORKS ASSOC	2,000	0	0	0	0	2,000	(412)	(20.60)
592-540-977.007	WATER GROUND STORAGE MAINT	18,407	0	0	0	0	18,407	18,407	100.00
592-540-977.011	COMPUTER EQUIPMENT	6,200	0	0	(1,750)	0	4,450	2,105	47.31
592-540-977.061	GENERATOR MAINTENANCE	4,000	0	0	0	0	4,000	623	15.57
592-541-702.000	SALARIES AND WAGES	235,881	0	0	0	0	235,881	100,770	42.72
592-541-712.000	FRINGE BENEFITS	56,316	0	0	0	0	56,316	18,571	32.98
592-541-713.001	EMPLOYER SOCIAL SECURITY	14,625	0	0	0	0	14,625	6,032	41.24
592-541-713.002	MEDICARE/EMPLOYER PORTION	3,420	0	0	0	0	3,420	1,411	41.25
592-541-714.002	PENSION -DEFINED BENEFIT	93,634	0	0	0	0	93,634	39,852	42.56
592-541-714.003	PENSION-DEFINED CONTRIBUTION	13,237	0	0	0	0	13,237	7,225	54.58
592-541-747.000	MATERIALS/SUPPLIES/WTR DIST	45,000	0	0	0	0	45,000	21,203	47.12
592-541-747.011	METER REPAIR PARTS	5,500	0	0	0	0	5,500	235	4.27
592-541-747.015	GRAVEL AND SAND	18,000	0	0	0	0	18,000	10,494	58.30
592-541-747.016	CONCRETE	16,500	0	0	0	0	16,500	15,200	92.12
592-541-747.019	SMALL TOOLS	6,000	0	0	0	0	6,000	496	8.26
592-541-818.028	OUTSIDE SERVICES	45,000	0	0	0	0	45,000	21,882	48.63
592-541-818.029	MISS DIGG	4,000	0	0	0	0	4,000	0	0.00
592-541-818.037	ELEVATED WATER TOWE MAINTENANC	33,448	0	0	0	0	33,448	33,448	100.00
592-541-933.000	EQUIPMENT MAINTENANCE	5,000	0	0	0	0	5,000	612	12.25
592-541-943.000	MOBILE EQUIPMENT RENTAL	15,000	0	0	0	0	15,000	198	1.32
592-541-972.008	METER SYSTEM IMPROVEMENT	45,000	10,932	0	(600)	0	55,332	24,902	45.00
592-541-972.009	TRENCH REPAIR/RECAP	4,000	0	0	0	0	4,000	0	0.00
592-541-977.000	EQUIPMENT PURCHASE	10,000	0	0	0	0	10,000	1,235	12.35
592-541-977.046	SAFETY EQUIPMENT	5,500	0	0	0	0	5,500	1,622	29.49
592-550-702.000	SALARIES AND WAGES	406,088	0	0	0	0	406,088	239,179	58.90
592-550-712.000	FRINGE BENEFITS	174,624	0	0	0	0	174,624	51,007	29.21
592-550-713.001	EMPLOYER SOCIAL SECURITY	26,185	0	0	0	0	26,185	15,035	57.42
592-550-713.002	MEDICARE/EMPLOYER PORTION	6,124	0	0	0	0	6,124	3,516	57.42
592-550-714.002	PENSION -DEFINED BENEFIT	117,901	0	0	0	0	117,901	81,530	69.15
592-550-714.003	PENSION-DEFINED CONTRIBUTION	20,431	0	0	0	0	20,431	12,550	61.43
592-550-722.000	SICK LEAVE	16,258	0	0	0	0	16,258	11,065	68.06
592-550-748.001	CHLORINE	8,000	0	0	0	0	8,000	3,917	48.96
592-550-748.002	COAGULANT	28,000	0	0	0	0	28,000	14,976	53.49
592-550-748.003	POLYELECTROLITE	8,400	0	0	0	0	8,400	6,356	75.66
592-550-748.006	LAB EQUIPMENT	5,000	0	0	0	0	5,000	2,699	53.99
592-550-748.008	LAB SUPPLIES	10,000	0	0	0	0	10,000	5,745	57.45
592-550-748.009	JANITORIAL SUPPLIES	250	0	0	0	0	250	74	29.43
592-550-748.010	LUBRICANTS AND FUEL	4,000	0	0	0	0	4,000	2,084	52.09
592-550-748.011	TOOLS AND SUPPLIES	5,000	0	0	0	0	5,000	2,774	55.49
592-550-748.012	SAFETY EQUIPMENT	13,000	0	0	0	0	13,000	1,718	13.22
592-550-748.013	OFFICE AND COMPUTER SUPPLIES	1,000	0	0	0	0	1,000	385	38.49
592-550-748.015	SULFUR DIOXIDE	4,000	0	0	0	0	4,000	1,170	29.25
592-550-768.008	UNIFORM-SERVICE	6,500	0	0	0	0	6,500	3,405	52.38
592-550-818.000	CONTRACTUAL SERVICES	48,000	0	0	0	0	48,000	35,819	74.62
592-550-818.007	LABORATORY SERVICES	8,000	0	0	0	0	8,000	5,902	73.78
592-550-818.020	CONTRACTUAL MAINTENANCE	6,000	3,500	0	(2,050)	0	7,450	500	6.71
592-550-818.028	COLLECTION SYS MAINTENANCE	85,000	0	0	0	0	85,000	11,881	13.98
592-550-818.029	MISS DIGG	600	0	0	0	0	600	0	0.00
592-550-818.030	SLUDGE PROGRAM	40,000	0	0	2,050	0	42,050	42,046	99.99
592-550-818.054	ALARM MONITORING SERVICE	1,000	0	0	0	0	1,000	0	0.00
592-550-870.000	MILEAGE	1,200	0	0	0	0	1,200	0	0.00

Year Ended 06/30/2025

Fund 592 WATER AND WASTEWATER FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
592-550-920.001	NATURAL GAS	24,000	0	0	0	0	24,000	7,659	31.91
592-550-920.003	TELEPHONE	4,500	0	0	0	0	4,500	1,333	29.62
592-550-920.006	WATER/SEWER CHARGE	18,000	0	0	0	0	18,000	9,968	55.38
592-550-920.012	ELECTRIC / LIFT STATION	15,000	0	0	0	0	15,000	6,532	43.55
592-550-920.013	ELECTRIC / PLANT	135,000	0	0	0	0	135,000	63,660	47.16
592-550-931.000	BUILDING MAINTENANCE	6,000	0	0	0	0	6,000	3,633	60.55
592-550-933.000	EQUIPMENT MAINTENANCE	1,500	0	0	0	0	1,500	1,293	86.20
592-550-933.014	PLANT EQUIPMENT	40,000	38,268	0	0	0	78,268	15,580	19.91
592-550-933.015	BOILER AND SPECIAL EQUIPMENT	5,000	0	0	0	0	5,000	3,779	75.58
592-550-933.017	LIFT STATION	10,000	0	0	0	0	10,000	5,329	53.29
592-550-933.021	ELECTRICAL MAINT	4,000	0	0	0	0	4,000	2,025	50.62
592-550-943.000	MOBILE EQUIPMENT RENTAL	500	0	0	0	0	500	0	0.00
592-550-956.000	MISC COLL SYS PURCHASES	6,000	0	0	0	0	6,000	190	3.17
592-550-956.014	FEES	5,760	0	0	0	0	5,760	5,500	95.49
592-550-960.000	EDUCATION AND TRAINING	4,000	0	0	0	0	4,000	1,195	29.88
592-550-960.021	PROFESSIONAL MEMBERSHIPS	400	0	0	0	0	400	390	97.50
592-550-972.008	METER SYSTEM IMPROVEMENT	35,000	0	0	0	0	35,000	34,795	99.42
592-550-977.001	MISC PLANT PURCHASES	2,000	0	0	0	0	2,000	1,024	51.22
592-550-977.011	COMPUTER EQUIPMENT	1,000	0	0	0	0	1,000	121	12.10
592-550-977.061	GENERATOR MAINTENANCE	6,850	0	0	0	0	6,850	0	0.00
592-560-818.000	CONTRACTUAL SERVICES-WATER	1,335,000	351,580	0	0	0	1,686,580	478,824	28.39
592-560-818.077	CONTRACTUAL SERVICES-WASTEWATE	624,000	255,459	0	0	0	879,459	503,017	57.20
592-560-818.203	CONTRACTUAL SERVICES - ANNUAL	70,000	0	0	0	0	70,000	58,041	82.92
592-560-818.206	CONTRACTUAL SERVICES-ASSET MGM	100,000	86,274	0	0	0	186,274	85,681	46.00
592-560-972.000	WATER PROD/DIST IMPROVEMENT	0	61,000	0	0	0	61,000	11,000	18.03
592-560-977.015	COMPUTER SOFTWARE	7,605	0	0	0	0	7,605	7,605	100.00
592-561-804.002	WATER CONTRIBUTION/ADM EXP	378,951	0	0	0	0	378,951	189,476	50.00
592-561-804.003	SEWER CONTRIBUTION/ADM EXP	291,478	0	0	0	0	291,478	145,739	50.00
592-561-804.004	POSTAGE	4,800	0	0	0	0	4,800	2,115	44.05
592-561-818.000	CONTRACTUAL SERVICES	6,000	0	0	0	0	6,000	1,174	19.57
592-561-818.013	ENGINEERING	12,000	0	0	0	0	12,000	185	1.54
592-561-956.000	MISCELLANEOUS	1,000	0	0	0	0	1,000	200	20.00
TOTAL Expenditures		6,147,049	807,013	0	0	0	6,954,062	3,092,238	44.47
TOTAL FOR FUND 592									
REVENUES:		6,550,943	0	0	0	0	6,550,943	4,234,753	0.00
EXPENDITURES		6,147,048	807,013	0	0	0	6,954,061	3,092,235	0.00
NET OF REVENUES vs. EXPENDITURES		403,895	(807,013)	0	0	0	(403,118)	1,142,518	0.00

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
661-000-676.001	RENTAL REIMBURSEMENT	0	0	0	0	0	0	1,281	0.00
661-000-699.034	USE OF FUND BALANCE	0	215,902	0	0	0	215,902	0	0.00
661-000-699.039	TRANS FM GENERAL FUND DEPTS	31,833	0	0	0	0	31,833	0	0.00
661-000-699.040	TRANSFERS FROM OTHER DEPTS	543,329	0	0	0	0	543,329	0	0.00
TOTAL Revenues		575,162	215,902	0	0	0	791,064	1,281	0.16
661-271-702.000	SALARIES AND WAGES	66,392	0	0	0	0	66,392	39,228	59.09
661-271-712.000	FRINGE BENEFITS	6,700	0	0	0	0	6,700	555	8.28
661-271-713.001	EMPLOYER SOCIAL SECURITY	4,252	0	0	0	0	4,252	2,520	59.28
661-271-713.002	MEDICARE/EMPLOYER PORTION	994	0	0	0	0	994	589	59.30
661-271-714.002	PENSION -DEFINED BENEFIT	18,676	0	0	0	0	18,676	4,803	25.72
661-271-714.003	PENSION-DEFINED CONTRIBUTION	6,653	0	0	0	0	6,653	4,215	63.35
661-271-722.000	SICK LEAVE	2,181	0	0	0	0	2,181	1,424	65.29
661-271-750.000	OPERATING SUPPLIES	9,000	0	0	0	0	9,000	7,336	81.51
661-271-750.002	GASOLINE	30,000	0	0	0	0	30,000	15,896	52.99
661-271-750.003	DIESEL FUEL	27,000	0	0	0	0	27,000	11,777	43.62
661-271-750.011	TIRES	7,000	0	0	0	0	7,000	1,672	23.88
661-271-804.000	ADMINISTRATION CHARGES	78,780	0	0	0	0	78,780	39,390	50.00
661-271-814.008	TRAINING	1,500	0	0	0	0	1,500	0	0.00
661-271-818.066	CDL TESTING	10,000	0	0	0	0	10,000	1,650	16.50
661-271-819.000	FLEET AND LIABILITY INSURANC	21,000	0	0	0	0	21,000	19,176	91.31
661-271-920.001	NATURAL GAS	0	0	0	0	0	0	847	0.00
661-271-920.002	ELECTRIC	0	0	0	0	0	0	906	0.00
661-271-930.004	HOIST INSPECTION	2,000	0	0	0	0	2,000	780	39.00
661-271-933.000	EQUIPMENT MAINTENANCE	0	0	0	0	0	0	1,193	0.00
661-271-933.018	IN-HOUSE EQUIPMENT MAINT	50,000	0	0	0	0	50,000	30,158	60.32
661-271-933.019	OUTSIDE SERVICE	31,000	0	0	0	0	31,000	25,298	81.61
661-271-956.000	MISCELLANEOUS	0	0	0	0	0	0	95	0.00
661-271-977.002	FRONT-END LOADER	39,000	0	0	0	0	39,000	20,431	52.39
661-271-977.003	FIRE TRUCK	6,216	0	0	0	0	6,216	6,216	100.00
661-271-977.024	FRONT PLOW	17,000	0	0	0	0	17,000	0	0.00
661-271-977.029	MISCELLANEOUS EQUIPMENT	1,700	0	0	0	0	1,700	0	0.00
661-271-977.034	DUMP TRUCK	0	352,587	0	0	0	352,587	136,991	38.85
661-271-977.037	RADIO EQUIPMENT	2,000	0	0	0	0	2,000	1,479	73.93
661-271-977.042	TOOL ALLOWANCE	300	0	0	0	0	300	300	100.00
661-271-977.045	TOOLS	3,000	0	0	0	0	3,000	62	2.08
661-271-993.014	INTEREST PAYMENT	0	0	0	0	0	0	5,060	0.00
TOTAL Expenditures		442,344	352,587	0	0	0	794,931	380,047	47.81
TOTAL FOR FUND 661									
REVENUES:		575,162	215,902	0	0	0	791,064	1,281	0.00
EXPENDITURES		442,345	352,587	0	0	0	794,932	380,047	0.00
NET OF REVENUES vs. EXPENDITURES		132,817	(136,685)	0	0	0	(3,868)	(378,767)	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2025

Fund 805 SPECIAL ASSESSMENT CAPITAL PROJECT FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
805-000-451.000	SPECIAL ASSESSMENTS	0	0	0	0	0	0	2,158	0.00
	TOTAL Revenues	0	0	0	0	0	0	2,158	100.00
	TOTAL FOR FUND 805								
	REVENUES:	0	0	0	0	0	0	2,158	0.00
	EXPENDITURES	0	0	0	0	0	0	0	0.00
	NET OF REVENUES vs. EXPENDITURES	0	0	0	0	0	0	2,158	0.00

GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-000-202.000	BA	07/01/2024	00037905	Vnd: 02-03-0151 PO #: 00037905	1,315.79
101-000-202.000	BA	07/01/2024	00038200	Vnd: 02-19-1622 PO #: 00038200	1,999.02
101-000-202.000	BA	07/01/2024	00038302	Vnd: 02-23-1548 PO #: 00038302	10,200.00
101-000-202.000	BA	07/01/2024	00038411	Vnd: 01-10-0320 PO #: 00038411	41,719.00
101-000-202.000	BA	07/01/2024	00038423	Vnd: 01-13-0912 PO #: 00038423	4,675.00
101-000-202.000	BA	07/01/2024	00038432	Vnd: 20-19-2084 PO #: 00038432	34,771.80
101-000-202.000	BA	07/01/2024	00038493	Vnd: 02-02-0548 PO #: 00038493	5,664.00
101-000-202.000	BA	07/01/2024	00038495	Vnd: 02-25-1588 PO #: 00038495	54,124.15
101-000-202.000	BA	07/01/2024	00038509	Vnd: 02-23-1548 PO #: 00038509	10,000.00
101-000-540.000	BA	07/01/2024	15261	STATE GRANTS	22,000.00
101-000-676.002	BA	10/22/2024	15235	INSURANCE REIMBURSEMENT	545.60
101-101-956.002	BA	07/10/2024	14988	MUNICIPAL LEAGUE DUES	250.00
101-172-960.000	BA	08/22/2024	15029	EDUCATION AND TRAINING	(576.00)
101-172-977.011	BA	08/22/2024	15029	COMPUTER EQUIPMENT	576.00
101-172-980.000	BA	12/01/2024	15260	OFFICE EQUIPMENT/FURNITURE	6,400.00
101-301-880.001	BA	07/01/2024	15261	GRANT-RELATED EXPENSES	25,586.76
101-336-818.028	BA	07/01/2024	00038493		248.00
101-336-818.028	BA	07/01/2024	00038493		856.00
101-336-933.000	BA	07/01/2024	00038200		1,999.02
101-441-974.015	BA	07/01/2024	00038411		41,719.00
101-751-870.000	BA	10/30/2024	15255	MILEAGE	500.00
101-752-936.000	BA	10/22/2024	15235	PARK MAINTENANCE	545.60
101-752-977.021	BA	07/01/2024	00038423		4,675.00
101-901-818.300	BA	07/01/2024	00037905		1,315.79
101-901-818.300	BA	07/01/2024	00038302		10,200.00
101-901-818.300	BA	07/01/2024	00038495		54,124.15
101-901-970.002	BA	07/01/2024	00038493		3,590.00
101-901-970.002	BA	07/01/2024	00038493		856.00
101-901-970.002	BA	07/01/2024	00038493		114.00
101-901-970.003	BA	07/01/2024	00038509		10,000.00
101-901-970.004	BA	08/26/2024	15035	CAPITAL OUTLAY - RECREATION & CU	5,000.00
101-901-970.004	BA	10/29/2024	15254	CAPITAL OUTLAY - RECREATION & CU	29,531.72
101-901-970.006	BA	07/01/2024	00038432		6,875.00
101-901-970.006	BA	07/01/2024	00038432		16,375.00
101-901-970.006	BA	07/01/2024	00038432		11,212.50
101-901-970.006	BA	07/01/2024	00038432		309.30
101-901-991.001	BA	07/01/2024	15123	GENERAL LONG TERM DEBT PRIN	(57,042.66)
101-901-993.015	BA	07/01/2024	15123	GENERAL LONG TERM DEBT INT	(23,377.24)
101-901-995.136	BA	07/01/2024	15123	TRANSFER TO FIRE DEPARTMENT	80,419.90
136-000-540.000	BA	07/15/2024	14998	STATE GRANTS	4,955.21
136-000-699.035	BA	07/01/2024	15123	TRANSFER FROM GENERAL	80,419.90
136-336-880.001	BA	07/15/2024	14998	GRANT-RELATED EXPENSES	4,911.41
136-901-991.001	BA	07/01/2024	15123	GENERAL OBLIGATION BONDS - PRINC	57,042.66
136-901-993.015	BA	07/01/2024	15123	GENERAL OBLIGATION BONDS - INTER	23,377.24
202-000-202.000	BA	07/01/2024	00037906	Vnd: 02-03-0151 PO #: 00037906	11,751.55
202-000-202.000	BA	07/01/2024	00038118	Vnd: 02-16-1112 PO #: 00038118	8,757.06
202-000-202.000	BA	07/01/2024	00038465	Vnd: 02-01-1916 PO #: 00038465	2,016.00
202-000-202.000	BA	07/01/2024	00038470	Vnd: 02-02-0104 PO #: 00038470	26,500.00
202-000-202.000	BA	07/01/2024	00038485	Vnd: 02-13-0303 PO #: 00038485	4,600.00
202-000-202.000	BA	07/01/2024	00038496	Vnd: 02-25-1588 PO #: 00038496	75,666.25
202-463-818.050	BA	07/01/2024	00038465		2,016.00
202-463-818.300	BA	07/01/2024	00037906		11,751.55
202-463-818.300	BA	07/01/2024	00038496		75,666.25
202-463-931.002	BA	07/01/2024	00038485		1,000.00
202-463-972.015	BA	07/01/2024	00038485		3,600.00
202-463-974.001	BA	07/01/2024	00038470		26,500.00
202-475-818.018	BA	07/01/2024	00038118		8,757.06
203-000-202.000	BA	07/01/2024	00038118	Vnd: 02-16-1112 PO #: 00038118	3,306.84
203-000-202.000	BA	07/01/2024	00038424	Vnd: 01-13-0912 PO #: 00038424	3,300.00
203-000-202.000	BA	07/01/2024	00038465	Vnd: 02-01-1916 PO #: 00038465	7,248.28
203-000-202.000	BA	07/01/2024	00038470	Vnd: 02-02-0104 PO #: 00038470	19,000.00
203-463-818.050	BA	07/01/2024	00038465		7,248.28
203-463-974.001	BA	07/01/2024	00038470		19,000.00
203-475-742.003	BA	07/01/2024	00038424		3,300.00
203-475-818.018	BA	07/01/2024	00038118		3,306.84
250-172-818.000	BA	10/25/2024	15253	CONTRACTUAL SERVICES	49,917.29
401-000-202.000	BA	07/01/2024	00038494	Vnd: 02-23-0101 PO #: 00038494	64,742.24
401-000-674.003	BA	12/23/2024	15263	CONTRIBUTIONS/DONATIONS	750,000.00
401-451-818.069	BA	07/01/2024	00038494		64,742.24
401-451-818.069	BA	12/23/2024	15263	CONTRACTORS/OUTSIDE SERVICES	750,000.00
515-000-202.000	BA	07/01/2024	00038505	Vnd: 02-13-2324 PO #: 00038505	17,470.00
515-000-202.000	BA	07/01/2024	00038506	Vnd: 01-13-0958 PO #: 00038506	7,000.00
515-528-818.027	BA	07/01/2024	00038505		17,470.00
515-528-818.059	BA	07/01/2024	00038506		7,000.00
592-000-202.000	BA	07/01/2024	00037947	Vnd: 02-06-0977 PO #: 00037947	197,404.26
592-000-202.000	BA	07/01/2024	00038425	Vnd: 02-18-1980 PO #: 00038425	50,105.02
592-000-202.000	BA	07/01/2024	00038449	Vnd: 02-08-1515 PO #: 00038449	5,118.17
592-000-202.000	BA	07/01/2024	00038477	Vnd: 01-13-0912 PO #: 00038477	4,500.00
592-000-202.000	BA	07/01/2024	00038482	Vnd: 02-19-1637 PO #: 00038482	86,274.00
592-000-202.000	BA	07/01/2024	00038498	Vnd: 02-19-1637 PO #: 00038498	3,500.00

GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
592-000-202.000	BA	07/01/2024	00038508	Vnd: 02-18-0960 PO #: 00038508	10,932.48
592-000-202.000	BA	07/01/2024	00038515	Vnd: 02-18-1980 PO #: 00038515	61,808.61
592-000-202.000	BA	07/01/2024	00038519	Vnd: 02-11-0572 PO #: 00038519	7,949.50
592-000-202.000	BA	07/01/2024	00038520	Vnd: 02-13-0949 PO #: 00038520	232,903.00
592-000-202.000	BA	07/01/2024	00038521	Vnd: 02-08-1505 PO #: 00038521	52,368.00
592-541-972.008	BA	07/01/2024	00038508		10,932.48
592-550-818.020	BA	07/01/2024	00038498		3,500.00
592-550-933.014	BA	07/01/2024	00038449		4,146.08
592-550-933.014	BA	07/01/2024	00038449		171.80
592-550-933.014	BA	07/01/2024	00038449		800.29
592-550-933.014	BA	07/01/2024	14960	PLANT EQUIPMENT	33,150.00
592-560-818.000	BA	07/01/2024	00038477		4,500.00
592-560-818.000	BA	07/01/2024	00038515		61,808.61
592-560-818.000	BA	07/01/2024	00038520		232,903.00
592-560-818.000	BA	07/01/2024	00038521		52,368.00
592-560-818.077	BA	07/01/2024	00037947		197,404.26
592-560-818.077	BA	07/01/2024	00038425		5,079.86
592-560-818.077	BA	07/01/2024	00038425		2,026.95
592-560-818.077	BA	07/01/2024	00038425		1,520.60
592-560-818.077	BA	07/01/2024	00038425		1,360.66
592-560-818.077	BA	07/01/2024	00038425		7,462.48
592-560-818.077	BA	07/01/2024	00038425		6,284.12
592-560-818.077	BA	07/01/2024	00038425		311.42
592-560-818.077	BA	07/01/2024	00038425		481.14
592-560-818.077	BA	07/01/2024	00038425		57.79
592-560-818.077	BA	07/01/2024	00038425		25,020.00
592-560-818.077	BA	07/01/2024	00038425		500.00
592-560-818.077	BA	07/01/2024	00038519		7,949.50
592-560-818.206	BA	07/01/2024	00038482		86,274.00
592-560-972.000	BA	08/05/2024	15015	WATER PROD/DIST IMPROVEMENT	61,000.00
661-000-202.000	BA	07/01/2024	00038499	Vnd: 02-04-1120 PO #: 00038499	136,685.00
661-000-699.034	BA	09/10/2024	15085	USE OF FUND BALANCE	107,951.00
661-000-699.034	BA	09/10/2024	15289	USE OF FUND BALANCE	107,951.00
661-271-977.034	BA	07/01/2024	00038499		136,685.00
661-271-977.034	BA	09/10/2024	15084	DUMP TRUCK	107,951.00
661-271-977.034	BA	09/10/2024	15085	DUMP TRUCK	107,951.00



AGENDA

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
November 25, 2024

Department: Community Development	Attachments:	Submitted to CA for Review
Subject: Noise Ordinance Amendments recommended by Planning Commission	<input checked="" type="checkbox"/> Recommended Noise Ordinance Amendment (Redline) <input checked="" type="checkbox"/> Ordinance to Amend Noise Ordinance <input checked="" type="checkbox"/> Resolution 2-2025	[N/A] <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Prepared by: Christopher Khorey, AICP, McKenna	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At the request of City Manager Chad Gamble, the Planning Commission has developed and recommended amendments to Ordinance 93.20-25, which is the City’s noise ordinance. The amendments are intended to correct deficiencies with the current ordinance, which is vague and hard to enforce.

BACKGROUND/DISCUSSION: The new ordinance establishes clear and objective metrics for noise ordinance violations based on the zoning district where the noise is emanating from and the activity generating the noise. It also has a series of exemptions for activities that are legitimate and desirable, but may generate loud noises. This structure should allow for fair and efficient response to noise complaints by the police and code enforcement. The Planning Commission held a public hearing and approved the language of the noise ordinance and forwarded this to the City Commission for consideration at their October 9, 2024, meeting.

STRATEGIC PLAN OBJECTIVE: Master Plan Neighborhoods Goal #1 States: “Preserve, Protect, and Enhance the Integrity, Economic Viability, and Livability of St. Johns Neighborhoods.” An enforceable and fair noise ordinance furthers that goal.

FISCAL IMPACT: Fiscal impact is anticipated to be minimal, though Staff hopes for some cost savings on code enforcement from the new Ordinance.

RECOMMENDATION: Staff requests that the City Commission adopt the Resolution to Introduce the noise ordinance amendment.

GENERAL PROVISIONS

NOISE CONTROL

§ 93.20 EXCESSIVE NOISE DECLARED NUISANCE.

~~All loud or unusual noises or sounds and annoying vibrations which offend the peace and quiet of persons of ordinary sensibilities are hereby declared to be public nuisances. Excessive levels of sound are detrimental to the physical, mental and social well-being of the citizens of the city, as well as to their comfort, quality of life, general welfare and safety. The purpose of this article is to regulate or abate noises which annoy, disturb, injure or endanger the comfort, repose, health, peace, safety or welfare of persons within the city, and to establish maximum sound level limits for motor vehicles and transportation noise and other general environmental noise.~~

~~None of the terms or prohibitions of §§ 93.20 and 93.21 shall apply to or be enforced against:~~

~~(A) Emergency vehicles. Any police or fire vehicle or any ambulance, while engaged upon emergency business.~~

~~(B) Highway maintenance and construction. Excavations or repairs of bridges, streets, or highways by or on behalf of the city, county, or the State of Michigan, during the night, when the public safety, welfare, and convenience renders it impossible to perform such work during the day. (C) Motor vehicles, (as defined in the state motor vehicle code, MCL 257.1 et seq., MSA 9.1801 et seq.) in operation on a public right-of-way;~~

~~(D) Railroad equipment in operation on a railroad right-of-way; or~~

~~(E) Aircraft in flight or in operation at an airport.~~

(1990 Code, § 9.10)

§ 93.21 SPECIFIC OFFENSES.

Each of the following acts is declared unlawful and prohibited, but this enumeration shall not be deemed to be exclusive.

(A) Animal and bird noises. ~~The keeping of any animal or bird which~~Any pet or domestic livestock, as defined in Section 155.200, which, by causing frequent or long continued noise, shall ~~disturb the comfort or repose of any person.~~create a noise disturbance across a property line.

(B) Construction noises. The erection (including excavating therefor), demolition, alteration or repair of any building and the excavation of streets and highways ~~on Sundays and other days, Monday-Saturday between the hours of 8 pm and 7 am, except between the hours of 7:00 a.m. and 6:00 p.m.,~~ unless a permit be first obtained from the City Manager (See Section 93.23.7).

(C) Sound amplifiers. Use of any loudspeaker, amplifier or other instrument or device, whether stationary or mounted on a vehicle for any purpose, except one which is noncommercial in character and when so used shall be subject to the following restrictions, unless a permit be first obtained from the City Manager:

- (1) The only sounds permitted are music or human speech;

~~—(2) Operations are permitted for four hours each day, except on Sundays and legal holidays when no operations shall be authorized. The permitted four hours of operation shall be between the hours of 11:30 a.m. and 1:30 p.m. and between the hours of 4:30 p.m. and 6:30 p.m.;~~

(32) Sound amplifying equipment mounted on vehicles shall not be operated unless the sound truck upon which such equipment is mounted is operated at a speed of at least ten miles per hour except when said truck is stopped or impeded by traffic;

(43) Sound from amplifying equipment shall not be issued within 100 yards of the property line of hospitals, schools or ~~churches~~ religious institutions;

(54) The volume of sound shall be controlled so that it will not be audible for a distance in excess of 100 ~~feet-yards~~ from the sound amplifying equipment and so that the volume is not unreasonably loud in excess of the standards in Section 93.22, raucous, jarring, disturbing, or a nuisance to persons within the area of audibility;

(65) No sound amplifying equipment shall be operated with an excess of 15 watts of power in the last stage of amplification.

(D) Engine exhausts. The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, or motor vehicle except through a muffler or other device which effectively prevents loud or explosive noises therefrom.

(E) ~~Handling merchandise~~ Loading and unloading. The creation of a loud and excessive noise in connection with loading or unloading any vehicle ~~or the or otherwise handle~~ handling boxes, crates, containers, building materials, garbage cans, or similar objects in such a manner as to cause a noise disturbance across a residential property line. opening and destruction of bales, boxes, crates and containers.

(F) Blowers. The discharge into the open air of air from any noise creating blower or power fan unless the noise from such blower or fan is muffled sufficiently to deaden such noise such that the standards of Section 93.22 are not violated.

(G) Hawking. The hawking of goods, merchandise, or newspapers in a loud and boisterous manner, in violation of the standards in Section 93.22.

(H) Horns and signal devices. The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle while not in motion, except as a danger signal if another vehicle is approaching, apparently out of control, or to give warning of intent to get under motion, or if in motion, only as a danger signal after or as brakes are being applied and deceleration of the vehicle is intended; the creation by means of any such signal device of any unreasonably loud or harsh sound; and the sounding of such device for an unnecessary and unreasonable period of time, in violation of the standards of Section 93.22.

(I) Radio, TV, boom-box and vehicular radios.

(1) The playing of any radio, television set, phonograph, CD player, boom-box, or any musical instrument, hand-carried, stationary, within a building or dwelling, or within an automobile or other vehicle, in such a manner so as to annoy or disturb the quiet comfort or repose of persons within 50 feet of the device shall be prohibited.

(2) The ~~City Commission~~ City Manager or their designee finds that excessive noise and excessive vibration from such devices degrades the environment, peace and dignity of the city residents and is harmful and detrimental to the health, welfare and safety of its inhabitants. The standard which may be considered in determining whether a violation of the provisions of this section exists may include, but not be limited to, the following:

(a) The level of the noise;

- (b) Whether the nature of the noise is usual or unusual;
- (c) Whether the origin of the noise is natural or unnatural;
- (d) The level and intensity of the background noise, if any;
- (e) The proximity of the noise to residential areas or to persons;
- (f) The nature and zoning of the area within which the noise emanates, such as residential, commercial, or industrial;
- (g) The density of the inhabitation of the area within which the noise emanates;
- (h) The time of day and/or night the noise occurs;
- (i) The duration of the noise;
- (j) Whether the noise is recurrent, intermittent, or constant;

(k) Whether the noise is being intentionally used to harass or annoy another person

~~(k)~~ Whether the noise contains the discharge or escape of sounds or vibrations ~~which cause discomfort in violation of the standards in Section 93.22 to others~~ within 50 feet of the source.

(3) The effective control and elimination of excessive noise and excessive vibration is essential to the furtherance of the health and welfare of the city's inhabitants and to the conduct and normal pursuit of life, recreation, commerce and industrial activity.

(J) Shouting and whistling. Yelling, shouting, hooting, whistling, or singing or the making of any other loud noise on the public streets between the hours of ~~44:00~~8:00 p.m. and 7:00 a.m., or the making of any such noise at any time so as to annoy or disturb the quiet, comfort, or repose of persons in any school, place of worship, or office, or in any dwelling, hotel, or other type of residence, or of any person in the vicinity.

(K) Whistle or siren. The blowing of any whistle or siren, except to give notice of the time to begin or stop work or as a warning of fire or danger.

(1990 Code, § 9.11) (Am. Ord. 429, passed 3-13-1995)

§ 93.22 MAXIMUM PERMISSIBLE SOUND LEVELS

No person shall create, assist in creating, permit, continue or permit the continuance of, on private property, any source of sound in such a manner as to create a sound level which exceeds the limits set forth in the table below when measured at or within the property line. Where property is used for both residential and commercial purposes, the residential sound level limits shall be used only for measurements made on the portion of the property used solely for residential purposes. Any sound in excess of the limits shall be deemed prima facie to be a noise disturbance.

<u>Land use district category</u>	<u>Time interval</u>	<u>A-weighted sound level limit (dB(A))</u>
<u>Residential</u>	<u>108:00 p.m. to 7:00 a.m.</u>	<u>60</u>
	<u>7:00 a.m. to 10:00 p.m.</u>	<u>6680</u>
<u>Commercial</u>	<u>8:00 10:00 p.m. to 7:00 a.m.</u>	<u>66</u>
	<u>7:00 a.m. to 10:00 p.m.</u>	<u>7180</u>
<u>Industrial</u>	<u>8:00 10:00 p.m. to 7:00 a.m.</u>	<u>71</u>
	<u>7:00 a.m. to 10:00 p.m.</u>	<u>7180</u>

Noise sensitive areas (hospitals, schools, and religious institutions)	8:00 10:00 p.m. to 7:00 a.m. 7:00 a.m. to 10:00 p.m.	60 66 70
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** For any source of sound which emits a pure tone or impulsive sound, the maximum sound level limits set forth in the table above shall be reduced by five dB(A).*

§ 93.2~~32~~ EXCEPTIONS.

None of the terms or prohibitions of §§ 93.20 and 93.21 shall apply to or be enforced against:

- ~~—(A) Emergency vehicles. Any police or fire vehicle or any ambulance, while engaged upon emergency business.~~
- ~~—(B) Highway maintenance and construction. Excavations or repairs of bridges, streets, or highways by or on behalf of the city, county, or the State of Michigan, during the night, when the public safety, welfare, and~~ The following noises or noise-producing activities shall be exempt from the provisions of this article:
 - ~~(1) Noise associated with athletic, musical or cultural activities or events (including practices and rehearsals) conducted by or under the auspices of public or private schools, colleges or universities.~~
 - ~~(2) Noise associated with outdoor gatherings, public dances, shows, concerts, parades, fairs, festivals, and sporting or entertainment events, provided that all necessary permits, licenses or approvals have been obtained from all appropriate jurisdictions for the event, and subject to any alternative maximum sound limits imposed by the city.~~
 - ~~(3) Stationary bells, chimes, or carillons played for religious or educational purposes or in conjunction with religious services, for national celebrations or public holidays, or for other noncommercial purposes, between the hours of 7:00 a.m. and 10:00 p.m., and for a period not to exceed 90 seconds' duration in any one hour.~~
 - ~~(4) Sound made to alert persons to the existence of an emergency, danger, or attempted crime, including sound made by stationary safety signals and warning devices.~~
 - ~~(5) Noise resulting from the provision of essential services.~~
 - ~~(6) Noise resulting from emergency work necessary to restore property to a safe condition following a fire, accident or natural disaster, or to protect persons or property from an imminent danger.~~
 - ~~(7) Noise sources associated with the construction, repair, remodeling or grading of any real property, between the hours of 8:00 a.m. and 10:00 p.m., provided that all necessary permits have been obtained from the city and the permits are currently in effect.~~
 - ~~(8) Noise sources associated with lawn maintenance equipment when it is functioning within manufacturer's specifications and with all mufflers and noise reduction equipment in use and in proper operating condition, between the hours of 7:00 a.m. and 10:00 p.m.~~
 - ~~(9) Noise created by mechanical devices, apparatus or equipment associated with agricultural operations, provided the operations do not take place between the hours of 10:00 p.m. and 7:00 a.m. of the following day.~~
 - ~~(10) Noise associated with the operation or use, for any noncommercial purpose, of any loudspeaker, sound amplifier, public address system or similar device between the hours of 7:00 a.m. and 10:00 p.m., including the use or operation of mechanical loudspeakers on or from a motor vehicle, only if a permit for the specific activity has been granted by the city commission.~~City

Manager or their designee. The ~~city commission~~ City Manager or their designee shall cause such a permit to issue under circumstances and subject to conditions as follows:

- a. The ~~city commission~~ City Manager or their designee finds that the applicant has a noncommercial message that cannot be effectively communicated to the public by any other means of communication available;
- b. The applicant will limit the use of the loudspeakers to times, locations and sound levels which will not unreasonably disturb the public peace, as determined by the ~~city commission~~ City Manager or their designee; and
- c. The applicant will not use the equipment in residential areas between the hours of ~~4~~8:00 p.m. and 7:00 a.m. of the following day.

(11) Use of fireworks in compliance with State law and Chapter 135 of the St. Johns Code of Ordinances.

(12) Noise associated with any activity to the extent that regulation of the activity has been preempted by state or federal law. ~~convenience renders it impossible to perform such work during the day.~~

(1990 Code, § 9.12)

93.24 EVALUATION OF NOISE LEVEL LIMITS.

It is the intent of the city to periodically reevaluate the noise level limits and other standards contained in this article, and, if it is determined to be appropriate, to adjust such standards either upward or downward in light of future possible advances in technology or the state of the art.

93.25 VIOLATION OF ARTICLE; MUNICIPAL CIVIL INFRACTION

(1) A person who violates any provision of this division (article IV, division 1) is responsible for a municipal civil infraction, subject to payment of a civil fine in the amount provided by this section, plus costs and other sanctions, for each infraction.

(1) An alleged violation shall be investigated by the St. Johns Police Department and/or the St. Johns Code Enforcement Officer. The investigator shall use a decibel meter to determine the loudest observed noise, and, if that noise is in excess of Section 93.22 and otherwise in violation of this Ordinance, it shall be considered to be in violation.

(2) For violations where the source of noise is associated with a residential activity (regardless of the character of the receiving land use), the amount of the civil fine shall be ~~no less than \$10.00~~ set and revised annually by the City Manager or their designee. Repeat offenses under this subsection shall be subject to increased fines as provided by section 1-11(c)(2) of this Code, ~~except that the increased fine for a repeat offense shall be as follows: as set and revised annually by the City Manager or their designee.~~

a. ~~The fine for any offense which is a first repeat offense shall be no less than \$20.00, plus costs.~~

b. ~~The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be no less than \$50.00, plus costs.~~

(23) For violations where the source of noise is associated with a commercial or industrial activity (regardless of the character of the receiving land use), the amount of the civil fine shall be ~~no less than \$50.00~~ set and revised annually by the City Manager or their designee. Repeat offenses under this subsection shall be subject to increased fines as provided by section 1-11(c)(2) of this Code.

- (a) No provision of this article shall be construed to impair any common law or statutory cause of action or legal remedy of any person for injury or damage arising from any violation of this article or from other law.
- (b) If there is any evidence of retaliation by any offender against any complainant or witness, the evidence shall be communicated to the district court. When sentencing any violator, the district court shall first examine the evidence of retaliation, and if acts of retaliation shall be shown, shall consider the acts and sentence the violator accordingly.

**CITY OF ST. JOHNS
ORDINANCE NO. _____**

**AN ORDINANCE TO AMEND TITLE IX: GENERAL REGULATIONS, CHAPTER 93:
NUISANCES**

An Ordinance to amend the metrics for noise ordinance violations in the City of St. Johns

SECTION 1. Amendment to Title IX: General Regulations, Chapter 93: Nuisances, Section 93.20: Excessive Noise Declared Nuisance. The City amends Title IX, Chapter 93, Section 93.20 to read as follows:

“§ 93.20 EXCESSIVE NOISE DECLARED NUISANCE.

~~All loud or unusual noises or sounds and annoying vibrations which offend the peace and quiet of persons of ordinary sensibilities are hereby declared to be public nuisances. Excessive levels of sound are detrimental to the physical, mental and social well-being of the citizens of the city, as well as to their comfort, quality of life, general welfare and safety. The purpose of this article is to regulate or abate noises which annoy, disturb, injure or endanger the comfort, repose, health, peace, safety or welfare of persons within the city, and to establish maximum sound level limits for motor vehicles and transportation noise and other general environmental noise.~~

~~None of the terms or prohibitions of §§ 93.20 and 93.21 shall apply to or be enforced against:~~

~~(A) Emergency vehicles. Any police or fire vehicle or any ambulance, while engaged upon emergency business.~~

~~(B) Highway maintenance and construction. Excavations or repairs of bridges, streets, or highways by or on behalf of the city, county, or the State of Michigan, during the night, when the public safety, welfare, and convenience renders it impossible to perform such work during the day. (C) Motor vehicles, (as defined in the state motor vehicle code, MCL 257.1 et seq., MSA 9.1801 et seq.) in operation on a public right-of-way;~~

~~(C) Railroad equipment in operation on a railroad right-of-way; or~~

~~(D) Aircraft in flight or in operation at an airport.”~~

SECTION 2. Amendment to Title IX: General Regulations, Chapter 93: Nuisances, Section 93.21: Specific Offenses. The City amends Title IX, Chapter 93, Section 93.21 to read as follows:

“§ 93.21 SPECIFIC OFFENSES.

Each of the following acts is declared unlawful and prohibited, but this enumeration shall not be deemed to be exclusive.

(A) Animal and bird noises. ~~The keeping of any animal or bird which~~ Any pet or domestic livestock, as defined in Section 155.200, which, by causing frequent or long continued noise, shall ~~disturb the comfort or repose of any person.~~ create a noise disturbance across a property line.

(B) Construction noises. The erection (including excavating therefor), demolition, alteration or repair of any building and the excavation of streets and highways ~~on Sundays and other days, Monday-Saturday between the hours of 8 pm and 7 am, except between the hours of 7:00 a.m. and 6:00 p.m.,~~ unless a permit be first obtained from the City Manager (See Section 93.23.7).

(C) Sound amplifiers. Use of any loudspeaker, amplifier or other instrument or device, whether stationary or mounted on a vehicle for any purpose, except one which is noncommercial in character and when so used shall be subject to the following restrictions, unless a permit be first obtained from the City Manager:

(1) The only sounds permitted are music or human speech;

~~(2) Operations are permitted for four hours each day, except on Sundays and legal holidays when no operations shall be authorized. The permitted four hours of operation shall be between the hours of 11:30 a.m. and 1:30 p.m. and between the hours of 4:30 p.m. and 6:30 p.m.;~~

~~(32)~~ Sound amplifying equipment mounted on vehicles shall not be operated unless the sound truck upon which such equipment is mounted is operated at a speed of at least ten miles per hour except when said truck is stopped or impeded by traffic;

~~(43)~~ Sound from amplifying equipment shall not be issued within 100 yards of the property line of hospitals, schools or ~~churches~~ religious institutions;

~~(54)~~ The volume of sound shall be controlled so that it will not be audible for a distance in excess of 100 feet-yards from the sound amplifying equipment and so that the volume is not unreasonably loud in excess of the standards in Section 93.22, raucous, jarring, disturbing, or a nuisance to persons within the area of audibility;

~~(65)~~ No sound amplifying equipment shall be operated with an excess of 15 watts of power in the last stage of amplification.

(D) Engine exhausts. The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, or motor vehicle except through a muffler or other device which effectively prevents loud or explosive noises therefrom.

(E) ~~Handling merchandise Loading and unloading.~~ The creation of a loud and excessive noise in connection with loading or unloading any vehicle ~~or the or otherwise handle~~ handling boxes, crates, containers, building materials, garbage cans, or similar objects in such a manner as to cause a noise disturbance across a residential property line. opening and destruction of bales, boxes, crates and containers.

(F) Blowers. The discharge into the open air of air from any noise creating blower or power fan unless the noise from such blower or fan is muffled sufficiently to deaden such noise such that the standards of Section 93.22 are not violated.

(G) Hawking. The hawking of goods, merchandise, or newspapers in a loud and boisterous manner, in violation of the standards in Section 93.22.

(H) Horns and signal devices. The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle while not in motion, except as a danger signal if another vehicle is approaching, apparently out of control, or to give

warning of intent to get under motion, or if in motion, only as a danger signal after or as brakes are being applied and deceleration of the vehicle is intended; the creation by means of any such signal device of any unreasonably loud or harsh sound; and the sounding of such device for an unnecessary and unreasonable period of time, in violation of the standards of Section 93.22.

(I) Radio, TV, boom-box and vehicular radios.

(1) The playing of any radio, television set, phonograph, CD player, boom-box, or any musical instrument, hand-carried, stationary, within a building or dwelling, or within an automobile or other vehicle, in such a manner so as to annoy or disturb the quiet comfort or repose of persons within 50 feet of the device shall be prohibited.

(2) The ~~City Commission~~ City Manager or their designee finds that excessive noise and excessive vibration from such devices degrades the environment, peace and dignity of the city residents and is harmful and detrimental to the health, welfare and safety of its inhabitants. The standard which may be considered in determining whether a violation of the provisions of this section exists may include, but not be limited to, the following:

- (a) The level of the noise;
- (b) Whether the nature of the noise is usual or unusual;
- (c) Whether the origin of the noise is natural or unnatural;
- (d) The level and intensity of the background noise, if any;
- (e) The proximity of the noise to residential areas or to persons;
- (f) The nature and zoning of the area within which the noise emanates, such as residential, commercial, or industrial;
- (g) The density of the inhabitation of the area within which the noise emanates;
- (h) The time of day and/or night the noise occurs;
- (i) The duration of the noise;
- (j) Whether the noise is recurrent, intermittent, or constant;

(k) Whether the noise is being intentionally used to harass or annoy another person

~~(kl)~~ Whether the noise contains the discharge or escape of sounds or vibrations which cause discomfort in violation of the standards in Section 93.22 to others within 50 feet of the source.

(3) The effective control and elimination of excessive noise and excessive vibration is essential to the furtherance of the health and welfare of the city's inhabitants and to the conduct and normal pursuit of life, recreation, commerce and industrial activity.

(J) Shouting and whistling. Yelling, shouting, hooting, whistling, or singing or the making of any other loud noise on the public streets between the hours of ~~11:00~~ 11:00 p.m. and 7:00 a.m., or the making of any such noise at any time so as to

annoy or disturb the quiet, comfort, or repose of persons in any school, place of worship, or office, or in any dwelling, hotel, or other type of residence, or of any person in the vicinity.

(K) Whistle or siren. The blowing of any whistle or siren, except to give notice of the time to begin or stop work or as a warning of fire or danger.”

SECTION 3. Amendment to Title IX: General Regulations, Chapter 93: Nuisances. Title IX, Chapter 93 is amended to add a new Section 93.22 to read as follows:

“§ 93.22 MAXIMUM PERMISSIBLE SOUND LEVELS

No person shall create, assist in creating, permit, continue or permit the continuance of, on private property, any source of sound in such a manner as to create a sound level which exceeds the limits set forth in the table below when measured at or within the property line. Where property is used for both residential and commercial purposes, the residential sound level limits shall be used only for measurements made on the portion of the property used solely for residential purposes. Any sound in excess of the limits shall be deemed prima facie to be a noise disturbance.

<u>Land use district category</u>	<u>Time interval</u>	<u>A-weighted sound level limit (dB(A))</u>
<u>Residential</u>	<u>108:00 p.m. to 7:00 a.m.</u>	<u>60</u>
	<u>7:00 a.m. to 8:00 p.m.</u>	<u>6680</u>
<u>Commercial</u>	<u>8:00 p.m. to 7:00 a.m.</u>	<u>66</u>
	<u>7:00 a.m. to 8:00 p.m.</u>	<u>7180</u>
<u>Industrial</u>	<u>8:00 p.m. to 7:00 a.m.</u>	<u>71</u>
	<u>7:00 a.m. to 8:00 p.m.</u>	<u>71-80</u>
<u>Noise sensitive areas (hospitals, schools, and religious institutions)</u>	<u>8:00 p.m. to 7:00 a.m.</u>	<u>60</u>
	<u>7:00 a.m. to 8:00 p.m.</u>	<u>6670</u>

* For any source of sound which emits a pure tone or impulsive sound, the maximum sound level limits set forth in the table above shall be reduced by five dB(A).”

SECTION 4. Amendment to Title IX: General Regulations, Chapter 93: Nuisances, re-numbering Section 93.22: Exceptions. Section 93.22 shall be renumbered to Section 93.23 and amended to read as follows:

“§ 93.232 EXCEPTIONS.

~~None of the terms or prohibitions of §§ 93.20 and 93.21 shall apply to or be enforced against:~~

~~(A) Emergency vehicles. Any police or fire vehicle or any ambulance, while engaged upon emergency business.~~

~~(B) Highway maintenance and construction. Excavations or repairs of bridges, streets, or highways by or on behalf of the city, county, or the State of Michigan, during the night, when the public safety, welfare, and The following noises or noise-producing activities shall be exempt from the provisions of this article:~~

- (1) Noise associated with athletic, musical or cultural activities or events (including practices and rehearsals) conducted by or under the auspices of public or private schools, colleges or universities.
- (2) Noise associated with outdoor gatherings, public dances, shows, concerts, parades, fairs, festivals, and sporting or entertainment events, provided that all necessary permits, licenses or approvals have been obtained from all appropriate jurisdictions for the event, and subject to any alternative maximum sound limits imposed by the city.
- (3) Stationary bells, chimes, or carillons played for religious or educational purposes or in conjunction with religious services, for national celebrations or public holidays, or for other noncommercial purposes, between the hours of 7:00 a.m. and 10:00 p.m., and for a period not to exceed 90 seconds' duration in any one hour.
- (4) Sound made to alert persons to the existence of an emergency, danger, or attempted crime, including sound made by stationary safety signals and warning devices.
- (5) Noise resulting from the provision of essential services.
- (6) Noise resulting from emergency work necessary to restore property to a safe condition following a fire, accident or natural disaster, or to protect persons or property from an imminent danger.
- (7) Noise sources associated with the construction, repair, remodeling or grading of any real property, between the hours of 6:00 a.m. and 10:00 p.m., provided that all necessary permits have been obtained from the city and the permits are currently in effect.
- (8) Noise sources associated with lawn maintenance equipment when it is functioning within manufacturer's specifications and with all mufflers and noise reduction equipment in use and in proper operating condition, between the hours of 7:00 a.m. and 10:00 p.m.
- (9) Noise created by mechanical devices, apparatus or equipment associated with agricultural operations, provided the operations do not take place between the hours of 10:00 p.m. and 7:00 a.m. of the following day.
- (10) Noise associated with the operation or use, for any noncommercial purpose, of any loudspeaker, sound amplifier, public address system or similar device between the hours of 7:00 a.m. and 10:00 p.m., including the use or operation of mechanical loudspeakers on or from a motor vehicle, only if a permit for the specific activity has been granted by the ~~city commission~~ City Manager or their designee. The ~~city commission~~ City Manager or their designee shall cause such a permit to issue under circumstances and subject to conditions as follows:
 - a. The ~~city commission~~ City Manager or their designee finds that the applicant has a noncommercial message that cannot be effectively communicated to the public by any other means of communication available;
 - b. The applicant will limit the use of the loudspeakers to times, locations and sound levels which will not unreasonably disturb the public peace, as

determined by the city ~~commission~~ City Manager or their designee; and

- c. The applicant will not use the equipment in residential areas between the hours of 10:00 p.m. and 7:00 a.m. of the following day.

(11) Use of fireworks in compliance with State law and Chapter 135 of the St. Johns Code of Ordinances.

(12) Noise associated with any activity to the extent that regulation of the activity has been preempted by state or federal law. ~~convenience renders it impossible to perform such work during the day.~~

SECTION 5. Amendment to Title IX: General Regulations, Chapter 93: Nuisances. Title IX, Chapter 93 is amended to add new Section 93.24 to read as follows:

“93.24 EVALUATION OF NOISE LEVEL LIMITS.

It is the intent of the city to periodically reevaluate the noise level limits and other standards contained in this article, and, if it is determined to be appropriate, to adjust such standards either upward or downward in light of future possible advances in technology or the state of the art.”

SECTION 6. Amendment to Title IX: General Regulations, Chapter 93: Nuisances. Title IX, Chapter 93 is amended to add new Section 93.25 to read as follows:

“93.25 VIOLATION OF ARTICLE; MUNICIPAL CIVIL INFRACTION

(1) A person who violates any provision of this division (article IV, division 1) is responsible for a municipal civil infraction, subject to payment of a civil fine in the amount provided by this section, plus costs and other sanctions, for each infraction.

(1) An alleged violation shall be investigated by the St. Johns Police Department and/or the St. Johns Code Enforcement Officer. The investigator shall use a decibel meter to determine the loudest observed noise, and, if that noise is in excess of Section 93.22 and otherwise in violation of this Ordinance, it shall be considered to be in violation.

(2) For violations where the source of noise is associated with a residential activity (regardless of the character of the receiving land use), the amount of the civil fine shall be no less than \$10.00 set and revised annually by the City Manager or their designee. Repeat offenses under this subsection shall be subject to increased fines as provided by section 1-11(c)(2) of this Code, except that the increased fine for a repeat offense shall be as follows: as set and revised annually by the City Manager or their designee.

a. — The fine for any offense which is a first repeat offense shall be no less than \$20.00, plus costs.

b. — The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be no less than \$50.00, plus costs.

(a) For violations where the source of noise is associated with a

commercial or industrial activity (regardless of the character of the receiving land use), the amount of the civil fine shall be ~~no less than \$50.00~~ set and revised annually by the City Manager or their designee. Repeat offenses under this subsection shall be subject to increased fines as provided by section 1- 11(c)(2) of this Code. No provision of this article shall be construed to impair any common law or statutory cause of action or legal remedy of any person for injury or damage arising from any violation of this article or from other law.

(b) If there is any evidence of retaliation by any offender against any complainant or witness, the evidence shall be communicated to the district court. When sentencing any violator, the district court shall first examine the evidence of retaliation, and if acts of retaliation shall be shown, shall consider the acts and sentence the violator accordingly.”

SECTION 7. 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 8. 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 9. 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 10. 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.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

As the City Clerk of the City of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of an ordinance adopted by the St. Johns City Commission at a regular meeting held on _____, 2024.

Scott Dzurka, Mayor _____

Mindy J. Seavey, Clerk _____

**CITY OF ST. JOHNS
RESOLUTION #2-2025**

RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND TITLE IX: GENERAL REGULATIONS, CHAPTER 93: NUISANCES OF THE CITY OF ST. JOHNS CODE OF ORDINANCES REGARDING NOISE CONTROL

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 27th day of January, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, the City of St. Johns (“City”) has previously adopted an ordinance identifying and regulating excessive noise nuisance violations within the city limits; and

WHEREAS, the City now desires to amend Title IX (*General Regulations*), Chapter 93 (*Nuisances*) of the Code of Ordinances of the City of St. Johns, to allow the City to establish clear and objective metrics for noise violations based on the zoning district where the noise is emanating from and the activity generating the noise; and

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

WHEREAS, pursuant to Section 5 of the Charter, at its meeting on January 27, 2025, the City desires to introduce Ordinance No._____, An Ordinance to Amend Title IX: General Regulations, Chapter 93: Nuisances (“Ordinance”); and

WHEREAS, the City now desires to introduce the Ordinance.

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

1. The City introduces Ordinance No._____, An Ordinance An Ordinance to Amend Title IX: General Regulations, Chapter 93: Nuisances.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____
NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 27th day of January, 2025.

Mindy Seavey, City Clerk

**CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025**

Department: Assessing	Attachments:	Submitted to CA for Review
Subject: <i>Board of Review – 2025 Poverty Exemption Guidelines</i>	[X] <i>Resolution #3-2025</i> [X] <i>Bulletin 17 of 2024</i>	[X] [X]
Prepared by: Brianna Hardaker, Assessor	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: Pursuant to MCL 211.7u - local governing bodies are required to adopt guidelines (yearly) that set income (and asset test) levels for their poverty exemption guidelines. The City of St. Johns guidelines are based on Bulletin 17 of 2024 -Procedural Changes for 2025 that is attached to this RCA for reference.

BACKGROUND/DISCUSSION: If the resolutions are not passed, our Assessing Board of Review (BOR) will have no authority to approve or deny poverty exemption requests for 2025.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: The City of St. Johns BOR does receive payment for each BOR meeting. They are currently paid in a lump sum of \$150.00 for the March, July, and December meeting. This is budgeted for in the 2024/25 budget.

RECOMMENDATION: It is recommended that the City Commission adopt the 2025 poverty exemption guidelines via Resolution #3-2025.

City of St. Johns
Resolution No. 3-2025

CITY HOUSEHOLD INCOME & ASSET STANDARDS TO ELIGIBLE FOR A
POVERTY EXEMPTION

MOTION BY: _____ SUPPORTED BY: _____ TO ADOPT
THE FOLLOWING RESOLUTION:

THE CITY HAS ADOPTED THE FOLLOWING STANDARDS FOR THE **2025** YEAR

Whereas, the adoption of guidelines for poverty exemptions is required of the Board;
and

Whereas, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u) as amended by PA 620 of 2002; and

Whereas, pursuant to PA390 of 1994 (MCL 211.7u) as amended by PA 620 of 2002, The City of St. Johns, Clinton County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all of the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all person residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year. Pursuant to PA135 of 2012 an affidavit (Treasury Form 4988) shall be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year of in the immediately preceding year (this does not include the owner of the property who is filing for the exemption).
- 3) File a claim reporting that the combined assets of all persons do not exceed 25% of the current Federal Guidelines. Assets include but are not limited to, real estate other than principal residence, personal property, motor vehicles other than one per licensed driver in household, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bond, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.

- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the poverty income guidelines as defined below.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.
- 8) The City of St. Johns, Clinton County adopts the following income eligibility guidelines. The annual allowable income includes income from all persons residing in the principal residence.

2025 POVERTY GUIDELINES

SIZE OF FAMILY	POVERTY GUIDELINE
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720
For each additional person, add:	\$5,380

THE ASSET THRESHOLD FOR THE CITY IS \$25,000 FOR ONE PERSON LIVING IN THE HOUSEHOLD AND \$35,000 FOR TWO OR MORE PEOPLE LIVING IN THE HOUSEHOLD.

EXAMPLES OF ASSETS ARE (THIS IS NOT AN EXHAUSTIVE LIST):

- * A second home, land, vehicles (larger than the "footprint" of the home)
- * Recreational vehicles such as campers, boats and ATVs
- * Buildings other than the primary residence
- * Jewelry, artwork, antiques
- * Bank accounts (over \$5,000) or stocks
- * Money received from the sale of property, stocks, bonds, car, or house
- * Gifts, loans, lump-sum inheritances
- * Federal non-cash benefits program such as Medicare, Medicaid, and food stamps

If a person claiming poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted.

THE VOTE IN FAVOR OF THE RESOLUTION BEING AS FOLLOWS:

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED. Dated: _____

As the City Clerk for the city of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of a resolution adopted by the St. Johns City Council at its regular meeting on _____, 2025.

Mindy J. Seavey, St. Johns City Clerk

Dated: _____

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STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

Bulletin 17 of 2024
November 19, 2024
Procedural Changes for 2025

TO: Assessing Officers and County Equalization Directors
FROM: Michigan State Tax Commission
SUBJECT: Procedural Changes for the 2025 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2025 assessment year. Additional guidance may be issued later if any pending legislation is enacted by the end of the year.

A. Inflation Rate Used in the 2025 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2025 Capped Value Formula is 1.031.

The 2025 Capped Value Formula is as follows:

$$\text{2025 CAPPED VALUE} = (\text{2024 Taxable Value} - \text{LOSSES}) \times 1.031 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.031 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2025

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$24,860 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$24,860. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2025 assessments:

Size of Family Unit	Poverty Guidelines
1	\$15,060
2	\$20,440
3	\$25,820

Size of Family Unit	Poverty Guidelines
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720
For each additional person	\$5,380

Note: MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 22 of 2023 for more information on poverty exemptions.

Note: MCL 211.7u allows an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the owner of the property who is filing for the exemption.

C. Sales Studies

Equalization study dates are as follows for 2025 equalization:

- Two Year Study: April 1, two years prior through March 31, current year
- Single Year Study: October 1, preceding year through September 30, current year

For 2024 studies for 2025 equalization the dates are as follows:

- Two Year Study: April 1, 2022 through March 31, 2024
- Single Year Study: October 1, 2023 through September 30, 2024

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two-year studies applies to all real property classifications.

D. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the current use of the property **and not** highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Public Act 660 of 2018 Training Requirements

Required Training: Assessors and Support Staff

PA 660 states that local units must ensure that support staff is sufficiently trained to respond to taxpayer inquiries. PA 660 also states that local units must require that assessors maintain their certification levels. Support staff is all non-certified staff that are involved in the development of the assessment roll, including field work, and any individual that may supply information from the assessment roll to the public. Certified staff members are required to meet annual continuing education requirements.

The State Tax Commission adopted the following requirements for support staff training at the October 20, 2020 meeting:

1. **Certified Support Staff:** Support staff who are certified will be required to complete their annual continuing education requirements to satisfy this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.
2. **Uncertified Support Staff:** Beginning in 2022, uncertified support staff will be required to complete training at least once every two years on key updates to assessing to meet this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

Required Training: Board of Review members

PA 660 states that local units **must require** that its board of review members receive board of review training and updates required and approved by the State Tax Commission. Checking to ensure that board of review members are trained is now required as part of the audit of the local unit starting in 2023.

The State Tax Commission has determined that beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement.

This training will be offered by the State Tax Commission, or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records. Board of Review members will need to make sure they receive proof of completion and that it is provided to the local unit so it can be properly maintained and provided during the audit.

F. Tax Tribunal Reminders

The Tax Tribunal Rules were updated on September 29, 2023. Summaries of the changes are in the Tribunal's November 3, 2022 and October 10, 2023 newsletters.

Assessors representing their local unit in Tax Tribunal hearings need to submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the property record card must be for the year(s) being appealed. The complete property record card, including all calculations should be provided; do not submit a property record card that states "calculations too long" and then fail to include the additional calculations. Also, it is important to submit the studies prepared that support the economic condition factor and land value on the record card. Assessors should also be able to explain at the Tax Tribunal hearing how the value shown on the property record card was calculated.

The Tax Tribunal asks that assessors include copies of the adopted local unit poverty guidelines/resolutions, Economic Condition Factor studies, and land values studies (when applicable) when submitting documents for Small Claims hearings.

Assessors are also reminded that any change in contact information, including a change in email address, must be submitted to the Tax Tribunal to ensure that all case notifications are received.

More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at www.michigan.gov/taxtribunal.

G. Disabled Veterans Exemption Changes

Public Acts 150, 151, and 152 of 2023 were signed by the Governor on October 19, 2023. The Acts remove the authority of the Boards of Review to review and approve disabled veterans exemptions. All applications for a disabled veterans exemption are to be reviewed and approved or denied by the assessor. **Assessors should not take 2025 disabled veterans exemption applications to the Board of Review.**

A disabled veteran or an unremarried surviving spouse must file the application to claim the exemption for 2025 after January 1 and before December 31. Assessors should timely review the applications and approve the exemption or issue a written denial.

Under MCL 211.7c, a disabled veterans exemption granted as to taxes levied on or after January 1, 2025 remains in effect, without subsequent reapplication, until rescinded by the disabled veteran or unremarried surviving spouse or denied by the assessor.

See Bulletin 19 of 2023 and the Disabled Veterans Exemption Q&A for more information.

H. Qualified Heavy Equipment Rental Personal Property Exemption

MCL 211.9p provides an exemption for qualified heavy equipment rental personal property beginning December 31, 2022. This exemption is not mandatory and may be claimed at the option of the qualified renter. Once qualified for the QHERPP exemption under MCL 211.9p, qualifying personal property will be exempt from ad valorem taxes and instead pay the specific tax as provided by Public Act 35 of 2022 (MCL 211.1121 - 211.1133).

Qualified heavy equipment rental personal property (QHERPP) is defined in MCL 211.9p(8)(f) as any construction, earthmoving, or industrial equipment that is mobile and rented to customers by a qualified renter, including attachments or other ancillary equipment for that equipment. Qualified heavy equipment rental personal property does not include handheld tools or equipment solely designed for industry-specific uses in oil and gas exploration, mining, or forestry.

The exemption must be claimed annually with the assessor by February 20 (postmark is acceptable) by filing Form 5819 *Qualified Heavy Equipment Rental Personal Property Exemption Claim* and a statement prescribed by the Department of Treasury of all QHERPP located at and/or rented from the qualified renter business location. If the statement is not delivered to the assessor by February 20, a late application can be filed directly with the March Board of Review where the qualified renter business is located.

Assessors are statutorily required to transmit a copy of the claim form, indicating whether the claim was approved or denied, and any other required parcel information to the Department of Treasury no later than April 1 each year. The information must be submitted electronically by emailing to Treas-QHERPP@michigan.gov

More information is available in Bulletin 18 of 2022.

I. Small Business Taxpayer Personal Property Tax Exemption

Public Act 150 of 2021 was signed by the Governor on December 23, 2021. The Act amended the Small Business Taxpayer Personal Property Tax Exemption (MCL 211.9o) to increase the combined true cash value limit for “eligible personal property” in a local unit from \$80,000 to \$180,000 beginning in 2023. The exemption is required to be claimed with the local unit (city or township where the property is located) by February 20, 2025 (postmark is acceptable) by submitting the completed Form 5076 *Small Business Property Tax Exemption Claim Under MCL 211.9o*. Late filed forms may be filed directly with the 2024 March Board of Review prior to the closure of the March Board.

Personal Property Valued Less Than \$80,000

To claim an exemption for personal property valued less than \$80,000, Form 5076 must be filed with the local unit (City or Township) where the personal property is located no later than February 20, 2025 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review. Taxpayers must contact the local unit directly to determine the March Board of Review dates.

Once the exemption is granted for personal property valued at less than \$80,000, the taxpayer will continue to receive the exemption until they no longer qualify for the exemption. Once they no longer qualify, the taxpayer is required to file a rescission form and a personal property statement no later than February 20 of the year that the property is no longer eligible. Failure to file the rescission form will result in significant penalty and interest as prescribed in MCL 211.9o.

Personal Property Valued Greater than or Equal to \$80,000 but Less than \$180,000

To claim an exemption for personal property valued at \$80,000 or more but less than \$180,000, Form 5076 **along with** Form 632 *Personal Property Statement* must be filed **ANNUALLY** with the local unit (City or Township) where the personal property is located no later than February 20, 2025 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review.

Assessors are statutorily required to transmit the information contained in both Form 5076 and Form 632 *Personal Property Statement* and any other required parcel information to the Department of Treasury no later than April 1 each year.

J. EMPP and ESA Reminders

Beginning in 2024, parcels that received the EMPP exemption in the immediately preceding year carry forward the exemption in each subsequent year until the property becomes ineligible for the exemption. A Combined Document (Form 5278) needs to be filed to claim the EMPP exemption only on those parcels that did not receive the EMPP exemption in the immediately preceding year. Taxpayers will report the addition or removal of exempt property from their parcel on their ESA Statement filed electronically with the Department of Treasury through the Michigan Treasury Online (MTO) system.

Taxpayers may request the removal of the EMPP exemption on a parcel for the current year, by filing Form 5277 with the assessor in which the parcel is reported by February 20, 2025. Assessors should report receipt of any Form 5277 in their CAMA software.

If a parcel is transferred to a new taxpayer, it is necessary for the previous owner to file Form 5277 to rescind the parcel under their FEIN and the new owner to file Form 5278 to claim the EMPP under their FEIN.

At times, taxpayers attempt to add a parcel to their ESA Statement that was not previously reported to the Department of Treasury. In these cases, the ESA Section will reach out to the assessor to ask if a Combined Document (Form 5278) was filed for the parcel and, if it was, request a copy of the Form. ESA Staff will also ask for a letter confirming that the EMPP exemption was claimed properly and that the failure to transmit the information to the Department of Treasury was not the fault of the taxpayer. These letters are not used to incriminate an assessor who made a mistake, but rather to add to Treasury files to document why a parcel was added to an ESA Statement after the statement was generated on May 1.

The ESA Section has received consent judgments entered by the Michigan Tax Tribunal for stipulated agreements between EMPP claimants and the local units in which they have personal property. It is extremely important that any stipulated agreement filed with the Michigan Tax Tribunal indicates that the personal property reported on the parcel meets the definition of “eligible manufacturing personal property,” identifies which eligible manufacturing personal property qualifies for the exemption under MCL 211.9m and MCL 211.9n and directs the Department of Treasury to generate an ESA statement so that the taxpayer may pay ESA on the exempt personal property. Assessors are advised to contact the ESA Section for a list of previous dockets that contained the appropriate requirements.

More information is available in the Assessors Guide to EMPP and ESA available online at www.michigan.gov/propertytaxexemptions.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

K. Omitted or Incorrectly Reported Property (MCL 211.154)

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a 154 petition requests a change for 2023 and 2024, the property record card for 2023 and the property record card for 2024 should be submitted. In addition, assessors must submit the calculations and documents needed to understand the reasons for the change and the amount of the requested change in the assessment and taxable values.

For 154 petitions involving removal of personal property, staff may request verification that the assessor inspected the personal property location or otherwise confirmed that the personal property was disposed of and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor’s communication with the taxpayer to confirm that personal property was reported in the new location.

Questions can be directed to the staff at Treas-154petitions@michigan.gov. Additional information, including Bulletin 2 of 2018 and copies of the approved forms, are available online at www.michigan.gov/154petitions.

L. Authority of July and December Boards of Review

Assessors are reminded that the July and December Boards of Review may only act on matters described in MCL 211.53b or expressly permitted by other statutes. This includes qualified errors listed in MCL 211.53b(6), and appeals related to poverty exemptions, qualified agricultural property exemptions, and qualified forest property exemptions.

In addition, other statutes, such as MCL 211.7ss related to the eligible development property exemption provide authority for the July and December Board of Review to take action.

Assessors should carefully review the Board of Review Q&A and Bulletins 21 of 2023 and 24 of 2023 to ensure their Boards of Review are acting within their statutory authorities.

Assessors should not be requesting that the July or December Boards of Review take action outside of the limited authority provided in MCL 211.53b.

Beginning July 11, 2022, **the July and December Board of Review have no authority to grant a PRE**. Assessors are asked to ensure that the July and December Boards of Review does not take action related to PRE claims.

Beginning October 19, 2023, assessors were granted the authority to grant timely filed Disabled Veterans Exemptions, thus nullifying the need to take Disabled Veteran Exemption applications to the Board of Review. PA 152 of 2023 clarified the definition of “qualified errors” as it relates to the July and December Board of Review authority for granting Disabled Veteran Exemptions as a “qualified error”.

M. 2025 State Tax Commission Updates Class

At the August 20, 2024 State Tax Commission meeting, the recommendations of the Education and Certification Committee were approved.

To recertify for 2026 MCAT (Michigan Certified Assessing Technicians) must complete four (4) hours of continuing education (November 1, 2024 – October 31, 2025). To meet the required four (4) hours of continuing education, Technicians have the option to complete the 2025 STC Updates course, any continuing education course approved by the STC, or an STC online continuing education course of their choice (**excluding** the *Learning the HP12C Calculator* course) offered through the STC Online Education Portal. Any individual certified at the MCAT level who wishes to expand their knowledge of assessment may take additional approved assessment administration courses during the same renewal period. However, courses taken beyond the four (4)

hours will not be entered into the Commission's online MiSuite System and will not count toward education credit for recertification purposes.

To recertify for 2026, MCAO, MAAO and MMAO assessors must complete the 2025 State Tax Commission Updates Course ***in addition to the 16 hours of continuing education***. The 2025 State Tax Commission Updates Course can be completed in-person or through the STC Online Education Portal.

This class will be available both in-person at various locations across the state and online through the State Tax Commission Online Education Portal at <https://coned.mi-stc.org>. The dates and locations for the in-person classes will be posted to the State Tax Commission website.

2026 Online Education Portal and MiSUITE Login

STC Online Education Portal

The State Tax Commission offers a variety of online classes, available free of charge, that provide continuing education credit. The online classes can be accessed at <https://coned.mi-stc.org>. This site is only available to Michigan certified assessors and technicians. If you have an issue with your log in credentials, especially password resets, email Treas-MiSuitehelp@michigan.gov. If you require a password reset, **do not use the Forgotten Your Username or Password link on the page**. Instead, send an email to the State Tax Commission and staff will manually reset your password.

You must complete all requirements of the online course before you will receive your certificate of completion for the course. If a certificate is not emailed to you, then you likely did not complete one or more of the course requirements. The requirements that must be completed are listed at the top of each course and as you complete each one, they will be removed from the list.

Once you have received your certificate, you are responsible for uploading it into the MiSUITE platform to receive the continuing education credit for the course.

MiSUITE

Passwords expire after 90 days. If your password is expired, you will automatically be redirected to an Update Password page upon attempting to log in. Simply create a new password, confirm that password, and click "update."

You can access MiSUITE by going to <https://sso.misuite.app>

Assessors can check continuing education hours by logging into the MiSUITE system and checking your profile page. Total hours remaining to be completed are listed on the profile page in MiSUITE as well as the completed classes that have been properly logged into the system.

Assessors are responsible for logging their own continuing education hours in MiSUITE. When logging credit, be sure to pick the correct course, date, location, and upload proof of attendance.

If you have any questions, concerns, or need further assistance, please email Treas-MiSUITEHelp@michigan.gov.

**CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025**

Department: Community Development	Attachments:	Submitted to CA for Review
Subject: <i>Landscape Standards Amendments recommended by Planning Commission</i>	<input checked="" type="checkbox"/> Landscape Standards Amendments (Redline) <input checked="" type="checkbox"/> Landscape Standards – Resolution for Introduction <input checked="" type="checkbox"/> Landscape Standards – Ordinance	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Prepared by: Christopher Khorey, AICP, McKenna	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At the request of City Manager Chad Gamble, the Planning Commission has developed and recommended amendments to Ordinance 155.295-303, which contains the City’s landscape standards. The amendments are intended to correct deficiencies with the current ordinance.

BACKGROUND/DISCUSSION: The new ordinance proposes requirements for buffer walls and plantings according to the zoning of the adjacent parcels. Additionally, requirements creating unrealistically high requirements were eliminated to ease difficulty of compliance, and a summary table clearly listing landscaping area requirements based on total ground floor square of footage of proposed principal structure was added.

STRATEGIC PLAN OBJECTIVE: Master Plan Sustainability and Environmental Preservation Goal #1 states: “Integrate natural features into site development while cleaning up existing contamination to protect the quality of nature in urban areas.” The suggested enhancements and modifications to the landscape standards further this goal.

FISCAL IMPACT: Fiscal impact is anticipated to be minimal, though Staff hopes for some cost savings on code enforcement from the new Ordinance.

RECOMMENDATION: Staff requests that the City Commission adopt the resolution to introduce amendments recommended by the Planning Commission to amend the ordinance related to landscape standards.

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, as described in Section 155.276. 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~~ approving body for a Site Plan Approval as described in Section 155.276 (Zoning Administrator, Site Plan Review Committee, or Planning Commission) may also determine that ~~dimensional-existing~~ conditions ~~unique to~~ the parcel would prevent development of required buffer zones, ~~off street parking area~~, landscaping or green belts, without causing negative impacts on neighboring properties. If such a determination is made, the ~~City approving body 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. Parking lot screening requirements in Section 155.297 shall be met in all applicable situations, regardless of Zoning District. Plantings shall meet the standards described in Section 155.297.B. Walls shall meet the standards described in § 155.297(~~D~~E), and berms those of § 155.297(~~E~~F). Buffers that utilize a combination of plant materials, berms, and walls shall be encouraged.

TABLE 10-1

		District of Subject Parcel				
		<u>R-1, R-2, R-3, R-MH</u>	<u>CBD, MC, P, T</u>	<u>MU</u>	<u>GC, O</u>	<u>I-1, I-2</u>
<u>District of Adjacent Parcel</u>	<u>R-1, R-2, R-3, R-MH</u>	No Required Buffer Zone.	Buffer Plantings (Subsection B) OR Buffer Wall (Subsection E) Buffer Wall (Subsection D)	Buffer Plantings (Subsection B) OR Buffer Wall (Subsection E)	Buffer Plantings (Subsection B) OR Buffer Wall (Subsection E)	Buffer Plantings (Subsection B) AND Buffer Berm (Subsection F) Approving Body may approve Buffer Wall in lieu of Berm.
	<u>MU</u>	No Required Buffer Zone.	Buffer Wall (Subsection E)	Buffer Plantings (Subsection B)	Buffer Plantings (Subsection B) OR	Buffer Plantings (Subsection B) OR

					<u>Buffer Wall (Subsection ED)</u>	<u>Buffer Wall (Subsection ED)</u>
	<u>CBD, MC, P, T</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>Buffer Plantings (Subsection B) OR Buffer Wall (Subsection ED)</u>
	<u>GC, O</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>Buffer Plantings (Subsection B)</u>
	<u>I-1, I-2</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>

Buffering Requirements

Subject Site

Buffering Requirements from Adjacent Sites

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

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

(BC) 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~~ Site Plan Approving Body may require additional landscaping to screen parking lots access drives, loading zones, outdoor display areas, storage yards, or accessory structures.

(CD) 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.~~

Commented [CK1]: Duplicative with other requirements, creating unrealistically high requirements.

(21) 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.

(32) 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.

(ED) 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.

(EF) Buffer 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.

~~(A) The following standards apply to Parking lots developments which that exceed 16 spaces shall be landscaped with one tree per 8 spaces, subject to the requirements of this section.:~~

TABLE 10-3 Parking Lot Trees

ZONING DISTRICT

Number of parking spaces

Multiple Family, Commercial and Industrial

1 canopy tree per 8 spaces

~~(AB)~~ 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.

~~(BC)~~ 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.

Commented [CK2]: Removing this to allow flexibility when necessary.

(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.~~STREET FRONTAGE LANDSCAPING.

The intent of ~~the green belt~~street frontage landscaping 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~~approving body 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. The approving body may waive this requirement for roadways where City streetscape has been installed.

(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 approving body~~ 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:~~

~~—TABLE 10-4~~

~~—Preserved Tree Credit~~

~~Preserved Tree Caliper* (Inches)~~

~~Number of Trees to be Credited~~

~~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.~~

~~(FE) 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.~~

~~(GE) 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 r~~

Commented [CK3]: Remove this and allow any trees over 2 inches caliper to count towards requirements.

Commented [CK4]: Remove this and allow as many trees as qualify to count towards requirements.

~~review, may determine existing landscaping or screening intended to be preserved would provide comparable required landscaping, buffering or screening.~~

(1G) After a site plan is approved, special permission by the City-Planning 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:

TABLE 10-5
Landscaping Around Principle Structures

Principal Structure

% Area of Required Landscape Based on Total Ground Floor Square Footage of Proposed Principal Structure

District of Subject Parcel						
<u>R-1, R-2, R-MH</u>	<u>R-3</u>	<u>CBD</u>	<u>MC, P, T</u>	<u>MU</u>	<u>GC, O</u>	<u>I-1, I-2</u>
<u>0%</u>	<u>Buildings with More than 4 Dwelling Units: 15%</u> <u>Buildings with 4 or Fewer Dwelling Units: 0%</u>	<u>0%</u>	<u>10%</u>	<u>10%</u>	<u>10%</u>	<u>5%</u>

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)~~

Commented [CK5]: Remove this and replace with more flexibility for approving body.

**CITY OF ST. JOHNS
RESOLUTION #4-2025**

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND CHAPTER 155 OF
THE CITY OF ST. JOHNS CODE OF ORDINANCES
REGARDING LANDSCAPE STANDARDS**

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 27th day of January, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, MCL 125.3101 *et seq.*, as amended (“MZEA”), the City has the authority to regulate the use of land within the City; and

WHEREAS, the City desires to regulate landscaping standards within the City by amending Section 155.294 through Section 155.304 of Title XV (Land Usage) of the City’s Code of Ordinances; and

WHEREAS, upon giving notice in accordance with the MZEA, the City Planning Commission held a public hearing to consider the Ordinance; and

WHEREAS, on November 13, 2024, the Planning Commission voted to recommend adoption of the Ordinance to the City Commission;

WHEREAS, the City desires to introduce the Ordinance.

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend Title XV: Land Usage, Chapter 155 of The City Of St. Johns Zoning Code Regarding Landscape Standards.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 27th day of January, 2025.

88044:00001:201038945-1

**CITY OF ST. JOHNS
ORDINANCE NO. _____**

**AN ORDINANCE TO AMEND TITLE XV: LAND USAGE, CHAPTER 155: ZONING
CODE REGARDING LANDSCAPE STANDARDS**

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amendment to Title XV: Land Usage, Chapter 155: Zoning Code—Landscape Standards. The City amends Title XV, Chapter 155 regarding Landscape Standards to read as follows:

“§ 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.

§ 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, as described in Section 155.276. 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~~ approving body for a Site Plan Approval as described in Section 155.276 (Zoning Administrator, Site Plan Review Committee, or Planning Commission) may also determine that ~~dimensional-existing~~ conditions ~~unique to~~ of the parcel would prevent development of required buffer zones, ~~off street parking area~~, landscaping or green belts, without causing negative impacts on neighboring properties. If such a determination is made, the ~~City approving body 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.

§ 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. Parking lot screening requirements in Section 155.297 shall be met in all applicable situations, regardless of Zoning District. Plantings shall meet the standards described in Section 155.297.B. ~~W~~alls shall meet the standards described in § 155.297(~~DE~~), and berms those of § 155.297(~~EF~~). Buffers that utilize a combination of plant materials, berms, and walls shall be encouraged.

TABLE 10-1

		<u>District of Subject Parcel</u>				
		<u>R-1, R-2, R-3, R-MH</u>	<u>CBD, MC, P, T</u>	<u>MU</u>	<u>GC, O</u>	<u>I-1, I-2</u>
<u>District of Adjacent Parcel</u>	<u>R-1, R-2, R-3, R-MH</u>	No Required Buffer Zone.	<u>Buffer Plantings (Subsection B)</u> OR <u>Buffer Wall (Subsection E)</u> <u>Buffer Wall (Subsection D)</u>	<u>Buffer Plantings (Subsection B)</u> OR <u>Buffer Wall (Subsection ED)</u>	<u>Buffer Plantings (Subsection B)</u> OR <u>Buffer Wall (Subsection ED)</u>	<u>Buffer Plantings (Subsection B)</u> AND <u>Buffer Berm (Subsection F)</u> <u>Approving Body may approve Buffer Wall in lieu of Berm.</u>
	<u>MU</u>	No Required Buffer Zone.	<u>Buffer Wall (Subsection ED)</u>	<u>Buffer Plantings (Subsection B)</u>	<u>Buffer Plantings (Subsection B)</u> OR <u>Buffer Wall (Subsection ED)</u>	<u>Buffer Plantings (Subsection B)</u> OR <u>Buffer Wall (Subsection ED)</u>

	<u>CBD, MC, P, T</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>Buffer Plantings (Subsection B)</u> <u>OR</u> <u>Buffer Wall (Subsection ED)</u>
	<u>GC, O</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>Buffer Plantings (Subsection B)</u>
	<u>I-1, I-2</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>	<u>No Required Buffer Zone.</u>

Buffering Requirements

Subject Site

Buffering Requirements from Adjacent Sites

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

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

(BC) 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 Site Plan Approving Body may require additional landscaping to screen parking lots access drives, loading zones, outdoor display areas, storage yards, or accessory structures.

(~~CD~~) 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~~1) 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~~2) 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.

(~~ED~~) 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.

(~~EF~~) Buffer 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 an 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.

§ 155.298 REQUIRED PARKING LOT TREES AND PARKING LOT ISLANDS.

~~(A) The following standards apply to Parking lots developments which that exceed 16 spaces shall be landscaped with one tree per 8 spaces, subject to the requirements of this section. :~~

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

~~(AB) 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.

~~(BC) 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.

§ 155.299 ~~GREEN BELTS REQUIRED ALONG AND WITHIN RIGHT OF WAY-STREET FRONTAGE LANDSCAPING.~~

The intent of ~~the green belt~~street frontage landscaping 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~~approving body 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. The approving body may waive this requirement for roadways where City streetscape has been installed.

(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.

§ 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.

§ 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~~approving body 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:~~

~~—TABLE 10-4~~

~~—Preserved Tree Credit~~

~~Preserved Tree Caliper* (Inches)~~

~~Number of Trees to be Credited~~

~~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.~~

~~(FE)~~ 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.

~~(GF)~~ 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.

~~(IG)~~ After a site plan is approved, special permission by the ~~City Planning~~ 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.

§ 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:

TABLE
Landscaping Around Principle Structures

Principal Structure

% Area of Required Landscape Based on Total Ground Floor Square Footage of Proposed Principal Structure

<u>District of Subject Parcel</u>						
<u>R-1, R-2, R-MH</u>	<u>R-3</u>	<u>CBD</u>	<u>MC, P, T</u>	<u>MU</u>	<u>GC, O</u>	<u>I-1, I-2</u>
<u>0%</u>	<u>Buildings with More than 4 Dwelling Units: 15%</u> <u>Buildings with 4 or Fewer Dwelling Units: 0%</u>	<u>0%</u>	<u>10%</u>	<u>10%</u>	<u>10%</u>	<u>5%</u>

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.

§ 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.

~~§ 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.”~~

Section 2. 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 3. 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 4. 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 5. 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.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

As the City Clerk of the City of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of an ordinance introduced by the St. Johns City Commission at a regular meeting held on ____, 2025.

Scott Dzurka, Mayor _____

Mindy J. Seavey, Clerk _____

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025

Department: Community Development	Attachments:	Submitted to CA for Review
Subject: <i>Accessory Structures Zoning Amendments recommended by Planning Commission</i>	<i>[X] Recommended Accessory Structure Zoning Amendments (Redline)</i> <i>[X] Resolution #5-2025</i> <i>[X] Ordinance</i>	<i>[X]</i> <i>[X]</i> <i>[X]</i>
Prepared by: Christopher Khorey, AICP, McKenna	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At the request of City Manager Chad Gamble, the Planning Commission has developed and recommended amendments to Ordinance 155.188-9, which is an ordinance governing building height and accessory buildings. The amendments are intended to correct deficiencies with the current ordinance and to clarify the placement and character of accessory structures.

BACKGROUND/DISCUSSION: The new ordinance simplifies the definition of building height, easing compliance and enforcement, and includes many modifications to accessory structure regulations to preserve residential neighborhood character, even on the periphery of residential districts. Accessory structures are defined as part of the principal structure and expected to comply with the corresponding requirements. Additionally, accessory structures in non-residential districts, if proposed changes are adopted, would now be limited to the height restriction of the zoning district, rather than that of the principal building.

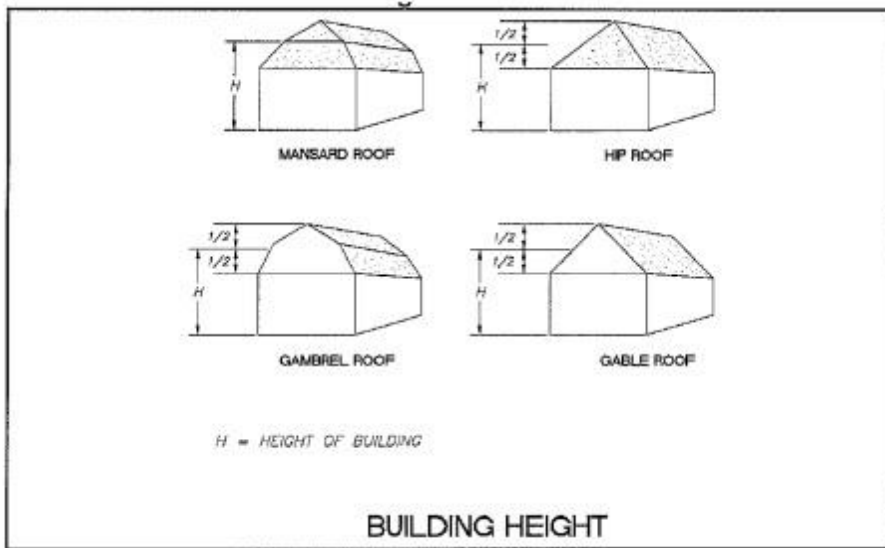
STRATEGIC PLAN OBJECTIVE: Master Plan Neighborhoods Goal #1 States: “Preserve, Protect, and Enhance the Integrity, Economic Viability, and Livability of St. Johns Neighborhoods.” Modifications to the Accessory Structure zoning contribute to this goal.

FISCAL IMPACT: Fiscal impact is anticipated to be minimal, though Staff hopes for some cost savings on code enforcement from the new Ordinance.

RECOMMENDATION: Staff requests that the City Commission adopt the Resolution to Introduce the Ordinance.

BUILDING, HEIGHT OF. The vertical distance measured from the mean elevation of the finished grade line of the ground about the front of the building to the highest point of ~~flat roofs, to the deck line of mansard roofs, or to the mean height between eaves and ridge for gable, hip, and gambrel roofs~~the roof. (See Figure 3-2.)

Figure 3 - 2



§ 155.189 ACCESSORY BUILDINGS AND STRUCTURES - REGULATIONS.

(A) In a front yard. No accessory building shall project into any front yard.

(B) In a side or rear yard. The exterior wall line of a fire-resistant construction of an accessory structure shall not be constructed closer than ~~five~~three feet to any lot line and the roof water runoff of the accessory building shall not be directed to any adjacent property.

(C) On a corner lot. No accessory building shall be closer to the side street lot line than the side yard setback of the principal building on the lot.

(D) Entrance. In no case shall the entrance of a garage be less than 20 feet from a street line.

(E) Distance to principal building. No accessory building shall be nearer than ten feet to a principal building. ~~For the purpose of determining lot coverage and setback, an accessory structure located within ten feet of a main building shall be considered "attached."~~

~~(F) For purposes of this chapter the regulations applicable to accessory buildings shall also apply to any off-street parking space on a residential lot.~~

(~~G~~) All accessory buildings shall be on a permanent foundation.

(G) Accessory buildings may be erected as a part of or connected to the principal building, but in either case accessory buildings are considered a part of the principal building, and all yard and lot coverage requirements for a principal building will be complied with.

~~—(HH) Accessory building setbacks in non-residential districts.~~

~~—(H1) In Non-Residential Districts, Any any part of a detached accessory building shall be at least 60 feet from any front lot line when the any adjoining lot, including lots across the street, is located in a residential district.~~

~~—(2) Accessory buildings may be erected as a part of or connected to the principal building, but in either case accessory buildings are considered a part of the principal building, and all yard requirements for a principal building will be complied with.~~

(I) Principal building required. Accessory structures or buildings may only be constructed on a lot that contains a principal building. No accessory structure or building may be constructed on a lot that does not have a principal building.

(J) Appearance. The exterior facade materials and architectural design of all accessory structures in residential districts shall have a residential character. The overall appearance of the structure shall be in accordance with the purpose of the district where it is located.

(K) ~~Detached and temporary~~ Temporary accessory structures. ~~Detached and temporary~~ Temporary accessory structures that do not require permanent attachment to the ground but have similar characteristics as an accessory structure such as movable carports and playsets shall comply with the requirements for detached accessory buildings.

~~—(L) Lot coverage and setback. Where the accessory structure is attached to a main building, it shall be considered a part of the main building and shall be subject to the area, lot coverage, and setback regulations of this chapter applicable to main buildings. See § 155.170.~~

(M) Height of Attached Accessory Structures. Unless specifically noted herein otherwise, the maximum height for attached accessory structures in all districts shall be the maximum height permitted for principal buildings in the zoning ~~district or the height of the principal structure, whichever is less.~~ district.

(N) Detached aAccessory buildings and structures in residential districts.

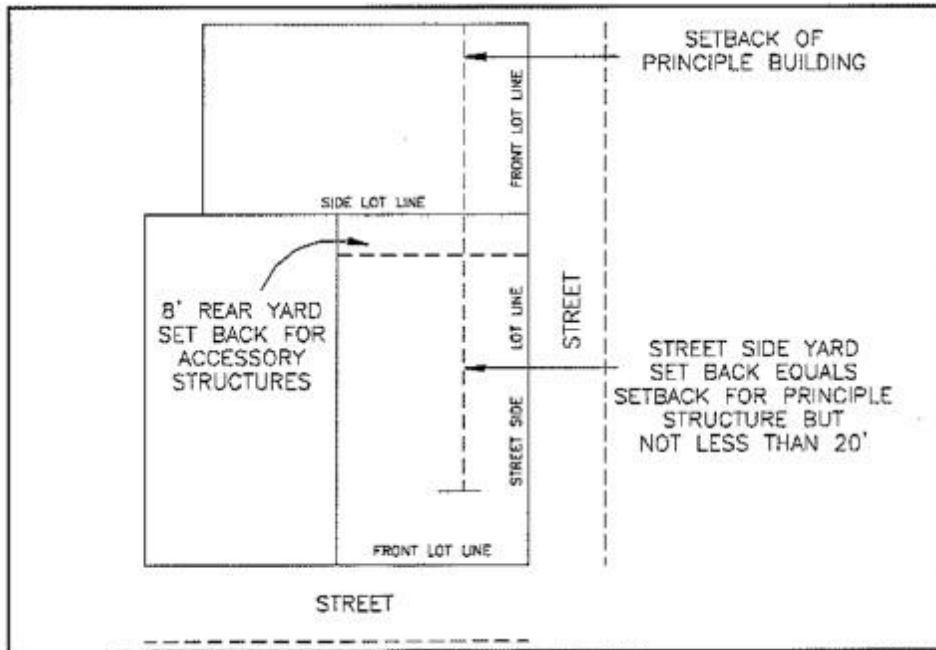
(1) Detached aAccessory buildings shall be erected only in the rear yard area.

(2) Detached Aeessory-accessory buildings in residential districts shall not exceed 16 feet in height and shall be located at least six feet from any other separate structure in residential districts on the same lot and shall not be closer than three feet to any lot line, or five feet from an alley right-of-way line. Structures closer than ten feet to another structure

on the same or adjacent lots must be constructed of fire rated materials as required by the Building Code.

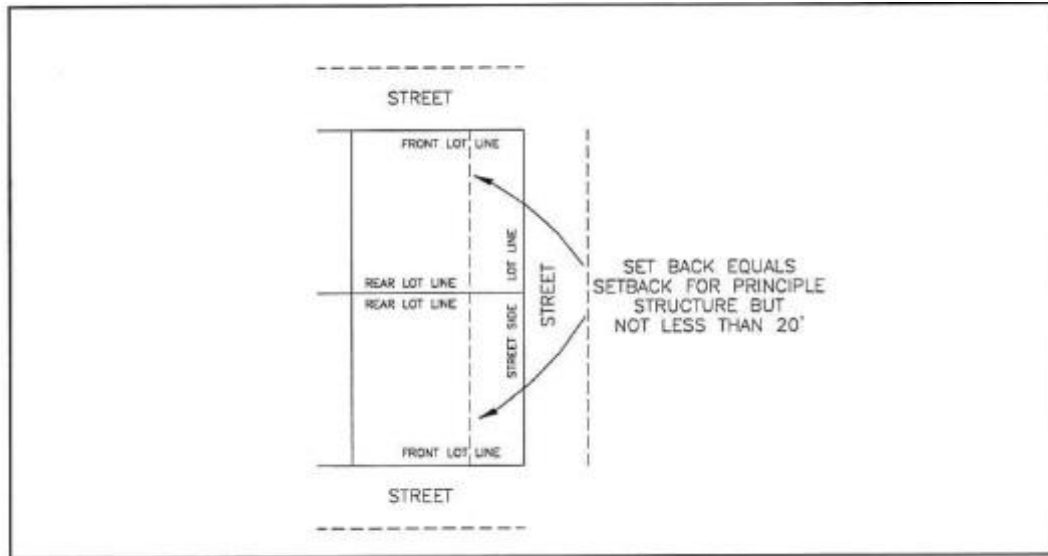
(3) When the rear line of a corner lot abuts the side line of an adjoining lot in a residential district, no accessory building shall be within eight feet of such abutting lot line nor closer to the side street lot line than the front yard setback of the principal building on the adjoining lot, but in no case shall the setback be less than 20 feet. (See Figure 5-1).

Figure 5 - 1



(4) When the rear line of a corner lot abuts the rear line of any other lot or is directly across an alley therefrom, no accessory building shall be closer to the side street lot line of a corner lot than the side street yard setback of the principal building on the corner lot, but in no case shall the setback be less than 20 feet. (See Figure 5-2.)

Figure 5 - 2



(5) Porches, decks, and patios.

(a) Patios or decks constructed "at-grade" may be built within front, side and rear yard setbacks. An at-grade patio shall mean any patio, deck or concrete slab which is constructed at the approved grade level or which is elevated to a height of not more than 18 inches above the approved grade level.

(b) The surface of any attached deck that extends more than eight feet from the face of the building to which it is attached may not be higher than the first floor elevation of the principal structure.

(c) Unenclosed and/or uncovered front porches and stoops may encroach into a required front yard setback area, but in no case may be located closer than 15 feet from the front property line in the R-1 district or closer than ten feet in the R-2/R-3 district. For the purposes of this provision, unenclosed shall mean having no windows or screens.

(d) Porches, decks, patios covered or partially covered by permanent construction shall not project into any perimeter setbacks.

(e) Handicapped access ramps may encroach into the required perimeter setbacks.

(f) Decks and raised patios may be allowed to project not more than 15 feet into the required rear yard setbacks or five feet into the side yard setback, provided that the following conditions are met:

1. The deck or raised patio does not encroach into any easement.
2. The deck or raised patio is not located facing any street, except when located in the rear yard of a double frontage lot.
3. The deck or raised patio is located not less than five feet from any detached accessory building.

4. Any additional structure attached to the deck or raised patio, such as a gazebo, shall be located at least ten feet from the principal residential structure.

5. The deck or raised patio and all other appurtenant facilities shall conform to any applicable codes and ordinances.

(g) All deck hand railings and/or screening shall not be higher than 42 inches above the surface of the deck (excluding support structures for a roofed porch) without approval from the Planning Commission.

(Ord. 616, passed 9-23-2013; Am. Ord. 642, passed 4-23-2018)

**CITY OF ST. JOHNS
RESOLUTION #5-2025**

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND CHAPTER 155 OF
THE CITY OF ST. JOHNS CODE OF ORDINANCES
REGARDING ACCESSORY STRUCTURES**

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 27th day of January, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, MCL 125.3101 *et seq.*, as amended (“MZEA”), the City has the authority to regulate the use of land within the City; and

WHEREAS, the City desires to regulate landscaping standards within the City by amending Section 155.004 and Section 155.189 of Title XV (Land Usage) of the City’s Code of Ordinances; and

WHEREAS, upon giving notice in accordance with the MZEA, the City Planning Commission held a public hearing to consider the Ordinance; and

WHEREAS, on November 13, 2024, the Planning Commission voted to recommend adoption of the Ordinance to the City Commission;

WHEREAS, the City desires to introduce the Ordinance.

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend Title XV: Land Usage, Chapter 155, Section 155.004 and Section 155.189 of The City Of St. Johns Zoning Code Regarding Accessory Structures.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 27th day of January, 2025.

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**CITY OF ST. JOHNS
ORDINANCE NO. _____**

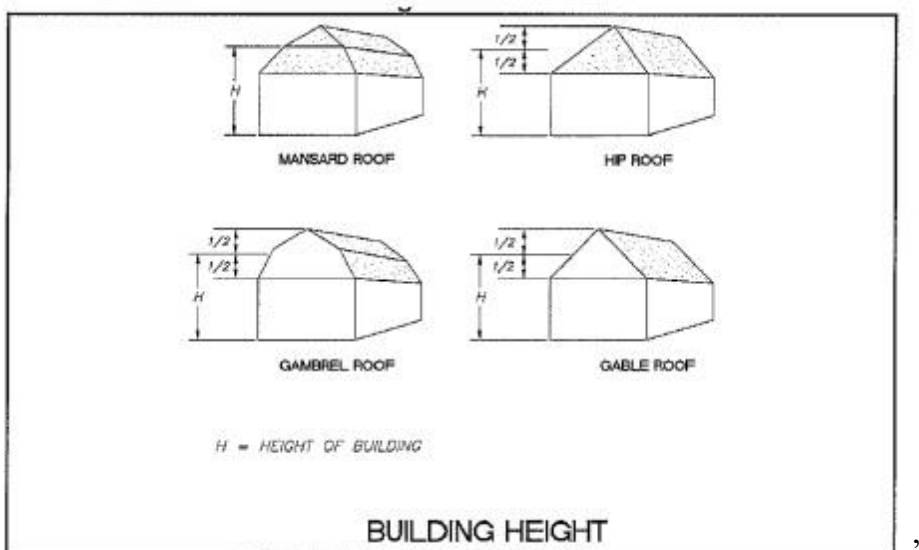
**AN ORDINANCE TO AMEND TITLE XV: LAND USAGE, CHAPTER 155: ZONING
CODE REGARDING ACCESSORY STRUCTURES**

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amendment to Title XV: Land Usage, Chapter 155: Zoning Code—Definitions.
The City amends Title XV, Chapter 155, Section 155.004, in part, to read as follows:

“BUILDING, HEIGHT OF. The vertical distance measured from the mean elevation of the finished grade line of the ground about the front of the building to the highest point of ~~flat roofs, to the deck line of mansard roofs, or to the mean height between eaves and ridge for gable, hip, and gambrel roofs~~ the roof. (See Figure 3-2.)

Figure 3 - 2



Section 2. Amendment to Title XV: Land Usage, Chapter 155: Zoning Code—Supplementary Regulations. The City amends Title XV, Chapter 155, Section 155.189 to read as follows:

“§ 155.189 ACCESSORY BUILDINGS AND STRUCTURES - REGULATIONS.

(A) In a front yard. No accessory building shall project into any front yard.

(B) In a side or rear yard. The exterior wall line of a fire-resistant construction of an accessory structure shall not be constructed closer than five~~three~~ feet to any lot line and the roof water runoff of the accessory building shall not be directed to any adjacent property.

(C) On a corner lot. No accessory building shall be closer to the side street lot line than the side yard setback of the principal building on the lot.

(D) Entrance. In no case shall the entrance of a garage be less than 20 feet from a street line.

(E) Distance to principal building. No accessory building shall be nearer than ten feet to a principal building. ~~For the purpose of determining lot coverage and setback, an accessory structure located within ten feet of a main building shall be considered "attached."~~

~~(F) For purposes of this chapter the regulations applicable to accessory buildings shall also apply to any off-street parking space on a residential lot.~~

(~~G~~) All accessory buildings shall be on a permanent foundation.

~~(G) Accessory buildings may be erected as a part of or connected to the principal building, but in either case accessory buildings are considered a part of the principal building, and all yard and lot coverage requirements for a principal building will be complied with.~~

~~(HH) Accessory building setbacks in non-residential districts.~~

~~(H+) In Non-Residential Districts, Any any part of a detached accessory building shall be at least 60 feet from any front lot line when the any adjoining lot, including lots across the street, is located in a residential district.~~

~~(2) Accessory buildings may be erected as a part of or connected to the principal building, but in either case accessory buildings are considered a part of the principal building, and all yard requirements for a principal building will be complied with.~~

(I) Principal building required. Accessory structures or buildings may only be constructed on a lot that contains a principal building. No accessory structure or building may be constructed on a lot that does not have a principal building.

(J) Appearance. The exterior facade materials and architectural design of all accessory structures in residential districts shall have a residential character. The overall appearance of the structure shall be in accordance with the purpose of the district where it is located.

(K) ~~Detached and temporary~~ Temporary accessory structures. ~~Detached and temporary~~ Temporary accessory structures that do not require permanent attachment to the ground but have similar characteristics as an accessory structure such as movable carports and playsets shall comply with the requirements for detached accessory buildings.

~~(L) Lot coverage and setback. Where the accessory structure is attached to a main building, it shall be considered a part of the main building and shall be subject to the area, lot coverage, and setback regulations of this chapter applicable to main buildings. See § 155.170.~~

(M) Height of Attached Accessory Structures. Unless specifically noted herein otherwise, the maximum height for attached accessory structures in all districts shall be the maximum height permitted for principal buildings in the zoning ~~district~~ or the height of the principal structure, whichever is less.~~district.~~

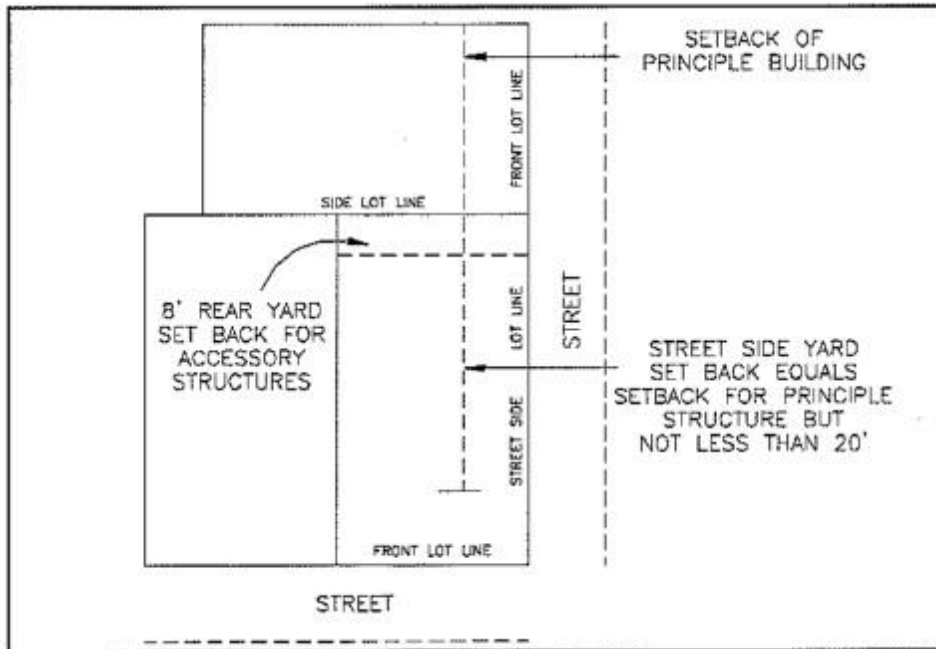
(N) Detached Accessory buildings and structures in residential districts.

(1) Detached Accessory buildings shall be erected only in the rear yard area.

(2) Detached Accessory ~~accessory~~ buildings in residential districts shall not exceed 16 feet in height and shall be located at least six feet from any other separate structure in residential districts on the same lot and shall not be closer than three feet to any lot line, or five feet from an alley right-of-way line. Structures closer than ten feet to another structure on the same or adjacent lots must be constructed of fire rated materials as required by the Building Code.

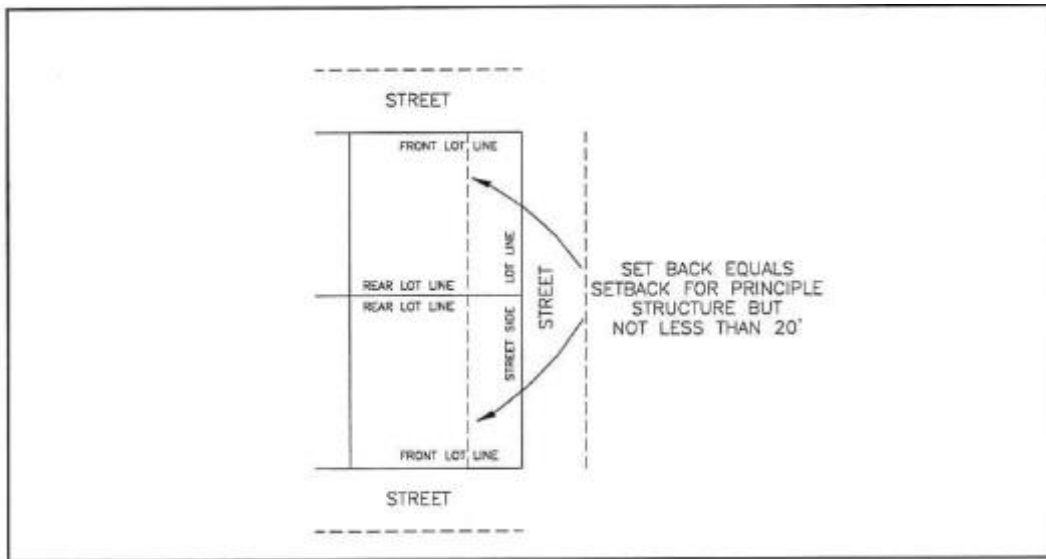
(3) When the rear line of a corner lot abuts the side line of an adjoining lot in a residential district, no accessory building shall be within eight feet of such abutting lot line nor closer to the side street lot line than the front yard setback of the principal building on the adjoining lot, but in no case shall the setback be less than 20 feet. (See Figure 5-1).

Figure 5 - 1



(4) When the rear line of a corner lot abuts the rear line of any other lot or is directly across an alley therefrom, no accessory building shall be closer to the side street lot line of a corner lot than the side street yard setback of the principal building on the corner lot, but in no case shall the setback be less than 20 feet. (See Figure 5-2.)

Figure 5 - 2



(5) Porches, decks, and patios.

(a) Patios or decks constructed "at-grade" may be built within front, side and rear yard setbacks. An at-grade patio shall mean any patio, deck or concrete slab which is constructed at the approved grade level or which is elevated to a height of not more than 18 inches above the approved grade level.

(b) The surface of any attached deck that extends more than eight feet from the face of the building to which it is attached may not be higher than the first floor elevation of the principal structure.

(c) Unenclosed and/or uncovered front porches and stoops may encroach into a required front yard setback area, but in no case may be located closer than 15 feet from the front property line in the R-1 district or closer than ten feet in the R-2/R-3 district. For the purposes of this provision, unenclosed shall mean having no windows or screens.

(d) Porches, decks, patios covered or partially covered by permanent construction shall not project into any perimeter setbacks.

(e) Handicapped access ramps may encroach into the required perimeter setbacks.

(f) Decks and raised patios may be allowed to project not more than 15 feet into the required rear yard setbacks or five feet into the side yard setback, provided that the following conditions are met:

1. The deck or raised patio does not encroach into any easement.
2. The deck or raised patio is not located facing any street, except when located in the rear yard of a double frontage lot.

3. The deck or raised patio is located not less than five feet from any detached accessory building.

4. Any additional structure attached to the deck or raised patio, such as a gazebo, shall be located at least ten feet from the principal residential structure.

5. The deck or raised patio and all other appurtenant facilities shall conform to any applicable codes and ordinances.

(g) All deck hand railings and/or screening shall not be higher than 42 inches above the surface of the deck (excluding support structures for a roofed porch) without approval from the Planning Commission.

Section 3. 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 4. 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 5. 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 6. 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.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

As the City Clerk of the City of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of an ordinance introduced by the St. Johns City Commission at a regular meeting held on ____, 2025.

Scott Dzurka, Mayor _____

88044:00001:201040825-1

Mindy J. Seavey, Clerk _____

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025

Department: Community Development	Attachments:	Submitted to CA for Review
Subject: <i>Corner Lot Amendments recommended by Planning Commission</i>	<input checked="" type="checkbox"/> <i>Recommended Corner Lot Definition Amendment (Redline)</i> <input checked="" type="checkbox"/> <i>Recommended Schedule of Regulations Amendments (Redline)</i> <input checked="" type="checkbox"/> <i>Recommended Chicken Coop Amendment (Redline)</i> <input checked="" type="checkbox"/> <i>Recommended Average Front Yard Amendment (Redline)</i> <input checked="" type="checkbox"/> Resolution #6-2025 <input checked="" type="checkbox"/> Resolution #7-2025 <input checked="" type="checkbox"/> Resolution #8-2025	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Prepared by: Christopher Khorey, AICP, McKenna	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At the request of City Manager Chad Gamble, the Planning Commission has developed and recommended amendments to Ordinances 155.004, 155.170, 155.200, 155.213 which are ordinances concerning corner lot setbacks and allowed uses for front yards. The amendments are intended to correct inconsistencies which create confusion in the current ordinance.

BACKGROUND/DISCUSSION: The new ordinance establishes a clear front yard definition, substitutes several yard to building height ratio requirements for given dimensions, and prohibits the keeping of animals (chicken coops specifically) on the newly defined secondary street front yards.

STRATEGIC PLAN OBJECTIVE: Master Plan Neighborhoods Goal #1 States: “Preserve, Protect, and Enhance the Integrity, Economic Viability, and Livability of St. Johns Neighborhoods.” A clear and consistent set of corner lot setbacks and definitions furthers that goal.

FISCAL IMPACT: Fiscal impact is anticipated to be minimal, though Staff hopes for some cost savings on code enforcement from the new Ordinance.

RECOMMENDATION: Staff requests that the City Commission adopt the Resolutions to Introduce the Ordinances.

§ 155.004 DEFINITIONS.

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ACCESSORY APARTMENT. A dwelling unit in a permitted single-family residence that is subordinate to the principal one-family dwelling unit in terms of size, location, and appearance, and provides complete housekeeping facilities for one family, including independent cooking, bathroom, and sleeping facilities, with physically separate access from any other dwelling unit. A single-family residence with an accessory dwelling does not constitute a duplex.

ACCESSORY BUILDING. A supplemental and subordinate building or structure on the same lot as the main building but not part of the main building.

ACCESSORY USE. A use naturally and normally incidental and subordinate to the principal use or building located on the same lot as the principal use or building.

ADULT BUSINESSES. This term includes adult merchandise stores, adult motion picture theaters, adult mini-motion picture theaters, nude body painting or modeling studios, cabarets, adult novelty businesses, escort services, and peep shows, which incorporate in their business name, or otherwise describe their business as "adult," "adult entertainment," "adults only," and those businesses which fit the definitions hereinafter set forth, and which exclude minors from entry. In addition, the adult regulated businesses are more specifically defined as follows:

(1) **ADULT MERCHANDISE STORE.** A commercial establishment having a substantial or significant portion of its stock and trade in books, magazines, periodicals, photographs, videotapes, video cassettes, laser discs, films, or other visual representations which depict, describe, or portray "specified sexual activities" or "specified anatomical areas," as defined herein.

(2) **ADULT MOTION PICTURE THEATER.** A commercial establishment used for presenting film or videotapes recordings, having a dominant theme distinguished or characterized by emphasis on matters depicting, describing, or relating to "specified sexual activities" or "specified anatomical areas," as defined herein, for observation by patrons therein.

(3) **NUDE BODY PAINTING OR MODELING STUDIO.** An establishment which features, or offers, as a portion of its business, the services of body painting or nude photography of the human body through services of its models, masseurs, masseuses, employees who are nude, semi-nude, or topless when performing those services.

(4) **ADULT MINI-MOTION PICTURE THEATER.** Means of adult entertainment provided within an adult business that is characterized by one of the following:

(a) A coin or token operated machine where someone may view a motion picture film, video film, laser discs, which depicts, described, or portrays "specified sexual activities" or "specified anatomical areas," as defined herein;

(b) A booth, or other such constructed area, where an individual may, for the payment of a fee, view a motion picture, film, videotape recording, or live entertainment which depicts, describes, or portrays "specified sexual activities" or "specified anatomical areas" as defined herein.

(5) CABARET. Means a café, restaurant, or bar, where patrons are entertained by dancers, strippers, male or female impersonators, whether accompanied by music or not, whose conduct is characterized by an emphasis on "specified sexual activities" or "specified anatomical areas" as defined herein.

(6) ADULT NOVELTY BUSINESS. Means a business which has, as a principal activity, the sale of devices which simulate human genitals or devices designed for sexual stimulation.

(7) ADULT PERSONAL SERVICE BUSINESS. Means a business having as its principal activity a person, while nude, or while displaying "specified anatomical areas," as defined herein, providing personal services for another person. Such businesses include, but are not limited to, modeling studios, body painting studios, wrestling studios, conversation parlors, and theatrical performances or entertainment.

(8) SPECIFIED SEXUAL ACTIVITIES. Are defined as:

(a) Human genitalia in a state of sexual stimulation or arousal.

(b) Acts of human masturbation, sexual intercourse, or sodomy.

(c) Fondling, or other erotic touching, of human genitalia, pubic regional, buttock, or female breast.

(9) SPECIFIED ANATOMICAL AREAS. Are defined as:

(a) Less than completely and opaquely covered:

1. Human genitalia and pubic region;

2. Buttock; and

3. Female breast below a point immediately above the top of the areola; and

(b) Human male genitals in a discernibly turgid state, even if completely and opaquely covered.

(10) MASSAGE PARLOR. Means an establishment wherein private massage is practiced, used, or made available as the principal use of the premises.

(11) **MASSAGE.** Means manipulation of body muscle or tissue by rubbing, stroking, kneading, tapping or vibrating, through the use of physical, mechanical, or other device, of the body of another, for a fee.

(12) **PROTECTED USE.** Means church, school, and residential.

(13) **SCHOOL.** Means a public, or private, school offering education to students enrolled in kindergarten, or one or more grades, 1 through 12.

(14) **CHURCH.** Means a building used for regular public worship services and exempt from taxation under the General Property Tax Act of Michigan.

(15) **ESCORT SERVICE.** An establishment which provides the services of escorting members of the opposite sex for payment of a fee.

(16) **ADULT PEEP SHOW.** A means of entertainment provided within an adult business that is characterized by one of the following:

(a) A coin or token operated machine where someone may view a motion picture film which depicts, describes or portrays "specified sexual activities" or "specified anatomical areas," as defined herein.

(b) A booth or other such constructed area where an individual may, for the payment of a fee, view a motion picture film, videotape recording, or live entertainment which depicts, describes or portrays "specified sexual activities" or "specified anatomical areas" as defined herein.

(17) **RESIDENTIAL.** Means any designated residential zoning district by the City of St. Johns Zoning Chapter, including R-1, R-2, R-3, and R-MH.

ADULT FOSTER CARE LARGE GROUP HOME. A facility licensed under Public Act 218 of 1979 to provide foster care for at least 13 but not more than 20 adults.

ADULT FOSTER CARE MEDIUM GROUP HOME. A facility licensed under Public Act 218 of 1979 to provide foster care for at least seven but no more than 12 adults.

ADULT FOSTER CARE SMALL GROUP HOME. A facility licensed under Public Act 218 of 1979 to provide foster care for six or fewer adults.

ALLEY. A public thoroughfare which affords only a secondary means of access to abutting property and not intended for general traffic circulation.

AUTOMOBILE CIRCULATION AREA. Space provided on a lot for automobile maneuvering, parking or storage.

AUTO REPAIR SHOP. An establishment providing auto repair services such as auto body repair, major engine repair, undercoating, glass replacement and upholstery work.

AUTO SERVICE STATION. An establishment offering retail sale of motor fuels, oil and lubricants and/or minor vehicle repair and service such as replacement of tires, batteries, mufflers, brakes, or starters; oil changes and engine tune-ups.

BASEMENT. A story partly underground or wholly underground. Where more than one-half of its height is above the highest level of the adjoining ground, a basement shall be counted as a story for the purposes of height measurement.

BED AND BREAKFAST. A building other than a hotel where, for compensation and by prearrangement for definite periods, lodgings and breakfast, are provided for three or more persons.

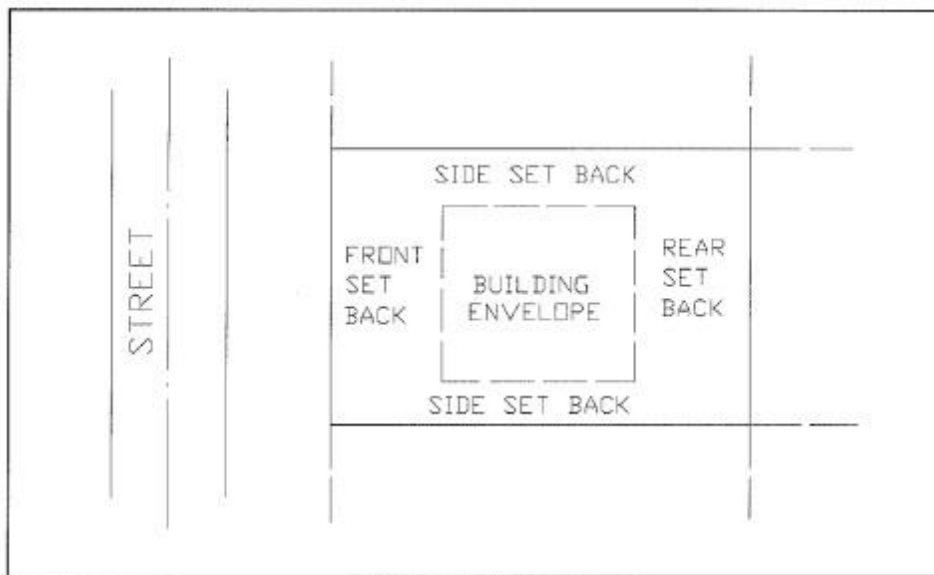
BUFFER PLANTING. Living vegetation designed and maintained to enclose activities, use, light, noise and materials within the specified lot or area.

BUILDING. Any covered structure built for the support, shelter or enclosure of persons, animals or property, and which is permanently affixed to the land.

BUILDING CODE. The Building Code of the City of St. Johns, as amended.

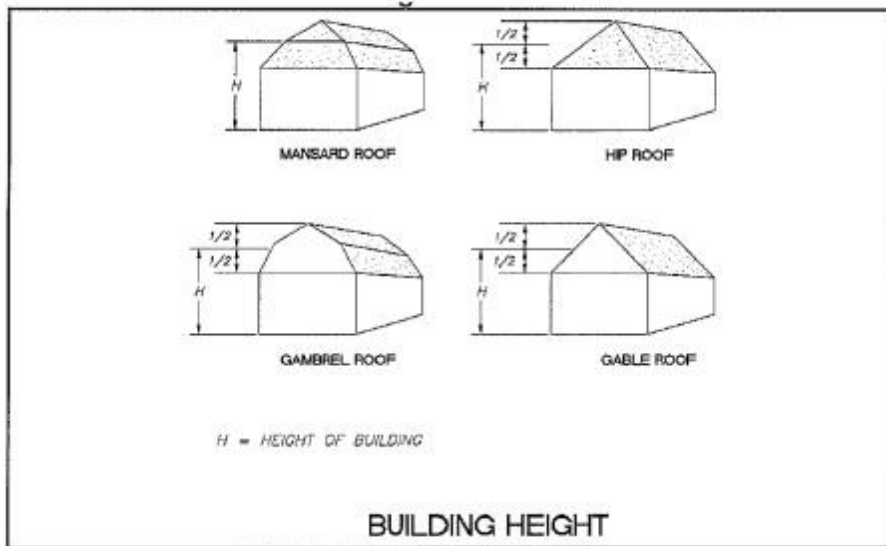
BUILDING ENVELOPE. A volume based on that portion of the lot exclusive of required yards, of maximum permitted height. (See Figure 3-1.)

Figure 3 - 1



BUILDING, HEIGHT OF. The vertical distance measured from the mean elevation of the finished grade line of the ground about the front of the building to the highest point of ~~flat roofs, to the deck line of mansard roofs, or to the mean height between eaves and ridge for gable, hip, and gambrel~~the roofs. (See Figure 3-2.)

Figure 3 - 2



BUILDING, PRINCIPAL. A building or, where the context so indicates, a group of buildings which exist to serve the primary or chief purpose for which a lot is used.

BUSINESS AND PROFESSIONAL OFFICES. Concerns engaged in service activities of a customarily professional nature (not offering personal services required by the general public frequently for hygienic and grooming purposes), and business concerns of a headquarters of district staff operation activity.

BUSINESS SCHOOL. An educational or training establishment designed and operated for learning specific business office skills.

CAR WASH. An area of land and/or a structure used principally for the cleaning, washing, polishing or waxing of motor vehicles.

CITY COMMISSION. The City of St. Johns Commission.

CLUSTER HOUSING. A method of development in which minimum lot sizes are reduced in return for an equal amount of open space for the development.

CONDOMINIUM. The following definitions shall apply to all condominium developments:

(1) **CONVENTIONAL CONDOMINIUM PROJECT.** A development in which ownership interest is divided under the authority of the Condominium Act (Public Act 59 of 1978) and in which the condominium unit consists primarily of the dwelling or other principal structure and most of the land in the development is part of the general common area.

(2) **SITE CONDOMINIUM PROJECT.** A development in which ownership interest is divided under the authority of the Condominium Act (Public Act 59 of 1978) and in which the condominium unit consists of a building site, with or without structures, which along with associated limited common area, constitutes the equivalent of a lot.

(3) **GENERAL COMMON AREAS.** Portions of the condominium development owned and maintained by the condominium association.

(4) LIMITED COMMON AREAS. Portions of the condominium development other than the condominium unit itself reserved for the exclusive use of less than all of the co-owners of the condominium development.

(5) CONDOMINIUM SUBDIVISION PLAN. Means drawings and information prepared pursuant to § 66 of the Condominium Act, Public Act 59 of 1978.

(6) MASTER DEED. The condominium document recording the condominium project to which are attached as exhibits and incorporated by reference the bylaws for the project and including those items required in § 8 of the Condominium Act, Public Act 59 of 1978.

(7) CONTRACTIBLE CONDOMINIUM. A condominium project from which any portion of the submitted land or building may be withdrawn in accordance with this act.

(8) CONVERSION CONDOMINIUM. A condominium project containing condominium units, some or all of which were occupied before the filing of a notice of taking reservations under § 71 of the Condominium Act, Public Act 59 of 1978.

(9) EXPANDABLE CONDOMINIUM. A condominium project to which additional land may be added in accordance with the Condominium Act, Public Act 59 of 1978.

COMMUNITY DEVELOPMENT PLAN. The plan for the future development of the St. Johns area, prepared, adopted, and amended pursuant to Act 285 of the Public Acts of 1931, as amended.

COURT, OPEN. A court enclosed on not more than three sides by exterior walls of a building or by exterior walls and lot lines with one side or end open to a street, way, alley, or yard.

COVERAGE. The ratio of gross floor area of the first floor of a building or of a group of buildings on the same lot to the area of the lot, expressed as a percentage.

DAY CARE FACILITIES. Includes the following definitions as defined and regulated by Public Act 116 of 1973, as amended:

(1) FAMILY DAY CARE HOME. A state licensed private home in which one, but fewer than seven minor children are received for care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage or adoption. Family day care home includes a home in which care is given to an unrelated minor child for more than four weeks during a calendar year.

(2) GROUP DAY CARE HOME. A state licensed private home in which more than six but not more than 12 minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. Group day care home includes a home in which care is given to an unrelated minor child for more than four weeks during a calendar year.

(3) CHILD CARE CENTER. A state licensed facility, other than a private residence, receiving one or more preschool or school age children for care for periods of less than 24 hours a day, and where the parents or guardians are not immediately available to the child.

DENSITY OF POPULATION. A ratio expressed as either the number of persons or the number of families per gross acre or net acre of land.

DISCONTINUANCE. The failure to pursue customary operations.

DRIVE-IN. Partially or wholly oriented and designed to accommodate vehicle-borne customers who generally plan to remain in the vehicle.

DRIVE, PRIVATE. A privately owned pathway to provide access for automobiles into and through a parcel or group of parcels being developed. A drive does not include individual driveways on individual lots used to provide access to a garage or a parking area.

DRIVE-THROUGH. A business establishment that provides customers with the opportunity to pay for and receive goods or services without leaving their car. A drive-through establishment is distinguished from a drive-in establishment by the fact that drive-through operations involve a driveway approach that the customer uses to enter the service area, receive service and departs, while a drive-in involved parking spaces the customer parks in to receive service.

DRIVEWAY. A pathway for motor vehicles that provides direct access to a garage or a parking area from a street or private drive

DUMP. An area, either public or private, utilized for the deposit of collect materials of very low or nonexistent value. Generally regarded as the terminal deposit for unwanted matter, but not including organic garbage.

DWELLING UNIT. A house, building, or mobile home, or portion thereof, which is occupied wholly as the home, residence or sleeping place by one or more human beings, either permanently or transiently, but in no case shall a travel trailer, motor home, automobile chassis, tent or other portable building be considered as a dwelling. In case of mixed occupancy where a building occupied in part as a dwelling, the part so occupied shall be deemed a dwelling for the purpose of this chapter and shall comply with the provisions thereof relative to dwelling. Garage space, whether in an attached or detached garage, shall not be deemed a part of a dwelling for area requirements.

(1) DWELLING, MULTIPLE. A multiple dwelling is a building used for as a residence for three or more families living independently of each other and each having their own cooking facilities therein, including apartment houses, townhouses, and apartment hotel, but not including mobile homes.

(2) DWELLING, ONE-FAMILY. A detached building occupied by one family and so designed and arranged as to provide living, cooking and kitchen accommodations for one family or functional family only.

(3) DWELLING, TWO-FAMILY. A detached two-family dwelling is that occupied by two families, each provided with separate facilities for each family for living accommodations. Also known as a duplex dwelling.

(4) EFFICIENCY UNIT. An efficiency unit is a dwelling unit consisting of one or more rooms exclusive of hallways or closets directly off the principal room.

ESSENTIAL SERVICES. The erection, construction, alteration or maintenance by public utilities or municipal or state departments or commissions, of overhead, surface or underground gas, electrical, steam, or water distribution or transmission systems, collection, communication, supply, treatment or disposal systems, including mains, drains, sewers, pipes, conduits, or disposal systems, including mains, drains, sewers, pipes, conduits, tunnels, wires, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, towers, poles, signs, and other similar equipment and accessories in connection therewith, reasonably necessary for the furnishing of adequate service by such public utility or municipal department or commission or for the public health or safety or general welfare.

FAMILY. An individual; or a group of two or more persons related by lineal descentance, marriage, or adoption; together with not more than two additional persons not so related to such individual or group, living together as a single housekeeping unit in a dwelling unit.

FARM BUILDING. Any building or structure other than a dwelling, moved upon, maintained, used or built on a farm, which is essential and customarily used on farms of a particular type for the pursuit of their agricultural activities.

FENCE. An artificially constructed barrier of wood, masonry, metal or other manufactured material, or combination of materials, erected to enclose, screen or separate areas.

FLOOR AREA. The sum of the gross horizontal areas of the several floors of a building used or intended to be used for office, merchandising or services to the public as customers, patrons, clients, patients or tenants, including areas occupied for fixtures and equipment used for display or sale of merchandise, but excluding floor areas which are used exclusively for storage, for housing of mechanical equipment integral with the building, for maintenance facilities, or for those areas so restricted that customers, patients, clients, salesmen, and the general public are denied access.

FLOOR AREA RATIO. FAR is a measurement of building density wherein a ratio of 1.0 means that the floor area may equal the lot area or other unit of land area. An FAR of 5.0 means that the floor area may be up to five times as large as the lot area; and an FAR of 0.5 means that the floor area may be no more than one-half of the lot area.

FUNCTIONAL FAMILY. The functional equivalent of domestic family consisting of not more than six persons living together in a dwelling unit as a single housekeeping unit and intending to live together as a group for the indefinite future. This definition shall not include any fraternity, sorority, club, hotel or other group of persons whose association is temporary or commercial in nature.

GROSS FLOOR AREA. The total floor area, as measured to the outside surfaces of exterior walls, but not including the following spaces: crawl spaces, unfinished and non-habitable portions of the building, garages and open porches, balconies and terraces.

GROSS SITE AREA. An area proposed for development, including portions of the building, garages and open porches, balconies and terraces.

HOME OCCUPATION. Any occupation or profession carried on only by a member of a family residing on the premises as an accessory use, and meeting the standards set forth in this chapter.

HOSPITAL, GENERAL CARE. An institution providing health services primarily for in-patient medical or surgical care of the sick or injured and including related facilities such as laboratories, out-patient departments training facilities, central service facilities, and staff offices.

HOTEL. A building designed for occupancy as the more or less temporary abiding place of individuals who are lodged with or without meals, in which there are more than 15 sleeping rooms.

HOUSEHOLD PETS. Animals or fowl ordinarily permitted in the house, and kept for company or pleasure, such as dogs, cats and canaries, but not including a sufficient number of dogs to constitute a kennel as defined in this chapter.

HOUSEKEEPING UNIT. A dwelling unit organized as a single entity in which the members share common kitchen facilities and have access to all parts of the dwelling.

INCARCERATED. A person currently serving a criminal sentence in a county, state, or federal correctional facility.

INCINERATOR. A mechanical device and/or inclosing structure for the burning of refuse, collected or produced on the site.

INDUSTRY. An extraction, production, processing, testing, cleaning, repair, storage, or distribution of commodities.

INTENSITY OF LAND USE. A ratio relating the total floor area of buildings to a unit of land area.

JUNK YARD. A place where waste, discarded, or salvaged materials are bought, sold, exchanged, baled, packed, disassembled or handled, including auto wrecking yards, house wrecking yards, used lumber yards, and places or yards for storage of salvaged house wrecking and structural steel materials and equipment. The following are not included in this definition:

- (1) Places where such uses are conducted entirely within a completely enclosed building;
- (2) The sale of used vehicles in operable condition; and
- (3) The sale of salvaged materials incidental to manufacturing operations.

KENNEL. Any premises on which four or more dogs, four months old or older, are kept.

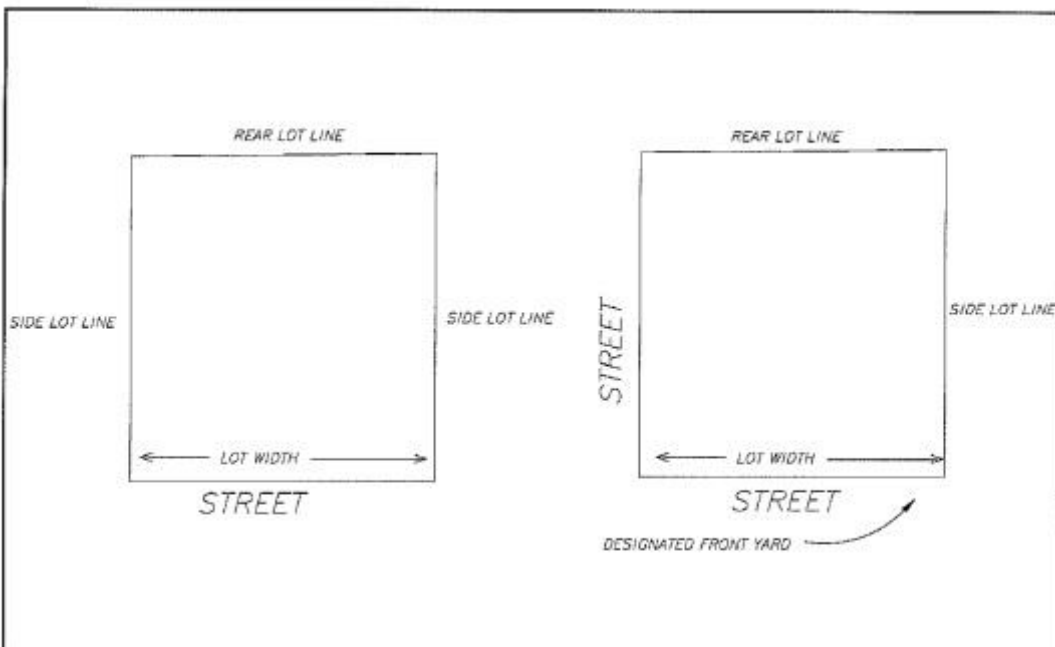
LIGHT SOURCE. Any device or fixture producing artificial light including those parts and surfaces of reflectors, refractors, globes, baffles, shades, and hoods upon which the light falls.

LOADING BERTH. A facility used and/or designed for receiving cargo from or discharging cargo into a vehicle.

LOT. A parcel of land occupied or capable of being occupied by a land use, building, structure, or group of buildings together with such yards, open spaces, lot width, and lot area, as are required by the chapter.

LOT, CORNER. A lot which has an interior angle of less than 135 degrees at the intersection of two street lines. A lot abutting upon a curved street or streets shall be considered a corner lot if the tangents to the curve at its points beginning within the lot or at the points of intersection of the side lines with the street lines intersect at an interior angle of less than 135 degrees. (See Figure 3-3.)

Figure 3 - 3



LOT, DEPTH OF. The mean horizontal distance between the rear and front lot lines.

LOT, INTERIOR. Any lot other than a corner lot. (See Figure 3-3.)

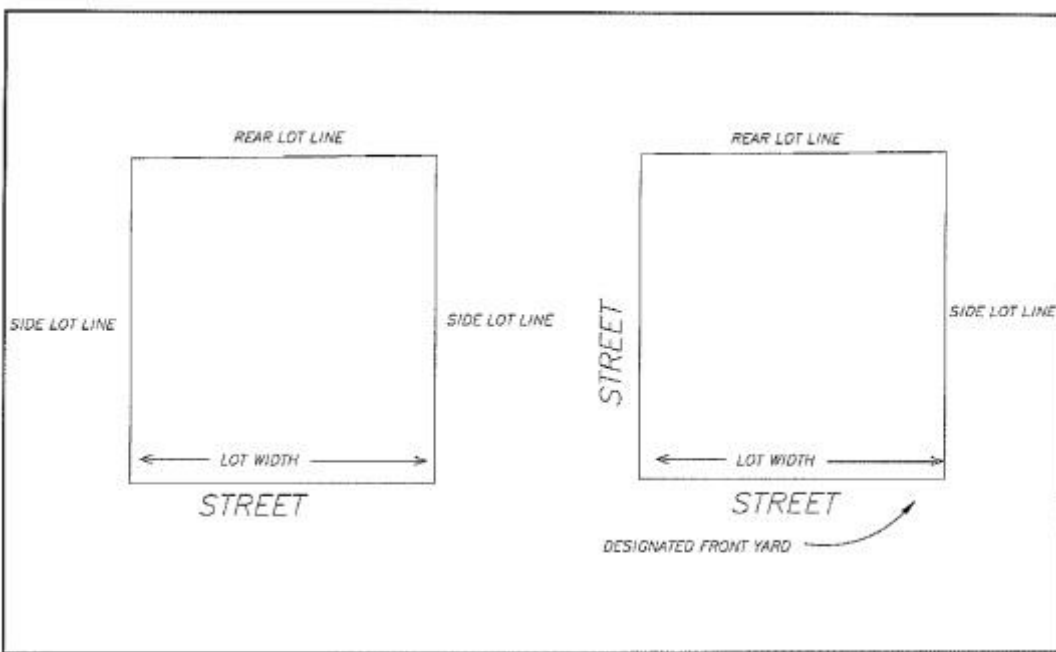
LOT LINES. The lines of demarcation between the properties of different owners or between any privately owned property and any street, alley, park or other public land, or the lines of demarcation between lots as recorded on a subdivision plat.

LOT OF RECORD. A lot which actually exists in a subdivision plat or condominium plan as shown on the records of the County Register of Deeds, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

LOT, SIDE OF. That edge of a lot not designated as front or rear.

LOT, WIDTH OF. The distance between side lot lines measured at the intersection of those lot lines and the street right-of-way. In the case of a corner lot it shall be the distance between the side lot line and the edge of the street right-of-way. In the case of a cul-de-sac or curvilinear street, the setback shall be measured at the required front setback line. (See Figure 3-4.)

Figure 3 - 4



MAIN RESIDENTIAL BUILDING. One or more individual dwelling structures, each having all of its parts connected in a substantial manner by common walls and completely enclosed rooms or garages, and each dwelling structure containing one or more dwelling units.

MEDICAL AND DENTAL CLINIC. A facility organized and operated for the primary purpose of providing health service in medical or dental specialty for out-patient medical or dental care of the sick or injured, and including related facilities such as laboratories and other service facilities operated in connection with the clinics.

MIXED USE. The intermingling of land uses or activities within a single zoning lot, such as residential and commercial.

MOBILE HOME. A structure transportable in one or more sections, which is built on a chassis and designed to be used as a dwelling with or without permanent foundation, when

connected to required utilities and includes the plumbing, heating, air-condition and electrical systems contained in the structure.

MOBILE HOME PARK. A parcel or tract of land under the control of a person upon which three or more mobile homes are located on a continual, non-recreational basis and which is offered to the public for that purpose regardless of whether a charge is made therefor, together with any building, structure, enclosure, street, equipment, or facility used or intended for use incident to the occupancy of a mobile home. For the purpose of this chapter, is a specifically designated parcel of land designed and developed to accommodate two or more mobile home sites for residential use.

MOTEL. A business comprised of a series of attached, semidetached, or detached rental units for the overnight accommodation of transient guests, each unit containing bedroom, bathroom, and closet space, with each unit having its own entrance from the parking area.

NET DEVELOPMENT AREA. The total area within the property lines of a project less the acreage of private streets, drives and internal streets, sites for churches and stores but including land reserved for schools and parks.

NONCONFORMING. A building, structure, or use lawfully established which does not conform to the current regulations of the district or zone in which it is situated.

NONCONFORMING USE, LEGAL. A building, structure, or use lawfully existing at the time of enactment of this Code or amendment thereto which does not conform to the regulations of the district or zone in which it is situated.

NURSING HOME. A facility which:

- (1) Provides nursing services on a continuing bases;
- (2) Admits the majority of the occupants upon advice of physicians as ill or infirm persons requiring nursing services;
- (3) Provides for physicians' or supervision; and
- (4) Maintains medical records.

OCCUPANCY OF LAND. The ownership and exercise on a permanent or temporary basis of that right of property which includes the use of land.

PARCEL. An area of land defined by property lines; a parcel need not be in single ownership.

PARK. Any lot, site, field or tract of land used for active or passive recreation purposes, primarily out-of-doors.

PARKING AREA. The temporary storage of registered motor vehicles of rated capacity not exceeding one and one-half tons.

PHYSICAL DEVELOPMENT. The arranging of land for human use, including the subdivision of land, the provision of facilities for communication and transportation, and the placement and erection of structures.

PLANNING COMMISSION. The St. Johns City Planning Commission.

PLAYFIELD. Any area of open space utilized for active recreation and designed to accommodate over 15 persons at one time.

PLAZA. An open area accessible to the public, which is either:

(1) An open area along the front lot line not less than five feet deep, measured perpendicular to the front lot line; or

(2) An open area on a through lot, extending from street (front lot line) to street (rear lot line) and not less than 15 feet wide, and which is at no point more than five feet above the curb level of the nearest adjoining street and is unobstructed from its lowest level to the sky, except for approved covered pedestrian walks.

PRIME RETAIL FRONTAGE. The first floor space on property within the Central Business District that abuts Clinton Avenue (State Street – Railroad Street), Walker Street (Brush Street – Spring Street), Higham Street (Brush Street – Spring Street) and Railroad Street (Brush Street – Spring Street), where the prime use of land is retail in nature.

PRIVATE SCHOOL. An educational institution not supported in any direct manner by general taxation, assessment, or other forms of public revenue.

PROPERTY. Real estate.

PUBLIC HOUSING. Dwelling units owned and/or operated by a public agency.

PUBLIC SCHOOL. An educational institution partially or wholly supported by general taxation, assessment, or other forms of public revenue.

RELIGIOUS INSTITUTION. Churches or other places of worship, including related plant, administrative and living facilities, such as: parsonage, vicarage, rectory, staff living quarters, Sunday school and day school buildings or other religious education buildings, include pre-school, parish house or place of public assemblage, operated and maintained in each case as an adjunct of an adjacent or nearby church, but not including schools providing education pursuant to state laws concerning compulsory education, seminaries, colleges, or facilities for the education or training of religious personnel.

RESIDENCE. A place used for human habitation other than on a transient basis.

SANITARY LANDFILL. A method of refuse disposal utilizing alternate layers of soil, sand, or other inert matter with the dumped and leveled refuse.

SCHOOL, ELEMENTARY. A public or private institution providing education below the ninth grade pursuant to the laws concerning compulsory education of the State of Michigan.

SCHOOL, HIGH. A public or private institution providing education above the eighth grade pursuant to the laws concerning compulsory education of the State of Michigan.

SCHOOL, PRIMARY. A public or private institution providing education below the fourth grade pursuant to the laws concerning compulsory education of the state of Michigan.

SETBACK LINE. Distance from the lot lines to an existing principle structure.

SETBACK LINE, REQUIRED. The line delineating the minimum required depth of the front yard.

SIDEWALK CAFÉ. Any outdoor dining area located on any public sidewalk or right-of-way that is associated with a restaurant or other eating and drinking establishment contiguous to the café area.

SIGN. A presentation or representation by letters, figures, designs, devices, pictures, emblems, insignia, numbers, lines, colors displayed so as to be visible to the public for the purpose of making anything known or attracting attention.

STANDARD DWELLING STRUCTURE. Any building, or portion of building, for which a certificate of occupancy for dwelling purposes has been issued and which conforms to all applicable health and building laws and this chapter.

STORY, HEIGHT OF. The vertical distance from the top surface of one floor to the top surface of the next above. The height of the top-most story is the distance from the top surface of the ceiling joists.

STREET, INTERNAL. A pathway that provides access by automobiles to individual lots that connects those lots with an existing public street.

STREET LINE. The dividing line between the street and a lot.

STREET, PRIVATE. A pathway not owned, controlled or maintained by a city, township, county, state or federal governmental agency that provides access by automobiles to individual lots.

STRUCTURAL ALTERATION. Any change in the supporting members of a building such as bearing walls, columns, girders or beams.

STRUCTURE. Anything constructed or erected, which requires a location on the ground or attached to something having a location on the ground (for example, decks, gazebos, playsets, at-grade patios).

TRADE. Actions or business involving the exchange of commodities by barter or trade, including necessary activities attendant thereto, but not including the production, processing or consumption of commodities.

TRADE SCHOOL. An educational or training establishment designed and operated for learning specific non-office skills or vocations, generally of a manual nature.

TRAFFIC. Vehicles in motion, unless otherwise modified (e.g., pedestrian traffic).

TOWNHOUSE. A building containing two or more dwelling units, with individual rear yards and/or front yards designed as an integral part of each one family dwelling unit.

USABLE OPEN SPACE. Yard space exclusive of the required front and side yards on a residential lot reserved for and devoted to the admittance of light and air and semi-private outdoor activities, and effectively separated from automobile circulation and parking.

USE. If not otherwise modified, the activity by humans, or consequent to human initiation or taking place; the remaining manifestations of such past activity.

VARIANCE. An authorization permitting change in the requirements of this chapter by the Zoning Board of Appeals in cases where the general requirements of this chapter and the literal enforcement of such would result in an unnecessary and undue hardship upon the variance applicant.

YARD. A space on the same lot with a building, unoccupied and unobstructed from the ground upward, except for certain specified building projections.

YARD, FRONT. A yard extending across the front of a lot between the side lot lines and being the minimum horizontal distance between the street line and the main building or any projection thereof, other than certain specified building projections. In the case of a developed corner lot, the front yard will be the lot line abutting the street that the lot is addressed on. In the case of an undeveloped lot that has not been assigned an address, the front yard shall be the narrowest street frontage, as measured along the right-of-way line from side lot line to side lot line. All other road frontages shall be considered "secondary street frontages." one of the two sides of the lot fronting on a street that is designated as the front yard by the property owner at the time of applying for a zoning permit.

YARD, REAR. A yard extending across the back of a lot between the side lot lines and being the minimum horizontal distance between the rear lot line and the rear line of the main building or any projection thereof, other than certain building projections.

YARD, SIDE. A yard between the main building and the side line of the lot, and extending from the front yard or street line if there is no front yard required, to the rear yard, or the rear lot line if there is no rear yard required, and being the minimum horizontal distance between a side lot line and the side of the main buildings or any projections thereof, other than certain building projections.

ZONING ADMINISTRATOR. That person or persons duly charged by the appropriate appointing authority with the responsibility for executing and administering this chapter.

ZONING LOT. A single tract of land, located within a single block, which, at the time of filing for a building permit, is designated by its owner or developer as a tract to be used, developed, or built upon as a unit, under single ownership or control. A zoning lot may be subsequently subdivided into two or more zoning lots. A zoning lot, therefore, may or may not coincide with a lot as shown on any recorded subdivision plat or deed.

(Ord. 616, passed 9-23-2013; Am. Ord. 626, passed 8-22-2016; Am. Ord. 627, passed 8-22-2016; Am. Ord. 642, passed 4-23-2018; Am. Ord. 665, passed 12-13-2021; Am. Ord. 679, passed 8-28-2023; Am. Ord. 681, passed 12-11-2023)

**CITY OF ST. JOHNS
ORDINANCE NO. _____**

**AN ORDINANCE TO AMEND TITLE XV: LAND USAGE, CHAPTER 155: ZONING
CODE REGARDING HEIGHT REQUIREMENTS FOR CORNER LOTS**

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amendment to Title XV: Land Usage, Chapter 155: Zoning Code—Definitions.
The City amends Title XV, Chapter 155, Section 155.004 to read as follows:

“§155.004 DEFINITIONS.

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ACCESSORY APARTMENT. A dwelling unit in a permitted single-family residence that is subordinate to the principal one-family dwelling unit in terms of size, location, and appearance, and provides complete housekeeping facilities for one family, including independent cooking, bathroom, and sleeping facilities, with physically separate access from any other dwelling unit. A single-family residence with an accessory dwelling does not constitute a duplex.

ACCESSORY BUILDING. A supplemental and subordinate building or structure on the same lot as the main building but not part of the main building.

ACCESSORY USE. A use naturally and normally incidental and subordinate to the principal use or building located on the same lot as the principal use or building.

ADULT BUSINESSES. This term includes adult merchandise stores, adult motion picture theaters, adult mini-motion picture theaters, nude body painting or modeling studios, cabarets, adult novelty businesses, escort services, and peep shows, which incorporate in their business name, or otherwise describe their business as "adult," "adult entertainment," "adults only," and those businesses which fit the definitions hereinafter set forth, and which exclude minors from entry. In addition, the adult regulated businesses are more specifically defined as follows:

(1) **ADULT MERCHANDISE STORE.** A commercial establishment having a substantial or significant portion of its stock and trade in books, magazines, periodicals, photographs, videotapes, video cassettes, laser discs, films, or other visual representations which depict, describe, or portray "specified sexual activities" or "specified anatomical areas," as defined herein.

(2) **ADULT MOTION PICTURE THEATER.** A commercial establishment used for presenting film or videotapes recordings, having a dominant theme distinguished or characterized by emphasis on matters depicting, describing, or relating to "specified sexual activities" or "specified anatomical areas," as defined herein, for observation by patrons therein.

(3) NUDE BODY PAINTING OR MODELING STUDIO. An establishment which features, or offers, as a portion of its business, the services of body painting or nude photography of the human body through services of its models, masseurs, masseuses, employees who are nude, semi-nude, or topless when performing those services.

(4) ADULT MINI-MOTION PICTURE THEATER. Means of adult entertainment provided within an adult business that is characterized by one of the following:

(a) A coin or token operated machine where someone may view a motion picture film, video film, laser discs, which depicts, described, or portrays "specified sexual activities" or "specified anatomical areas," as defined herein;

(b) A booth, or other such constructed area, where an individual may, for the payment of a fee, view a motion picture, film, videotape recording, or live entertainment which depicts, describes, or portrays "specified sexual activities" or "specified anatomical areas" as defined herein.

(5) CABARET. Means a café, restaurant, or bar, where patrons are entertained by dancers, strippers, male or female impersonators, whether accompanied by music or not, whose conduct is characterized by an emphasis on "specified sexual activities" or "specified anatomical areas" as defined herein.

(6) ADULT NOVELTY BUSINESS. Means a business which has, as a principal activity, the sale of devices which simulate human genitals or devices designed for sexual stimulation.

(7) ADULT PERSONAL SERVICE BUSINESS. Means a business having as its principal activity a person, while nude, or while displaying "specified anatomical areas," as defined herein, providing personal services for another person. Such businesses include, but are not limited to, modeling studios, body painting studios, wrestling studios, conversation parlors, and theatrical performances or entertainment.

(8) SPECIFIED SEXUAL ACTIVITIES. Are defined as:

(a) Human genitalia in a state of sexual stimulation or arousal.

(b) Acts of human masturbation, sexual intercourse, or sodomy.

(c) Fondling, or other erotic touching, of human genitalia, public regional, buttock, or female breast.

(9) SPECIFIED ANATOMICAL AREAS. Are defined as:

(a) Less than completely and opaquely covered:

1. Human genitalia and pubic region;

2. Buttock; and

3. Female breast below a point immediately above the top of the areola; and

(b) Human male genitals in a discernibly turgid state, even if completely and opaquely covered.

(10) MASSAGE PARLOR. Means an establishment wherein private massage is practiced, used, or made available as the principal use of the premises.

(11) MASSAGE. Means manipulation of body muscle or tissue by rubbing, stroking, kneading, tapping or vibrating, through the use of physical, mechanical, or other device, of the body of another, for a fee.

(12) PROTECTED USE. Means church, school, and residential.

(13) SCHOOL. Means a public, or private, school offering education to students enrolled in kindergarten, or one or more grades, 1 through 12.

(14) CHURCH. Means a building used for regular public worship services and exempt from taxation under the General Property Tax Act of Michigan.

(15) ESCORT SERVICE. An establishment which provides the services of escorting members of the opposite sex for payment of a fee.

(16) ADULT PEEP SHOW. A means of entertainment provided within an adult business that is characterized by one of the following:

(a) A coin or token operated machine where someone may view a motion picture film which depicts, describes or portrays "specified sexual activities" or "specified anatomical areas," as defined herein.

(b) A booth or other such constructed area where an individual may, for the payment of a fee, view a motion picture film, videotape recording, or live entertainment which depicts, describes or portrays "specified sexual activities" or "specified anatomical areas" as defined herein.

(17) RESIDENTIAL. Means any designated residential zoning district by the City of St. Johns Zoning Chapter, including R-1, R-2, R-3, and R-MH.

ADULT FOSTER CARE LARGE GROUP HOME. A facility licensed under Public Act 218 of 1979 to provide foster care for at least 13 but not more than 20 adults.

ADULT FOSTER CARE MEDIUM GROUP HOME. A facility licensed under Public Act 218 of 1979 to provide foster care for at least seven but no more than 12 adults.

ADULT FOSTER CARE SMALL GROUP HOME. A facility licensed under Public Act 218 of 1979 to provide foster care for six or fewer adults.

ALLEY. A public thoroughfare which affords only a secondary means of access to abutting property and not intended for general traffic circulation.

AUTOMOBILE CIRCULATION AREA. Space provided on a lot for automobile maneuvering, parking or storage.

AUTO REPAIR SHOP. An establishment providing auto repair services such as auto body repair, major engine repair, undercoating, glass replacement and upholstery work.

AUTO SERVICE STATION. An establishment offering retail sale of motor fuels, oil and lubricants and/or minor vehicle repair and service such as replacement of tires, batteries, mufflers, brakes, or starters; oil changes and engine tune-ups.

BASEMENT. A story partly underground or wholly underground. Where more than one-half of its height is above the highest level of the adjoining ground, a basement shall be counted as a story for the purposes of height measurement.

BED AND BREAKFAST. A building other than a hotel where, for compensation and by prearrangement for definite periods, lodgings and breakfast, are provided for three or more persons.

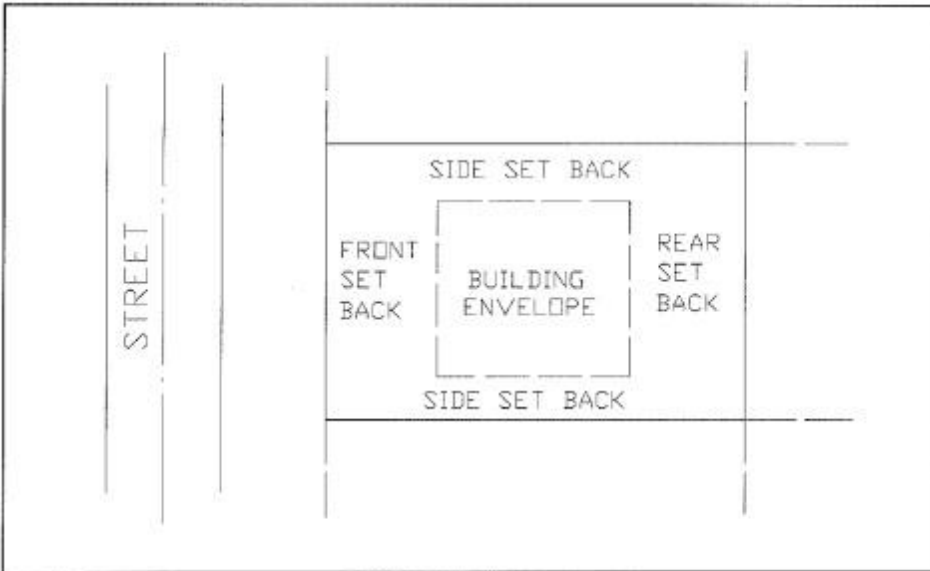
BUFFER PLANTING. Living vegetation designed and maintained to enclose activities, use, light, noise and materials within the specified lot or area.

BUILDING. Any covered structure built for the support, shelter or enclosure of persons, animals or property, and which is permanently affixed to the land.

BUILDING CODE. The Building Code of the City of St. Johns, as amended.

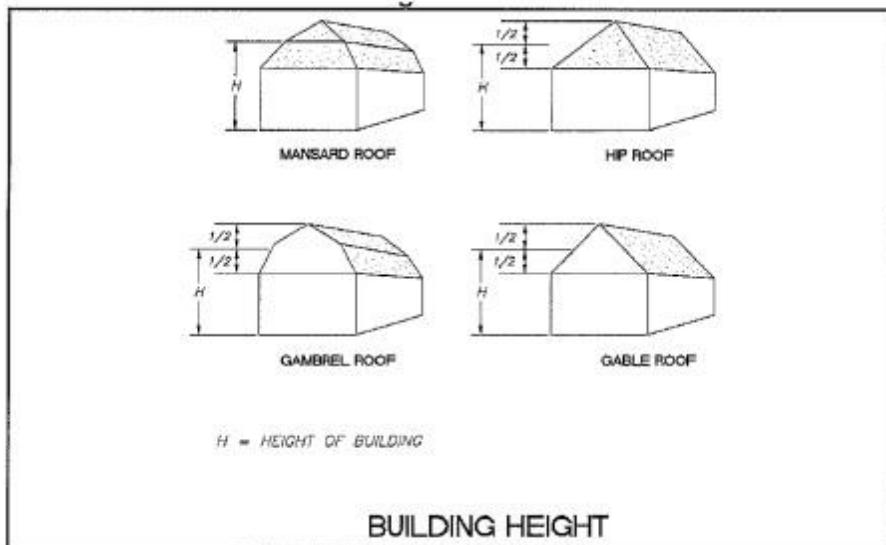
BUILDING ENVELOPE. A volume based on that portion of the lot exclusive of required yards, of maximum permitted height. (See Figure 3-1.)

Figure 3 - 1



BUILDING, HEIGHT OF. The vertical distance measured from the mean elevation of the finished grade line of the ground about the front of the building to the highest point of ~~flat roofs, to the deck line of mansard roofs, or to the mean height between eaves and ridge for gable, hip, and gambrel~~ roofs. (See Figure 3-2.)

Figure 3 - 2



BUILDING, PRINCIPAL. A building or, where the context so indicates, a group of buildings which exist to serve the primary or chief purpose for which a lot is used.

BUSINESS AND PROFESSIONAL OFFICES. Concerns engaged in service activities of a customarily professional nature (not offering personal services required by the general public frequently for hygienic and grooming purposes), and business concerns of a headquarters of district staff operation activity.

BUSINESS SCHOOL. An educational or training establishment designed and operated for learning specific business office skills.

CAR WASH. An area of land and/or a structure used principally for the cleaning, washing, polishing or waxing of motor vehicles.

CITY COMMISSION. The City of St. Johns Commission.

CLUSTER HOUSING. A method of development in which minimum lot sizes are reduced in return for an equal amount of open space for the development.

CONDOMINIUM. The following definitions shall apply to all condominium developments:

(1) **CONVENTIONAL CONDOMINIUM PROJECT.** A development in which ownership interest is divided under the authority of the Condominium Act (Public Act 59 of 1978) and in which the condominium unit consists primarily of

the dwelling or other principal structure and most of the land in the development is part of the general common area.

(2) **SITE CONDOMINIUM PROJECT.** A development in which ownership interest is divided under the authority of the Condominium Act (Public Act 59 of 1978) and in which the condominium unit consists of a building site, with or without structures, which along with associated limited common area, constitutes the equivalent of a lot.

(3) **GENERAL COMMON AREAS.** Portions of the condominium development owned and maintained by the condominium association.

(4) **LIMITED COMMON AREAS.** Portions of the condominium development other than the condominium unit itself reserved for the exclusive use of less than all of the co-owners of the condominium development.

(5) **CONDOMINIUM SUBDIVISION PLAN.** Means drawings and information prepared pursuant to § 66 of the Condominium Act, Public Act 59 of 1978.

(6) **MASTER DEED.** The condominium document recording the condominium project to which are attached as exhibits and incorporated by reference the bylaws for the project and including those items required in § 8 of the Condominium Act, Public Act 59 of 1978.

(7) **CONTRACTIBLE CONDOMINIUM.** A condominium project from which any portion of the submitted land or building may be withdrawn in accordance with this act.

(8) **CONVERSION CONDOMINIUM.** A condominium project containing condominium units, some or all of which were occupied before the filing of a notice of taking reservations under § 71 of the Condominium Act, Public Act 59 of 1978.

(9) **EXPANDABLE CONDOMINIUM.** A condominium project to which additional land may be added in accordance with the Condominium Act, Public Act 59 of 1978.

COMMUNITY DEVELOPMENT PLAN. The plan for the future development of the St. Johns area, prepared, adopted, and amended pursuant to Act 285 of the Public Acts of 1931, as amended.

COURT, OPEN. A court enclosed on not more than three sides by exterior walls of a building or by exterior walls and lot lines with one side or end open to a street, way, alley, or yard.

COVERAGE. The ratio of gross floor area of the first floor of a building or of a group of buildings on the same lot to the area of the lot, expressed as a percentage.

DAY CARE FACILITIES. Includes the following definitions as defined and regulated by Public Act 116 of 1973, as amended:

(1) FAMILY DAY CARE HOME. A state licensed private home in which one, but fewer than seven minor children are received for care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage or adoption. Family day care home includes a home in which care is given to an unrelated minor child for more than four weeks during a calendar year.

(2) GROUP DAY CARE HOME. A state licensed private home in which more than six but not more than 12 minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. Group day care home includes a home in which care is given to an unrelated minor child for more than four weeks during a calendar year.

(3) CHILD CARE CENTER. A state licensed facility, other than a private residence, receiving one or more preschool or school age children for care for periods of less than 24 hours a day, and where the parents or guardians are not immediately available to the child.

DENSITY OF POPULATION. A ratio expressed as either the number of persons or the number of families per gross acre or net acre of land.

DISCONTINUANCE. The failure to pursue customary operations.

DRIVE-IN. Partially or wholly oriented and designed to accommodate vehicle-borne customers who generally plan to remain in the vehicle.

DRIVE, PRIVATE. A privately owned pathway to provide access for automobiles into and through a parcel or group of parcels being developed. A drive does not include individual driveways on individual lots used to provide access to a garage or a parking area.

DRIVE-THROUGH. A business establishment that provides customers with the opportunity to pay for and receive goods or services without leaving their car. A drive-through establishment is distinguished from a drive-in establishment by the fact that drive-through operations involve a driveway approach that the customer uses to enter the service area, receive service and departs, while a drive-in involved parking spaces the customer parks in to receive service.

DRIVEWAY. A pathway for motor vehicles that provides direct access to a garage or a parking area from a street or private drive

DUMP. An area, either public or private, utilized for the deposit of collect materials of very low or nonexistent value. Generally regarded as the terminal deposit for unwanted matter, but not including organic garbage.

DWELLING UNIT. A house, building, or mobile home, or portion thereof, which is occupied wholly as the home, residence or sleeping place by one or more human beings, either permanently or transiently, but in no case shall a travel trailer, motor home, automobile chassis, tent or other portable building be considered as a

dwelling. In case of mixed occupancy where a building occupied in part as a dwelling, the part so occupied shall be deemed a dwelling for the purpose of this chapter and shall comply with the provisions thereof relative to dwelling. Garage space, whether in an attached or detached garage, shall not be deemed a part of a dwelling for area requirements.

(1) DWELLING, MULTIPLE. A multiple dwelling is a building used for as a residence for three or more families living independently of each other and each having their own cooking facilities therein, including apartment houses, townhouses, and apartment hotel, but not including mobile homes.

(2) DWELLING, ONE-FAMILY. A detached building occupied by one family and so designed and arranged as to provide living, cooking and kitchen accommodations for one family or functional family only.

(3) DWELLING, TWO-FAMILY. A detached two-family dwelling is that occupied by two families, each provided with separate facilities for each family for living accommodations. Also known as a duplex dwelling.

(4) EFFICIENCY UNIT. An efficiency unit is a dwelling unit consisting of one or more rooms exclusive of hallways or closets directly off the principal room.

ESSENTIAL SERVICES. The erection, construction, alteration or maintenance by public utilities or municipal or state departments or commissions, of overhead, surface or underground gas, electrical, steam, or water distribution or transmission systems, collection, communication, supply, treatment or disposal systems, including mains, drains, sewers, pipes, conduits, or disposal systems, including mains, drains, sewers, pipes, conduits, tunnels, wires, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, towers, poles, signs, and other similar equipment and accessories in connection therewith, reasonably necessary for the furnishing of adequate service by such public utility or municipal department or commission or for the public health or safety or general welfare.

FAMILY. An individual; or a group of two or more persons related by lineal descentance, marriage, or adoption; together with not more than two additional persons not so related to such individual or group, living together as a single housekeeping unit in a dwelling unit.

FARM BUILDING. Any building or structure other than a dwelling, moved upon, maintained, used or built on a farm, which is essential and customarily used on farms of a particular type for the pursuit of their agricultural activities.

FENCE. An artificially constructed barrier of wood, masonry, metal or other manufactured material, or combination of materials, erected to enclose, screen or separate areas.

FLOOR AREA. The sum of the gross horizontal areas of the several floors of a building used or intended to be used for office, merchandising or services to the public as customers, patrons, clients, patients or tenants, including areas occupied for fixtures and equipment used for display or sale of merchandise, but excluding

floor areas which are used exclusively for storage, for housing of mechanical equipment integral with the building, for maintenance facilities, or for those areas so restricted that customers, patients, clients, salesmen, and the general public are denied access.

FLOOR AREA RATIO FAR is a measurement of building density wherein a ratio of 1.0 means that the floor area may equal the lot area or other unit of land area. An FAR of 5.0 means that the floor area may be up to five times as large as the lot area; and an FAR of 0.5 means that the floor area may be no more than one-half of the lot area.

FUNCTIONAL FAMILY. The functional equivalent of domestic family consisting of not more than six persons living together in a dwelling unit as a single housekeeping unit and intending to live together as a group for the indefinite future. This definition shall not include any fraternity, sorority, club, hotel or other group of persons whose association is temporary or commercial in nature.

GROSS FLOOR AREA. The total floor area, as measured to the outside surfaces of exterior walls, but not including the following spaces: crawl spaces, unfinished and non-habitable portions of the building, garages and open porches, balconies and terraces.

GROSS SITE AREA. An area proposed for development, including portions of the building, garages and open porches, balconies and terraces.

HOME OCCUPATION. Any occupation or profession carried on only by a member of a family residing on the premises as an accessory use, and meeting the standards set forth in this chapter.

HOSPITAL, GENERAL CARE. An institution providing health services primarily for in-patient medical or surgical care of the sick or injured and including related facilities such as laboratories, out-patient departments training facilities, central service facilities, and staff offices.

HOTEL. A building designed for occupancy as the more or less temporary abiding place of individuals who are lodged with or without meals, in which there are more than 15 sleeping rooms.

HOUSEHOLD PETS. Animals or fowl ordinarily permitted in the house, and kept for company or pleasure, such as dogs, cats and canaries, but not including a sufficient number of dogs to constitute a kennel as defined in this chapter.

HOUSEKEEPING UNIT. A dwelling unit organized as a single entity in which the members share common kitchen facilities and have access to all parts of the dwelling.

INCARCERATED. A person currently serving a criminal sentence in a county, state, or federal correctional facility.

INCINERATOR. A mechanical device and/or inclosing structure for the burning of refuse, collected or produced on the site.

INDUSTRY. An extraction, production, processing, testing, cleaning, repair, storage, or distribution of commodities.

INTENSITY OF LAND USE. A ratio relating the total floor area of buildings to a unit of land area.

JUNK YARD. A place where waste, discarded, or salvaged materials are bought, sold, exchanged, baled, packed, disassembled or handled, including auto wrecking yards, house wrecking yards, used lumber yards, and places or yards for storage of salvaged house wrecking and structural steel materials and equipment. The following are not included in this definition:

- (1) Places where such uses are conducted entirely within a completely enclosed building;
- (2) The sale of used vehicles in operable condition; and
- (3) The sale of salvaged materials incidental to manufacturing operations.

KENNEL. Any premises on which four or more dogs, four months old or older, are kept.

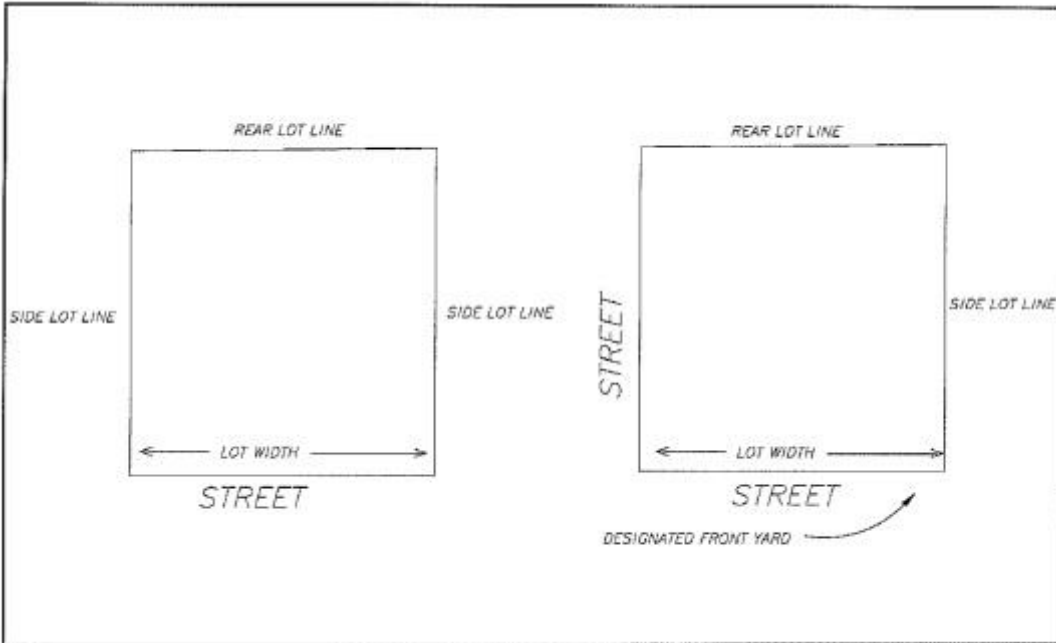
LIGHT SOURCE. Any device or fixture producing artificial light including those parts and surfaces of reflectors, refractors, globes, baffles, shades, and hoods upon which the light falls.

LOADING BERTH. A facility used and/or designed for receiving cargo from or discharging cargo into a vehicle.

LOT. A parcel of land occupied or capable of being occupied by a land use, building, structure, or group of buildings together with such yards, open spaces, lot width, and lot area, as are required by the chapter.

LOT, CORNER. A lot which has an interior angle of less than 135 degrees at the intersection of two street lines. A lot abutting upon a curved street or streets shall be considered a corner lot if the tangents to the curve at its points beginning within the lot or at the points of intersection of the side lines with the street lines intersect at an interior angle of less than 135 degrees. (See Figure 3-3.)

Figure 3 - 3



LOT, DEPTH OF. The mean horizontal distance between the rear and front lot lines.

LOT, INTERIOR. Any lot other than a corner lot. (See Figure 3-3.)

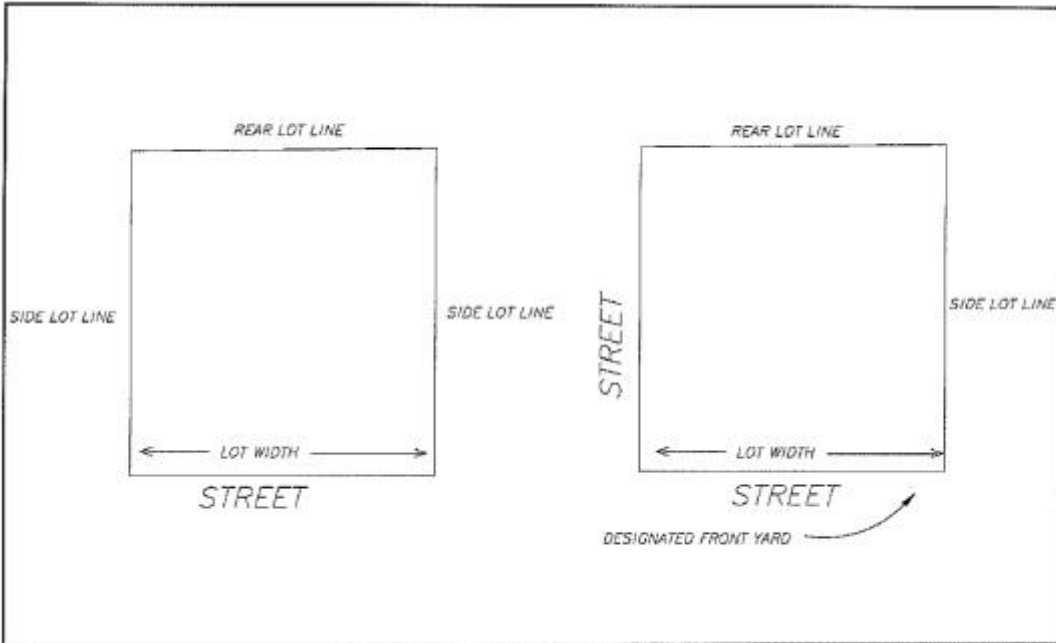
LOT LINES. The lines of demarcation between the properties of different owners or between any privately owned property and any street, alley, park or other public land, or the lines of demarcation between lots as recorded on a subdivision plat.

LOT OF RECORD. A lot which actually exists in a subdivision plat or condominium plan as shown on the records of the County Register of Deeds, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

LOT, SIDE OF. That edge of a lot not designated as front or rear.

LOT, WIDTH OF. The distance between side lot lines measured at the intersection of those lot lines and the street right-of-way. In the case of a corner lot, it shall be the distance between the side lot line and the edge of the street right-of-way. In the case of a cul-de-sac or curvilinear street, the setback shall be measured at the required front setback line. (See Figure 3-4.)

Figure 3 - 4



MAIN RESIDENTIAL BUILDING. One or more individual dwelling structures, each having all of its parts connected in a substantial manner by common walls and completely enclosed rooms or garages, and each dwelling structure containing one or more dwelling units.

MEDICAL AND DENTAL CLINIC. A facility organized and operated for the primary purpose of providing health service in medical or dental specialty for outpatient medical or dental care of the sick or injured, and including related facilities such as laboratories and other service facilities operated in connection with the clinics.

MIXED USE. The intermingling of land uses or activities within a single zoning lot, such as residential and commercial.

MOBILE HOME. A structure transportable in one or more sections, which is built on a chassis and designed to be used as a dwelling with or without permanent foundation, when connected to required utilities and includes the plumbing, heating, air-condition and electrical systems contained in the structure.

MOBILE HOME PARK. A parcel or tract of land under the control of a person upon which three or more mobile homes are located on a continual, non-recreational basis and which is offered to the public for that purpose regardless of whether a charge is made therefor, together with any building, structure, enclosure, street, equipment, or facility used or intended for use incident to the occupancy of a mobile home. For the purpose of this chapter, is a specifically designated parcel of land designed and developed to accommodate two or more mobile home sites for residential use.

MOTEL. A business comprised of a series of attached, semidetached, or detached rental units for the overnight accommodation of transient guests, each unit containing bedroom, bathroom, and closet space, with each unit having its own entrance from the parking area.

NET DEVELOPMENT AREA. The total area within the property lines of a project less the acreage of private streets, drives and internal streets, sites for churches and stores but including land reserved for schools and parks.

NONCONFORMING. A building, structure, or use lawfully established which does not conform to the current regulations of the district or zone in which it is situated.

NONCONFORMING USE, LEGAL. A building, structure, or use lawfully existing at the time of enactment of this Code or amendment thereto which does not conform to the regulations of the district or zone in which it is situated.

NURSING HOME. A facility which:

- (1) Provides nursing services on a continuing bases;
- (2) Admits the majority of the occupants upon advice of physicians as ill or infirm persons requiring nursing services;
- (3) Provides for physicians' or supervision; and
- (4) Maintains medical records.

OCCUPANCY OF LAND. The ownership and exercise on a permanent or temporary basis of that right of property which includes the use of land.

PARCEL. An area of land defined by property lines; a parcel need not be in single ownership.

PARK. Any lot, site, field or tract of land used for active or passive recreation purposes, primarily out-of-doors.

PARKING AREA. The temporary storage of registered motor vehicles of rated capacity not exceeding one and one-half tons.

PHYSICAL DEVELOPMENT. The arranging of land for human use, including the subdivision of land, the provision of facilities for communication and transportation, and the placement and erection of structures.

PLANNING COMMISSION. The St. Johns City Planning Commission.

PLAYFIELD. Any area of open space utilized for active recreation and designed to accommodate over 15 persons at one time.

PLAZA. An open area accessible to the public, which is either:

(1) An open area along the front lot line not less than five feet deep, measured perpendicular to the front lot line; or

(2) An open area on a through lot, extending from street (front lot line) to street (rear lot line) and not less than 15 feet wide, and which is at no point more than five feet above the curb level of the nearest adjoining street and is unobstructed from its lowest level to the sky, except for approved covered pedestrian walks.

PRIME RETAIL FRONTAGE. The first floor space on property within the Central Business District that abuts Clinton Avenue (State Street – Railroad Street), Walker Street (Brush Street – Spring Street), Higham Street (Brush Street – Spring Street) and Railroad Street (Brush Street – Spring Street), where the prime use of land is retail in nature.

PRIVATE SCHOOL. An educational institution not supported in any direct manner by general taxation, assessment, or other forms of public revenue.

PROPERTY. Real estate.

PUBLIC HOUSING. Dwelling units owned and/or operated by a public agency.

PUBLIC SCHOOL. An educational institution partially or wholly supported by general taxation, assessment, or other forms of public revenue.

RELIGIOUS INSTITUTION. Churches or other places of worship, including related plant, administrative and living facilities, such as: parsonage, vicarage, rectory, staff living quarters, Sunday school and day school buildings or other religious education buildings, include pre-school, parish house or place of public assemblage, operated and maintained in each case as an adjunct of an adjacent or nearby church, but not including schools providing education pursuant to state laws concerning compulsory education, seminaries, colleges, or facilities for the education or training of religious personnel.

RESIDENCE. A place used for human habitation other than on a transient basis.

SANITARY LANDFILL. A method of refuse disposal utilizing alternate layers of soil, sand, or other inert matter with the dumped and leveled refuse.

SCHOOL, ELEMENTARY. A public or private institution providing education below the ninth grade pursuant to the laws concerning compulsory education of the State of Michigan.

SCHOOL, HIGH. A public or private institution providing education above the eighth grade pursuant to the laws concerning compulsory education of the State of Michigan.

SCHOOL, PRIMARY. A public or private institution providing education below the fourth grade pursuant to the laws concerning compulsory education of the state of Michigan.

SETBACK LINE. Distance from the lot lines to an existing principle structure.

SETBACK LINE, REQUIRED. The line delineating the minimum required depth of the front yard.

SIDEWALK CAFÉ. Any outdoor dining area located on any public sidewalk or right-of-way that is associated with a restaurant or other eating and drinking establishment contiguous to the café area.

SIGN. A presentation or representation by letters, figures, designs, devices, pictures, emblems, insignia, numbers, lines, colors displayed so as to be visible to the public for the purpose of making anything known or attracting attention.

STANDARD DWELLING STRUCTURE. Any building, or portion of building, for which a certificate of occupancy for dwelling purposes has been issued and which conforms to all applicable health and building laws and this chapter.

STORY, HEIGHT OF. The vertical distance from the top surface of one floor to the top surface of the next above. The height of the top-most story is the distance from the top surface of the ceiling joists.

STREET, INTERNAL. A pathway that provides access by automobiles to individual lots that connects those lots with an existing public street.

STREET LINE. The dividing line between the street and a lot.

STREET, PRIVATE. A pathway not owned, controlled or maintained by a city, township, county, state or federal governmental agency that provides access by automobiles to individual lots.

STRUCTURAL ALTERATION. Any change in the supporting members of a building such as bearing walls, columns, girders or beams.

STRUCTURE. Anything constructed or erected, which requires a location on the ground or attached to something having a location on the ground (for example, decks, gazebos, playsets, at-grade patios).

TRADE. Actions or business involving the exchange of commodities by barter or trade, including necessary activities attendant thereto, but not including the production, processing or consumption of commodities.

TRADE SCHOOL. An educational or training establishment designed and operated for learning specific non-office skills or vocations, generally of a manual nature.

TRAFFIC. Vehicles in motion, unless otherwise modified (e.g., pedestrian traffic).

TOWNHOUSE. A building containing two or more dwelling units, with individual rear yards and/or front yards designed as an integral part of each one family dwelling unit.

USABLE OPEN SPACE. Yard space exclusive of the required front and side yards on a residential lot reserved for and devoted to the admittance of light and air and semi-private outdoor activities, and effectively separated from automobile circulation and parking.

USE. If not otherwise modified, the activity by humans, or consequent to human initiation or taking place; the remaining manifestations of such past activity.

VARIANCE. An authorization permitting change in the requirements of this chapter by the Zoning Board of Appeals in cases where the general requirements of this chapter and the literal enforcement of such would result in an unnecessary and undue hardship upon the variance applicant.

YARD. A space on the same lot with a building, unoccupied and unobstructed from the ground upward, except for certain specified building projections.

YARD, FRONT. A yard extending across the front of a lot between the side lot lines and being the minimum horizontal distance between the street line and the main building or any projection thereof, other than certain specified building projections. In the case of a developed corner lot, the front yard will be the lot line abutting the street that the lot is addressed on. In the case of an undeveloped lot that has not been assigned an address, the front yard shall be the narrowest street frontage, as measured along the right-of-way line from side lot line to side lot line. All other road frontages shall be considered "secondary street frontages." ~~one of the two sides of the lot fronting on a street that is designated as the front yard by the property owner at the time of applying for a zoning permit.~~

YARD, REAR. A yard extending across the back of a lot between the side lot lines and being the minimum horizontal distance between the rear lot line and the rear line of the main building or any projection thereof, other than certain building projections.

YARD, SIDE. A yard between the main building and the side line of the lot, and extending from the front yard or street line if there is no front yard required, to the rear yard, or the rear lot line if there is no rear yard required, and being the minimum horizontal distance between a side lot line and the side of the main buildings or any projections thereof, other than certain building projections.

ZONING ADMINISTRATOR. That person or persons duly charged by the appropriate appointing authority with the responsibility for executing and administering this chapter.

ZONING LOT. A single tract of land, located within a single block, which, at the time of filing for a building permit, is designated by its owner or developer as a tract to be used, developed, or built upon as a unit, under single ownership or control. A zoning lot may be subsequently subdivided into two or more zoning lots. A zoning lot, therefore, may or may not coincide with a lot as shown on any recorded subdivision plat or deed."

Section 2. 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 3. 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 4. 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 5. 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.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

As the City Clerk of the City of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of an ordinance introduced by the St. Johns City Commission at a regular meeting held on January 27, 2025.

Scott Dzurka, Mayor _____

Mindy J. Seavey, Clerk _____

§ 155.213 AVERAGE FRONT YARD.

On any completely platted block frontage on which at least half of the lots are built upon, the required front yard or secondary street yard may be reduced to the average of the existing front yards, but to not less than ten feet, subject to the provisions of this chapter.

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

**CITY OF ST. JOHNS
ORDINANCE NO. _____**

**AN ORDINANCE TO AMEND TITLE XV: LAND USAGE, CHAPTER 155: ZONING
CODE REGARDING GENERAL EXCEPTIONS FOR CORNER LOTS**

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amendment to Title XV: Land Usage, Chapter 155: Zoning Code—General Exceptions. The City amends Title XV, Chapter 155, Section 155.213 to read as follows:

“§ 155.213 AVERAGE FRONT YARD.

On any completely platted block frontage on which at least half of the lots are built upon, the required front yard or secondary street yard may be reduced to the average of the existing front yards, but to not less than ten feet, subject to the provisions of this chapter.”

Section 2. 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 3. 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 4. 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 5. 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.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

As the City Clerk of the City of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of an ordinance introduced by the St. Johns City Commission at a regular meeting held on January 27, 2025.

Scott Dzurka, Mayor _____

Mindy J. Seavey, Clerk _____

88044:00001:201038953-1

§ 155.200 KEEPING OF ANIMALS.

(A) Definitions. For the purpose of this section, the following definitions shall apply unless the context indicates or requires a different meaning.

DOMESTICATED ANIMALS. Animals taken care of in their day-to-day needs by humans.

EXOTIC OR WILD ANIMAL. Any animal not commonly domesticated in Michigan that is kept as a pet, raised for slaughter, or used for agricultural purposes, especially animals that pose a clear and present danger to humans. The following animals shall be considered EXOTIC OR WILD ANIMALS in all instances: big cats, venomous snakes, birds of prey, primates, deer, racoons, and opossums.

LIVESTOCK. A domesticated animal raised for slaughter or kept for the purposes of contributing to an agricultural use through labor, breeding, or the production of milk, eggs, manure, wool, or other animal-based products. The following animals shall be considered LIVESTOCK in all instances: cattle, horses, pigs, sheep, goats, turkeys, and chickens.

(B) All domesticated animals must be kept in safe and sanitary conditions appropriate to their species and in compliance with all county, state, and federal standards.

(C) The following domesticated animals may be kept on a residentially zoned lot:

(1) Livestock.

(a) A zoning permit shall be required to keep livestock on a lot. The Zoning Administrator shall have the jurisdiction to determine that an animal is considered livestock under this section, based on the definition in division (A). Appeals of the decision of the Zoning Administrator shall be to the Zoning Board of Appeals.

(b) Livestock with fur shall be prohibited within 500 feet of any dwelling unit. Examples include, but are not limited to: cattle, sheep, and horses.

(c) Chickens. Chickens shall only be permitted in the following circumstances:

1. Chickens shall only be permitted in the R-1, R-2, and R-3 Zoning Districts.
2. Lots under one acre shall be permitted to have up to four chickens. Lots over one acre shall be permitted to have up to six chickens.
3. Roosters shall not be permitted.
4. The slaughtering of any chicken is prohibited.
5. Chickens must be kept within a covered enclosure, including a coop and a run, at all times. Chickens shall not be allowed to roam the lot or any other property. The covered enclosure shall be exempt from the standards governing fences in § 155.187 and shall instead be subject to the regulations of this section.

6. The enclosed area where the chickens are kept, including the coop and the run, must meet the following standards:

A. It shall not be located in a front yard or secondary street yard.

B. It shall be set back at least ten feet from any lot line and any residence on the same lot as the chicken enclosure.

C. It shall be set back at least 40 feet from any residence that is not on the same lot as the chicken enclosure.

D. It shall not exceed the maximum allowable height for a detached accessory structure in the zoning district it is located within.

E. It shall count as a structure for the purpose of calculating the maximum permitted lot coverage.

F. It shall be maintained in a clean and neat matter at all times.

G. The following materials shall not be used to construct the enclosure area: tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.

H. Chicken feed must be kept in rodent-proof, sealed containers.

(d) Bees. Bees may be kept on any lot, provided the bee enclosure is located in the rear yard and is set back at least 20 feet from any lot line.

(D) Exotic or wild animals. Exotic or wild animals shall not be kept as domesticated animals anywhere in the city. See Chapter 92.

(E) Kennels. See § 155.437.

(Ord. 678, passed 8-28-2023)

**CITY OF ST. JOHNS
ORDINANCE NO. _____**

**AN ORDINANCE TO AMEND TITLE XV: LAND USAGE, CHAPTER 155: ZONING
CODE REGARDING SUPPLEMENTARY REGULATIONS FOR KEEPING ANIMALS**

THE CITY OF ST. JOHNS ORDAINS:

**Section 1. Amendment to Title XV: Land Usage, Chapter 155: Zoning Code—
Supplementary Regulations.** The City amends Title XV, Chapter 155, Section 155.200 to read
as follows:

“§155.200 KEEPING OF ANIMALS.

(A) Definitions. For the purpose of this section, the following definitions shall
apply unless the context indicates or requires a different meaning.

DOMESTICATED ANIMALS. Animals taken care of in their day-to-day
needs by humans.

EXOTIC OR WILD ANIMAL. Any animal not commonly domesticated in
Michigan that is kept as a pet, raised for slaughter, or used for agricultural purposes,
especially animals that pose a clear and present danger to humans. The following
animals shall be considered EXOTIC OR WILD ANIMALS in all instances: big
cats, venomous snakes, birds of prey, primates, deer, racoons, and opossums.

LIVESTOCK. A domesticated animal raised for slaughter or kept for the
purposes of contributing to an agricultural use through labor, breeding, or the
production of milk, eggs, manure, wool, or other animal-based products. The
following animals shall be considered LIVESTOCK in all instances: cattle, horses,
pigs, sheep, goats, turkeys, and chickens.

(B) All domesticated animals must be kept in safe and sanitary conditions
appropriate to their species and in compliance with all county, state, and federal
standards.

(C) The following domesticated animals may be kept on a residentially zoned
lot:

(1) Livestock.

(a) A zoning permit shall be required to keep livestock on a lot. The Zoning
Administrator shall have the jurisdiction to determine that an animal is considered
livestock under this section, based on the definition in division (A). Appeals of the
decision of the Zoning Administrator shall be to the Zoning Board of Appeals.

(b) Livestock with fur shall be prohibited within 500 feet of any dwelling
unit. Examples include, but are not limited to: cattle, sheep, and horses.

(c) Chickens. Chickens shall only be permitted in the following
circumstances:

1. Chickens shall only be permitted in the R-1, R-2, and R-3 Zoning Districts.

2. Lots under one acre shall be permitted to have up to four chickens. Lots over one acre shall be permitted to have up to six chickens.

3. Roosters shall not be permitted.

4. The slaughtering of any chicken is prohibited.

5. Chickens must be kept within a covered enclosure, including a coop and a run, at all times. Chickens shall not be allowed to roam the lot or any other property. The covered enclosure shall be exempt from the standards governing fences in § 155.187 and shall instead be subject to the regulations of this section.

6. The enclosed area where the chickens are kept, including the coop and the run, must meet the following standards:

A. It shall not be located in a front yard or secondary street yard.

B. It shall be set back at least ten feet from any lot line and any residence on the same lot as the chicken enclosure.

C. It shall be set back at least 40 feet from any residence that is not on the same lot as the chicken enclosure.

D. It shall not exceed the maximum allowable height for a detached accessory structure in the zoning district it is located within.

E. It shall count as a structure for the purpose of calculating the maximum permitted lot coverage.

F. It shall be maintained in a clean and neat matter at all times.

G. The following materials shall not be used to construct the enclosure area: tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.

H. Chicken feed must be kept in rodent-proof, sealed containers.

(d) Bees. Bees may be kept on any lot, provided the bee enclosure is located in the rear yard and is set back at least 20 feet from any lot line.

(D) Exotic or wild animals. Exotic or wild animals shall not be kept as domesticated animals anywhere in the city. See Chapter 92.

(E) Kennels. See § 155.437.”

Section 2. 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 3. 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 4. 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 5. 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.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

As the City Clerk of the City of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of an ordinance introduced by the St. Johns City Commission at a regular meeting held on January 27, 2025.

Scott Dzurka, Mayor _____

Mindy J. Seavey, Clerk _____

88044:00001:201038989-1

**CITY OF ST. JOHNS
RESOLUTION #6-2025**

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND CHAPTER 155 OF
THE CITY OF ST. JOHNS CODE OF ORDINANCES
REGARDING HEIGHT REQUIREMENTS FOR CORNER LOTS**

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 27th day of January, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, MCL 125.3101 *et seq.*, as amended (“MZEA”), the City has the authority to regulate the use of land within the City; and

WHEREAS, the City desires to regulate landscaping standards within the City by amending Section 155.004 of Title XV (Land Usage) of the City’s Code of Ordinances; and

WHEREAS, upon giving notice in accordance with the MZEA, the City Planning Commission held a public hearing to consider the Ordinance; and

WHEREAS, on November 13, 2024, the Planning Commission voted to recommend adoption of the Ordinance to the City Commission;

WHEREAS, the City desires to introduce the Ordinance.

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend Title XV: Land Usage, Chapter 155, Section 155.004 of The City Of St. Johns Zoning Code Regarding Height Requirements for Corner Lots.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 27th day of January, 2025.

88044:00001:201040765-1

**CITY OF ST. JOHNS
RESOLUTION #7-2025**

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND CHAPTER 155 OF
THE CITY OF ST. JOHNS CODE OF ORDINANCES
REGARDING GENERAL EXCEPTIONS FOR CORNER LOTS**

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 27th day of January, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, MCL 125.3101 *et seq.*, as amended (“MZEA”), the City has the authority to regulate the use of land within the City; and

WHEREAS, the City desires to regulate landscaping standards within the City by amending Section 155.213 of Title XV (Land Usage) of the City’s Code of Ordinances; and

WHEREAS, upon giving notice in accordance with the MZEA, the City Planning Commission held a public hearing to consider the Ordinance; and

WHEREAS, on November 13, 2024, the Planning Commission voted to recommend adoption of the Ordinance to the City Commission;

WHEREAS, the City desires to introduce the Ordinance.

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend Title XV: Land Usage, Chapter 155 of The City Of St. Johns Zoning Code Regarding General Exceptions for Corner Lots.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 27th day of January, 2025.

88044:00001:201038962-1

**CITY OF ST. JOHNS
RESOLUTION #8-2025**

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND CHAPTER 155 OF
THE CITY OF ST. JOHNS CODE OF ORDINANCES
REGARDING SUPPLEMENTARY REGULATIONS FOR KEEPING ANIMALS**

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 27th day of January, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, MCL 125.3101 *et seq.*, as amended (“MZEA”), the City has the authority to regulate the use of land within the City; and

WHEREAS, the City desires to regulate the keeping of animals within the City by amending Section 155.200 of Title XV (Land Usage) of the City’s Code of Ordinances; and

WHEREAS, upon giving notice in accordance with the MZEA, the City Planning Commission held a public hearing to consider the Ordinance; and

WHEREAS, on November 13, 2024, the Planning Commission voted to recommend adoption of the Ordinance to the City Commission;

WHEREAS, the City desires to introduce the Ordinance.

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend Title XV: Land Usage, Chapter 155 of The City Of St. Johns Zoning Code Regarding Supplementary Regulations for Keeping Animals.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 27th day of January, 2025.

88044:00001:201038991-1

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025

Department: Community Development	Attachments:	Submitted to CA for Review
Subject: <i>Rezoning of 450 E. Townsend From R-1 to R-2</i>	<input checked="" type="checkbox"/> Resolution for rezoning First Reading <input checked="" type="checkbox"/> Zoning Analysis 10-14-24 <input checked="" type="checkbox"/> Ordinance to amend the City's Zoning Map <input checked="" type="checkbox"/> Rezoning Review 11-25-24 <input checked="" type="checkbox"/> Public Notice Letter <input checked="" type="checkbox"/> Pages from Master Plan <input checked="" type="checkbox"/> Sample Map <input checked="" type="checkbox"/> Letters to Commission	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Prepared by: Christopher Khorey, AICP, McKenna	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: 450 E. Townsend is a 4.8 acre parcel of vacant land owned by the City. It is currently zoned R-1 Residential. In support of a potential Request for Proposals to developers, the City Commission previously requested that the Planning Commission begin the process of rezoning the parcel from R-1 to R-2. The Planning Commission held a public hearing on December 4 and recommended approval.

BACKGROUND/DISCUSSION: Rezoning from R-1 to R-2 increases the allowable number of housing units on the parcel from approximately 24 to approximately 30, and also allows the development of non-single-family housing types such as duplexes, triplexes, quadplexes, and townhouses (while also allowing single family, as well). However, buildings containing more than 4 dwelling units are not permitted in R-2.

The additional allowable density and housing types create design flexibility and may make the property more attractive to developers.

STRATEGIC PLAN OBJECTIVE: The Master Plan designates this site for “Modern Spacious Residential.” That designation is described in detail on Page 44 of the Master Plan, and the vision described on that page can be achieved through R-2 zoning. However, the Master Plan also states, on Page 16, that R-1 is the appropriate district for Modern Spacious Residential.

It is also worth noting that the Planning Commission is currently working on a Master Plan update, and Page 16 could be edited during that process, if desired by City leaders.

FISCAL IMPACT: Dispossessing and developing the site would benefit the City financially. However, no analysis has been done comparing the fiscal impact of R-1 and R-2 zoning.

RECOMMENDATION: Staff requests that the City Commission adopt the Resolution to Introduce the Ordinance.

**CITY OF ST. JOHNS
RESOLUTION #9-2025**

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND THE CITY’S ZONING
ORDINANCE TO REZONE PROPERTY**

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 27th day of January, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, MCL 125.3101 *et seq.*, as amended (“MZEA”), the City has the authority to regulate the use of land within the City; and

WHEREAS, the City desires to rezone property located at 450 E. Townsend Rd. (Parcel No. 300-021-200-050-11) (“Property”) from R-1 Low Density Residential to R-2 Medium Density Residential; and

WHEREAS, the rezoning of the Property, which is currently undeveloped, is part of a larger effort to recruit developers to the City-owned site in order to build an appropriately-scaled residential development consisting of single family homes and condominiums; and

WHEREAS, the City Planning Commission voted to recommend that the City Commission approve the rezoning application, subject to any necessary conditions and agreements; and

WHEREAS, the City desires to consider amending its Zoning Ordinance to rezone the Property from R-1 Low Density Residential to R-2 Medium Density Residential subject to any necessary conditions or agreements.

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend the City’s Zoning Ordinance to Rezone the Property.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 27th day of January, 2025

88044:00001:201133258-1



Memorandum

TO: City of St. Johns City Commission
Christopher Khorey, AICP, Vice President

FROM: Jeff Keesler, Associate Planner
Ethan Walthorn, Assistant Planner

SUBJECT: **450 E. Townsend Zoning Analysis**

DATE: October 14, 2024

As requested, we have analyzed the development possibilities for 450 E. Townsend Road, a City-owned property that the Commission is considering issuing a Request for Proposals for sale and development.

The property currently has an undeveloped right-of-way cutting across it. The right-of-way is clearly visible on the City Zoning Map, as shown below. The purpose of the right-of-way would be to re-align County Farm Road to create a 4-way intersection of County Farm, Swegles Street, and Townsend Road.





If the right-of-way is left in place and County Farm is moved, then the property will be two parcels. For the purposes of this memo, we will call them the “West Parcel” (west of County Farm Road) and the “East Parcel”, east of County Farm Road.

The West Parcel is 3.88 acres. The East Parcel is 0.49 acres. If the right-of-way was vacated and became developable land, the combined parcel would be approximately 4.8 acres.

The property is currently zoned R-1. The Master Plan calls for “Modern Spacious Residential,” and recommends R-1 as the appropriate zoning category. However, the Planning Commission is re-evaluating the Future Land Use map in that part of the City as part of the ongoing Master Plan Update. At the direction of the City Commission the Master Plan category could be updated to “Traditional Walkable Residential” (R-2 Zoning) or “Multi-Family” (R-3 Zoning).

Therefore, we have evaluated 6 scenarios for development on the site, as shown on the chart below. The calculations R-1 and R-2 are ranges, because the site would have to be split into lots in order to be developed under those categories, and we have not done a full design layout. We have also evaluated non-residential options.

Regardless of the land use, housing density, or decision regarding re-locating County Farm Road, the stub street “Braxton Court” should be extended onto the property and should connect to County Farm. We recommend that this be a requirement of the RFP.

RESIDENTIAL OPTIONS

	Housing Type	Housing Density	
		County Farm Relocated	Right-of-Way Vacated
R-1	Single Family	West Parcel: 16-20 Dwelling Units East Parcel: 1-2 Dwelling Units	20-24 Dwelling Units
R-2	Single Family Duplex Triplex Quadplex Townhouse <i>Could also be developed with a combination of these housing types.</i>	West Parcel: 16-26 Dwelling Units East Parcel: 1-4 Dwelling Units <i>Additional Density, up to 30-35 dwelling units, available by Special Use Permit.</i>	20-30 Dwelling Units <i>Additional Density, up to 35-40 dwelling units, available by Special Use Permit.</i>



R-3	Single Family Multi-Family (any size building) Townhouse <i>Could also be developed with a combination of these housing types.</i>	West Parcel: 38 Dwelling Units East Parcel: 4 Dwelling Units <i>Additional Density available by Special Use Permit.</i>	48 Dwelling Units <i>Additional Density available by Special Use Permit.</i>
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NON-RESIDENTIAL OPTIONS

Under R-1 Zoning, non-residential options are limited to religious institutions and civic institutions. That same would be true for R-3 Zoning.

Under O Office Zoning, some light commercial uses would be permitted, as well as housing units up to 10 dwelling units per acre (same density as R-3).

Under GC General Commercial Zoning, a wide variety of commercial uses would be permitted. Residential would not be permitted.

For either O or GC, the Master Plan would need to be changed to designate the parcel for commercial use.

We look forward to discussing the options for the parcel at the October 28 City Commission meeting.

CITY OF ST. JOHNS

**ORDINANCE NO. ___
AN ORDINANCE TO AMEND THE CITY'S ZONING ORDINANCE TO
CONDITIONALLY REZONE PROPERTY**

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amending Zoning District Map

The zoning districts map adopted pursuant to Section 155.012 of the Zoning Chapter of the City of St. Johns, Michigan is hereby amended as follows:

To change the R-1 Low Density Residential District symbol and indication as show on the zoning district map for the property denoted as parcel number 300-021-200-050-11, more commonly known as 450 E. Townsend Road, in the City of St. Johns to the R-2 Medium Density Residential District.

Section 2. Validity and Severability

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

Section 3. Repealer

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

Section 4. Effective Date

This Ordinance shall become effective twenty (20) days after final approval.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

As the duly elected Mayor and Clerk of the City of St. Johns, Clinton County, Michigan, we certify that this is a true and complete copy of an ordinance adopted by the St. Johns City Commission at a regular meeting held on ____, 2025.

Scott Dzurka, Mayor

Mindy J. Seavey, Clerk



MCKENNA

November 25, 2024

Planning Commission
City of St. Johns
100 E. State Street, #1100
St. Johns, MI 48879

Subject: Proposed Rezoning of 450 E. Townsend Rd.

Dear Commissioners,

As requested, we have reviewed the above referenced application for the rezoning of 450 E. Townsend Rd. (Parcel number: 300-021-200-050-11) from R-1 Low Density Residential to R-2 Medium Density Residential.

The lot, which is currently undeveloped, is outlined (approximately) on the aerial photo below. This rezoning is part of a larger effort to recruit a developer for the City-owned site, in order to build an appropriately-scaled residential development consisting of single family homes and condominiums.



Below is the current zoning map of the area. The parcel in question is highlighted.

GRAND RAPIDS
124 East Fulton Street
6th Floor, Suite B
Grand Rapids, Michigan 49503

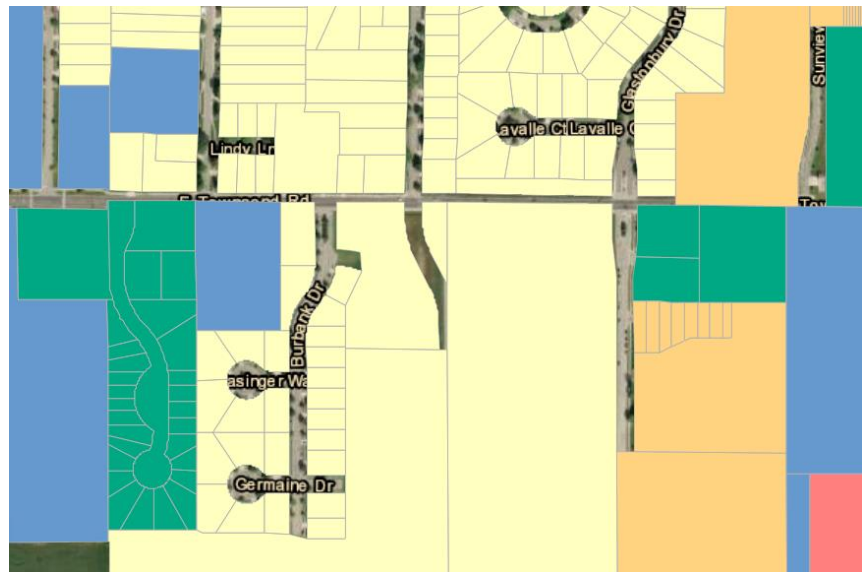
O 616.226.6375
F 248.596.0930
MCKA.COM

Communities for real life.



LEGEND

- R1 - Low Density Residential
- R2 - Medium Density Residential
- R3 - High Density Residential
- CBD - Central Business District
- GC - General Commercial
- MU - Mixed Use
- I1 - Industrial - High Performance
- I2 - Industrial - Liberal Performance
- O - Office
- MC - Municipal Center



ZONING DISTRICT COMPARISON

The chart below compares the existing R-1 District to the proposed R-2 District. When considering a rezoning, the Planning Commission must take into account all potential uses under the new zoning classification, not merely the use the applicant has expressed interest in.

	<i>Existing District R-1 Low Density Residential</i>	<i>Proposed District R-2 Medium Density Residential</i>
Permitted Uses	<ul style="list-style-type: none"> • Residence, one-family. • Adult foster care family home or adult foster care small group home. • Customary agricultural operations; however, farm animals are prohibited. • Family childcare home. • Essential services, such as gas regulator stations, utility dumping stations, power substations, and water towers; provided these uses are necessary for service to the adjacent residential area. If these uses are to service a 	<ul style="list-style-type: none"> • Residential dwelling units, as follows: <ul style="list-style-type: none"> ○ On lots of less than 0.25 acres in area: No more than one dwelling unit. ○ On lots between 0.25 and 0.4 acres in area: Up to two dwelling units. ○ On lots between 0.4 and 0.5 acres in area: Up to three dwelling units.



	<i>Existing District R-1 Low Density Residential</i>	<i>Proposed District R-2 Medium Density Residential</i>
	<p>larger area, a special use permit is required.</p> <ul style="list-style-type: none"> • Home occupations. 	<ul style="list-style-type: none"> ○ On lots over 0.5 acres in area: Up to four dwelling units. • Pre-existing dwelling units. • Adult foster care family home or adult foster care small group home. • Family childcare or group childcare home. • Essential services, such as gas regulator stations, utility dumping stations, power substations, and water towers; provided these uses are necessary for service to the adjacent residential area. If these uses are to service a larger area, a special use permit is required. • Home occupations.
Special Approval Uses	<ul style="list-style-type: none"> • Communication antennas (not including towers). • Gas regulator stations, utility pumping stations, power substations and water towers not necessary for service to the adjacent residential area. • Group day care home. • Two-family dwellings consequent to a conversion of a single-family dwelling existing on the effective date of this chapter, provided that: The floor area is not increased thereby. • Religious institutions. 	<ul style="list-style-type: none"> • Dwelling units that are not permitted by right, but meet the following conditions: <ul style="list-style-type: none"> ○ On lots between 0.25 and 0.4 acres in area: Up to three dwelling units. ○ On lots between 0.4 and 0.5 acres in area: Up to four dwelling units. • Communication antennas (not including towers). • Bed and breakfast.



	<i>Existing District R-1 Low Density Residential</i>	<i>Proposed District R-2 Medium Density Residential</i>
		<ul style="list-style-type: none"> • Gas regulator stations, utility pumping stations, power substations and water towers not necessary for service to the adjacent residential area. • Religious institutions.
Minimum Lot Size	7,500 square feet	5,000 square feet
Minimum Lot Width	75 feet	75 feet
Minimum Setbacks	Front: 25 feet Side: 10 feet (20 street side) Rear: 35 feet	Front: 25 feet Side: 10 feet (20 street side) Rear: 35 feet
Maximum Lot Coverage	40%	45%
Maximum Building Height	30 feet 2.5 stories	30 feet 2.5 stories
Residential Density	1 unit per lot	On lots of less than 0.25 acres in area: No more than one dwelling unit. On lots between 0.25 and 0.4 acres in area: Up to two dwelling units. On lots between 0.4 and 0.5 acres in area: Up to three dwelling units. On lots over 0.5 acres in area: Up to four dwelling units.

The two districts are largely similar with minor exceptions. Both allow for residential dwelling units, though the R-1 District only allows for one single-family residence for each lot while the R-2 District allows for limited multi-family development, which is pursuant to the desired housing density for the lot by the City. Under R-2 zoning, each parcel created from the parent parcel could be allowed a maximum of four dwelling units as opposed to one dwelling under the current R-1 zoning. This would allow for the creation of condominiums (such as townhouses or small multi-unit buildings), furthering the City’s goal and building attainably priced housing for entry-level homeowners and downsizing retirees.



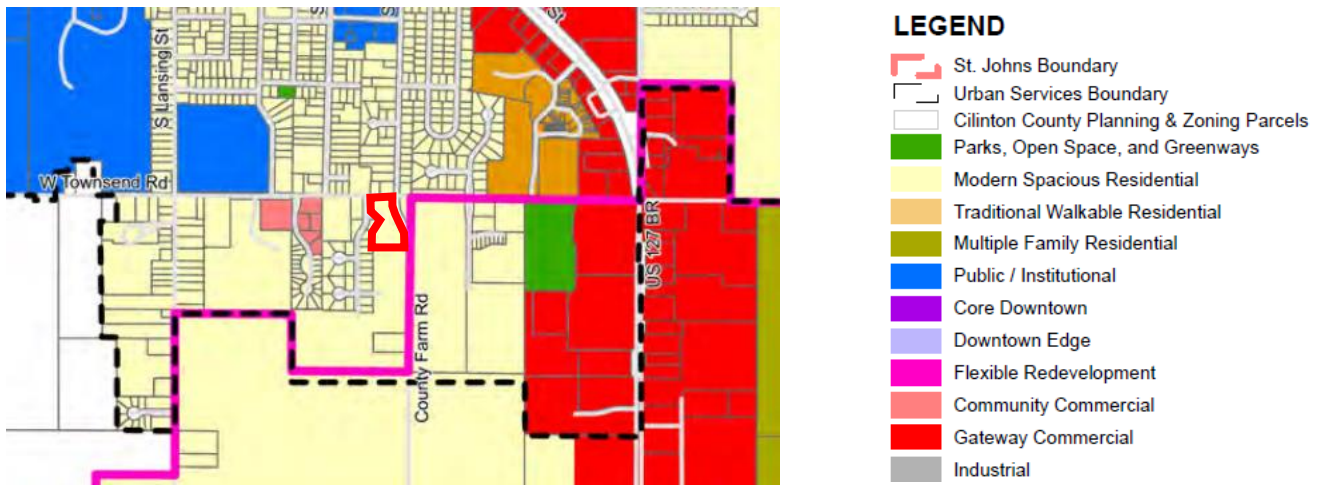
REVIEW CRITERIA FOR REZONINGS

When reviewing a rezoning request, the Planning Commission should consider the following criteria.

1. Consistency with the Master Plan.

In order to be approved, a rezoning should be consistent with the Future Land Use Map in the Master Plan. The Future Land Use map designates the lot as “Modern Spacious Residential” as shown on the map below.

On Page 44, the Master Plan states that the appropriate land uses in the “Modern Spacious Residential” category are “detached single family residential dwelling units, two-family attached residential dwelling units, schools, parks, and other compatible municipal and civic uses.” The uses permitted in the R-2 District are consistent with that list in that R-2 allows single-family dwellings as well as two-family housing.



2. The Site’s Physical Compatibility with the Uses Permitted in the Zoning District. The Planning Commission must consider whether the site can reasonably support the uses permitted in the proposed Zoning District, from a physical perspective.

- **Natural Features:** The subject site is a vacant lot and is currently undeveloped. It is flat and does not contain protected wetlands or other natural features that would restrict development.
- **Road Network:** The site fronts Townsend Road, which runs west to east from Bingham Township to Ionia County. It is not a major thoroughfare, but it does provide efficient access to Old US-127, which in turn provides efficient access to most destinations in St. Johns. It is anticipated that the County Farm Road bypass route will abut the parcel and connect to Swegles Street. Traffic impacts from the addition of a maximum of four dwelling units are expected to be minimal, but that will be determined during the Site Plan Approval phase.

3. Compatibility with Surrounding Uses. The Planning Commission must consider whether all of the permitted uses in the proposed R-2 District would be appropriate adjacent to the existing surroundings. The table below summarizes the land use attributes of the site and the surrounding properties.



	Current Zoning	Existing Land Uses	Future Land Use (Master Plan)
Subject Parcel	R-1	Vacant/Agricultural	Modern Spacious Residential
North	R-1	Residential	Modern Spacious Residential
East	R-1	Vacant Lot (Soccer Field)	Modern Spacious Residential
South	R-1	Vacant/Agricultural	Modern Spacious Residential
West	R-1	Residential	Modern Spacious Residential

The surrounding land uses to the North and West are residential, with dense, single-family homes located on lots under ½ acre in area. A multi-family building could be appropriately scaled to be compatible with the neighborhood. Given the continuing development of the Burbank Drive residences, it would be appropriate for the subject parcel, which is greater than 3 acres in area, to be used for multiple residences when surrounded by lots less than half an acre in size. The vacant parcel to the South of the subject parcel is intended to be connected to the continuing Burbank Drive development at a future date.

The parcel to the East of the subject site is also vacant and zoned R-1 Low Density Residential. The parcel is currently or was formerly used as soccer fields by the S. Joseph Parish of St. Johns, though the lot does not appear to get much use from the community. The rezoning of the subject parcel to allow for a higher density of residential development would likely increase the value and use of nearby recreational uses, increasing the potential for their development.

- Most Appropriate Zoning District.** The parcel's future land use designation as Modern Spacious Residential strongly suggests remaining zoned as the R-1 – Low Density Residential district.
- Infrastructure Capacity.** We are not aware of any infrastructure capacity issues that would restrict the allowable uses in the R-2 District. The site has access to public water and sewer without needing any extensions of that system.

RECOMMENDATION

We recommend that the Planning Commission recommend the rezoning to the City Commission.

Please do not hesitate to contact us with any questions.

Respectfully submitted,
McKENNA

Christopher Khorey, AICP
 Vice President

Ethan Walthorn,
 Assistant Planner

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

November 18, 2024

(Name)

(Address)

St. Johns, Michigan 48879

Dear Property Owner,

This letter is to inform you of the City of St. Johns' efforts to recruit and partner with a developer to construct new homes on the City-owned property at 450 E. Townsend Road, and to invite you to an upcoming public hearing for an important step in the process.

The City is currently refining its vision for the property, with the intention of issuing a Request for Proposals to solicit interested developers to fulfill that vision. At this early stage, the City's priorities for the site are:

- Pave and re-align County Farm Road to create a four-way intersection with Townsend Road and Swegles Street.
- Complete Braxton Court as a cul-de-sac lined with homes similar to the existing homes on Burbank Drive.
- Construct homes along Townsend Road and County Farm Road that are designed to be attractive to, and attainably priced for, first-time homebuyers. These could be single family homes, or could be townhouses or other similar housing types.
- Ensure sufficient infrastructure, stormwater management, traffic flow, pedestrian access, and other design elements so the new homes can integrate seamlessly into the existing neighborhood.

An early step in this process is to consider a rezoning of the property from R-1 Low Density Residential to R-2 Medium Density Residential. **The Planning Commission will hold a public hearing on the proposed rezoning on December 4, 2024 at 5:30 pm at the County Courthouse Commission Chambers.**

Questions or comments in advance of the meeting can be emailed to St. Johns Planning Consultant Christopher Khorey, AICP at ckhorey@mcka.com.

The City looks forward to continuing to communicate with nearby residents as the process to develop the property moves forward.

Sincerely,

Chad A. Gamble, P.E.
City Manager

Community Character Areas → Zoning Districts

COMMUNITY CHARACTER AREA	ZONING DISTRICT
Parks, Open Space, and Greenways	New Zoning District OR Zone to Match Surroundings
Modern Spacious Residential	R-1 Low Density Residential
Traditional Walkable Residential	R-2 Medium Density Residential
Multiple Family Residential	R-3 High Density Residential
Public / Institutional	MC Municipal Center
Core Downtown	CBD Central Business District
Downtown Edge	CBD Central Business District, OR Revise MU Mixed Use to Achieve Desired Development Character, OR create new zoning district.
Flexible Redevelopment	New Zoning District OR Achieve Desired Development Character Through PUD Process
Community Commercial	New Zoning District OR GC- General Commercial
Gateway Commercial	GC General Commercial
Industrial	I-1 Industrial – High Performance I-2 Industrial – Liberal Performance
Old Village Overlay	New Overlay District

Clinton County Zoning Plan

The following pages contain a Zoning Plan for Clinton County Zoning, which governs Bingham Township, in order to implement the vision of the Joint Planning Areas.

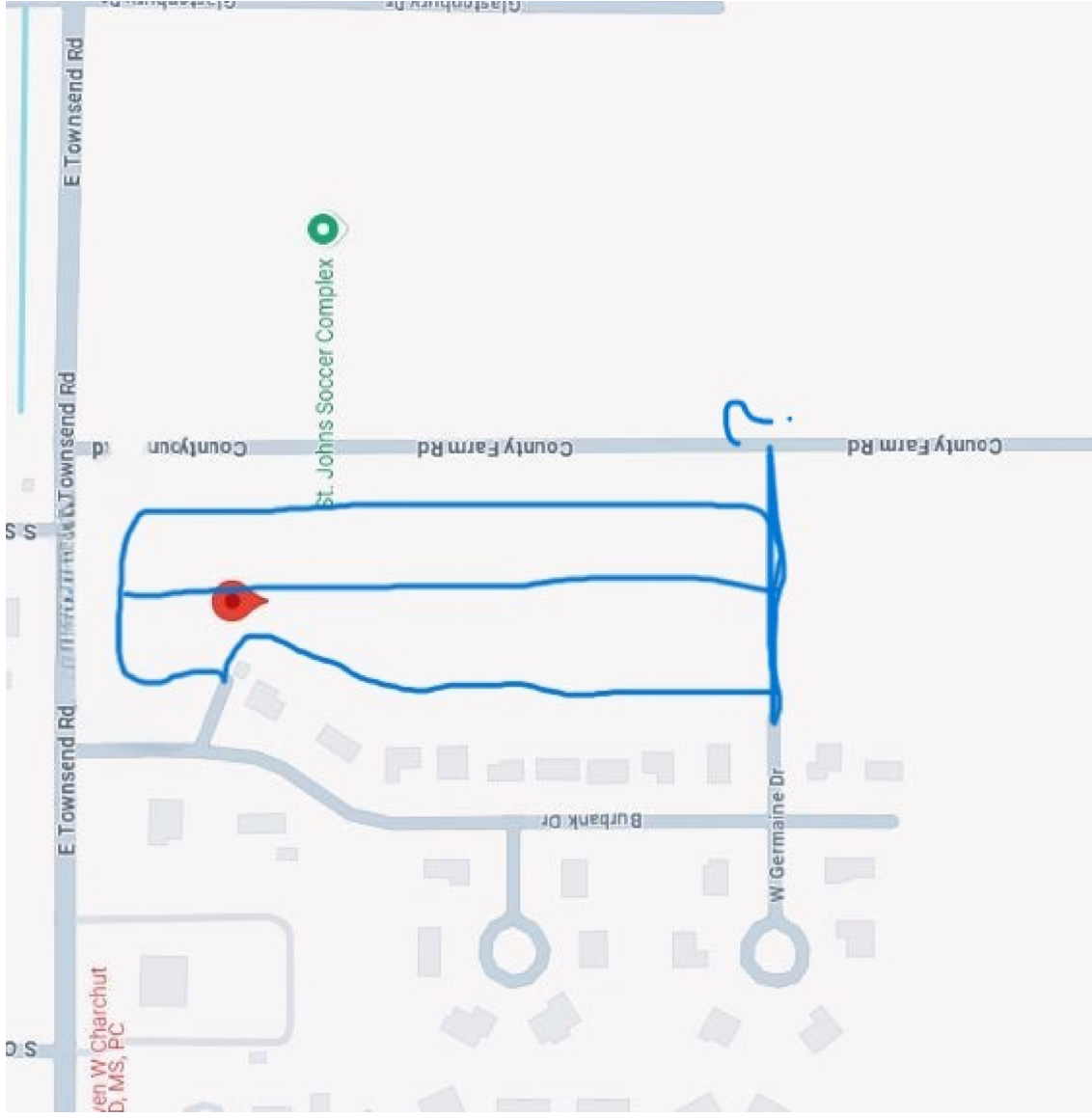
RELATIONSHIP BETWEEN FUTURE LAND USE AND ZONING CATEGORIES

The table below shows the Clinton County Zoning Districts that would appropriately implement the vision of the Future Land Use Categories in the Joint Planning Areas. Rezoning within the Joint Planning Areas should be reviewed against this table to determine whether the requested category is supported by the Plan.

FUTURE LAND USE CATEGORIES	ZONING DISTRICTS	
Modern Spacious Residential	RR R-1 R-2	Rural Residential Single Family Residential ² Single Family Residential ^{1, 2}
Multiple Family Residential	MF MH	Multiple Family Residential ^{1, 2} Manufactured Housing Community ²
Gateway Commercial	C-1 C-2 C-3	Local Commercial ² General Commercial ² Highway Service Commercial ²
Commercial / Industrial	C-2 C-3 RO I-1 I-2	General Commercial ² Highway Service Commercial ² Research / Office ² Light Industrial ² General Industrial ²
Industrial	RO I-1 I-2	Research / Office ² Light Industrial ² General Industrial ²
Rural Estate	RR A-3	Rural Residential Agricultural / Residential Transition
Agriculture-Energy	A-1 A-2 A-3 MR	Agricultural and Open Space Preservation General Agriculture Agricultural / Residential Transition Mineral Extraction ³
Agriculture-Energy / Industrial	A-1 A-2 A-3 MR RO I-1 I-2	Agricultural and Open Space Preservation General Agriculture Agricultural / Residential Transition Mineral Extraction ³ Research / Office ² Light Industrial ² General Industrial ²

Footnotes:

1. R-2 Single Family Residential and C-1 Local Commercial should be limited to areas in close proximity to the City of St. Johns. Rezoning to C-1 Local Commercial should be limited in general, as the C-2 and C-3 districts better reflect the vision of the Gateway Commercial Future Land Use Category. C-1 is most appropriate in areas near residential neighborhoods.
2. Rezoning to districts other than A-1, A-2, A-3, MR, or RR should only take place in areas served by public water and sewer.
3. Rezoning to the MR District should only occur after careful consideration of the impacts of the potential mining use on the environment, transportation network, and health, safety, and welfare of St. Johns, Bingham Township, and surrounding communities, as well as the impact on the development potential of the land immediately adjacent to the proposed mining operation, and the long-term potential land uses of the site once the mining operation's useful life has ended.



December 5, 2024

City of St. Johns
Planning Commission
Clinton County Courthouse
100 East State Street
St. Johns, Michigan 48879

Dear Planning Commissioners:

I appreciate the thoughtful consideration, conversation and deliberation by members of the Commission regarding the rezoning of 450 East Townsend and subsequent traffic concerns associated with changing the intersection at Swegles/Townsend.

I grew up in St. Johns and more than four generations of my family have resided in here. I moved away after high school and returned to St. Johns to raise my family because I believe it is a safe and charming community that I am proud to call home, which I why am passionate about the development of the property surrounding my home.

Many of you may or may not be aware the 450 East Townsend parcel was originally intended to be Phase II of Oakview Subdivision. With that said, has there been any thought into marketing and selling it as such? It would seem both logical and reasonable to revert to the original plan for the property and make it Phase II of Oakview by simply extending both Burbank and Germaine Drives into the parcel. The streets in the parcel could be designed appropriately to allow for more housing. This would alleviate the need to create a 4-way intersection at Townsend/Swegles/County Farm and the city (i.e., residents), nor a developer would bear the expense to do so. It would also eliminate the strange triangle of property that would be of no value due to the realignment of the intersection. I am not an architect, nor an urban planner but have attached a crude rendition of what this may look like to demonstrate a viable option for this property. Germaine Drive could also possibly be extended to County Farm Road to create a second entrance/exit to the subdivision so traffic may travel to/from Parks Road rather than only utilize Townsend Road

I hope you will give serious consideration to this idea/suggestion. It is my belief that the current plan to create an intersection and add 22-32 properties potentially containing multiple homes and vehicles that flow onto Swegles/Townsend will exponentially add to traffic issues. By simply expanding Oakview subdivision, the creation of an intersection would not be necessary. While it is important to consider the future, we need to plan for now. Future development beyond the existing city limit may be years in the making, if ever, and likely would encompass common subdivision designs that have only one or two entrance/exits like Bingham Farms, Hawthorn Grove and Oakview subdivisions rather than multiple individual driveways onto County Farm Road.

Finally, I heard more than one commissioner state they were basing their vote to rezone the property on the historical fact that it has been on the market long term with no interested parties. Today, I did an on-line search for the property and did not find an active real estate, Zillow or other listing for 450 E. Townsend. In addition, there is **not** currently a visible "For Sale" sign physically located on the property nor has there been for years; both may be prudent to effectively attract potential buyers/developers.

Respectfully –
Sherie Martens

James & Emily Edom

1223 S. Swegles St
St. Johns, MI 48879
(269)330-3331
emilye1969@gmail.com

December 2, 2024

City of St. Johns

Planning Commission

Dear Planning Commission,

Please accept this letter as our opposition to the consideration for rezoning the property at 450 E. Townsend Road from R-1 Low Density Residential to R-2 Medium Density Residential.

Instead of changing the zoning, why not plan for housing development that fits within the R-1 Low Density Residential? There was a reason for this area to be zoned as R-1 Low Density Residential to begin with and it should remain as R-1 Low Density Residential. How was it determined that a higher density level is needed in St. Johns?

Traffic is already an issue in this area. We live on the corner and observe high levels of traffic day and night on Townsend and Swegles. There is a steady stream of traffic every morning with buses and people taking kids to school as well as hospital employees travelling to work and consumers accessing hospital services. Every afternoon there is traffic from 2:00pm - 3:00pm when school ends and later around 4:00pm - 5:00pm when shifts end at the hospital. Then the traffic begins again in the evening for after school events.

We back our vehicles into our driveway and garage in order to drive out safely from our driveway. Cars speed around the corner on a regular basis and close calls happen. Adding more traffic directly across from Swegles will only increase the risk of accident or injury for motorists and pedestrians.

This area does not appear big enough to handle the volume of people and traffic you are proposing and should be left at the current zoning level.

Thank you,

Emily Edom

Your Name

December 4, 2024

City of St. Johns
Planning Commission
Clinton County Courthouse
100 East State Street
St. Johns, Michigan 48879

Dear Planning Commissioners:

This letter is an objection to the rezoning request of the property located at 450 East Townsend Road from the current zoning of R-1 Low Density Residential to the proposed designation of R-2 Medium Density Residential.

According to information obtained from the City of St. Johns website, the St. Johns Master Plan went through a vigorous process in 2020 soliciting ample feedback to ensure a comprehensive final product was made, with plan approved and adopted November 23, 2020. I have read the Master Plan, and it is clear there was a tremendous amount of time and effort put forth to create such a well-designed, thought-out document that reflects the needs and desires of the St. Johns community. I strongly believe this plan should be utilized as it was intended, as a guide and a decision-making tool for land use and development that reflects the needs and desires of this community and its members. Changing the zoning of 450 East Townsend is not in line with the Master Plan or in harmony with the existing neighborhood. The proposed development of apartments or townhomes and reducing property size is incompatible with the character of surrounding neighborhood and will disrupt and degrade the existing neighborhood and negatively affect property values.

The Master Plan establishes the vision, goals, objective and policies for growth and development for approximately 10-15 years. The Future Land Use Map (attached) shows the property at 450 East Townsend designated as Modern Spacious Residential. The South Joint Planning Area Map (attached) on page 38 and the Proposed Urban Services Boundary (attached) on Page 43 both show 450 East Townsend and the property immediately surrounding the area to the north and as far to the south as Parks Road zoned as Modern Spacious Residential, indicating there was no intention by the Planning Commission that the property at 450 East Townsend now or in the future should be zoned as anything other than Modern Spacious Residential or R1-Low Density Residential. In fact, the only R-2 Medium Density Residential zoning in the entire city of St. Johns is in the immediate vicinity surrounding the downtown area (see Proposed Urban Services Boundary map attached). Is it the intention of the Planning Commission to rezone all future development to the south of this property to Parks Road R-2 Medium Density Residential or merely limit it to this one small segment of property? Singling out this small segment of property would not be in keeping with the Master Plan or surrounding neighborhood for a multitude of reasons.

The Key Findings on page 7 of the Master Plan includes, "New jobs from Glanbia and other employers will create a demand for new housing in the greater St. Johns area." The Master Plan recognizes there is a need for housing in St. Johns. The property at 450 East Townsend is among a few remaining vacant properties zoned R-1-Low Density Residential available for residential development and the building of single-family homes within the St. Johns city limits. While I am not opposed to the property being

developed as single-family homes, I do not support the rezoning to allow for the reduction of lot sizes, the building of apartments or townhomes that would become rentals properties or the building of homes that are not in keeping with the existing neighborhood.

The Key Findings also state, "Neighborhoods will be protected and preserved to enhance property values and community vitality." The #1 Goal for Neighborhoods under Goals and Objectives on Page 24, is to, "preserve, protect, and enhance the integrity, economic viability and livability of St. Johns neighborhoods." It goes on to list, "a. Plans, programs and investment opportunities should be consistent with the Future Land Use Plan and with the strategies described below for each neighborhood area. B. Limit non-residential intrusions into residential neighborhoods and buffer detrimental effects of commercial and industrial uses through the use of open space and landscape treatments and site design. C. Evaluate zoning categories to ensure the character of the neighborhood is maintained and protected. . ." Changing the zoning of 450 East Townsend contradicts these findings, goals, and objectives.

The letter from the Planning Commission indicates the homes constructed "are designed to be attractive to, and attainably priced for, first-time homebuyers". As a homeowner for well over 30 years, I have not ever been able to afford the purchase a new build, let alone purchase a new build as a first home. The costs of material and labor associated with building new homes has significantly increased in recent years and is not likely attainable to first time home buyers. I would seem more likely residents would want to build a home of their choosing and sell their 'starter' home to a first-time homebuyer. Please provide a minimum of four addresses of homes in or near the city limits that the Planning Commission believes is suitable for building at 450 East Townsend Road and reflects the vision they have for development.

I have been a resident of St. Johns for over 40 years and have resided in my current home located at 1221 South Swegles Street for over 18 years. The traffic flow around Townsend/South Swegles has changed since I purchased my home. Since the renovation of the hospital, traffic flow has shifted to Swegles Street and there has been a significant increase in traffic. Swegles Street from Townsend to Sturgis has no stop signs and vehicles travel at a high rate of speed. There is also a significant amount of traffic that travels on Townsend Road daily, specifically before/after work and school and on weekends when soccer practice and games are held at the soccer fields. The development of this property proposes a four-way intersection at Townsend and Swegles. I highly encourage this intersection be designed as a 4-way stop and the existing County Farm Road entrance be removed and not remain as a parking lot entrance for the soccer field. There is currently only one north/south road that intersects Townsend between old US-27 and DeWitt Road, which is Lansing Street; this would be the only other intersection. I would also encourage sidewalks be completed on Swegles Street as pedestrians now have to walk in the roadway due to the lack of sidewalks. The development of this property and intersection will increase traffic in the area. Townsend Road clearly has an issue with vehicles exceeding the speed limit, which is why there has been a long-term sign that displays the speed of a vehicle as it approaches this intersection. Please consider the safety of residents and children that live and play in this surrounding area when deciding how this intersection will function. Please make it a 4-way stop.

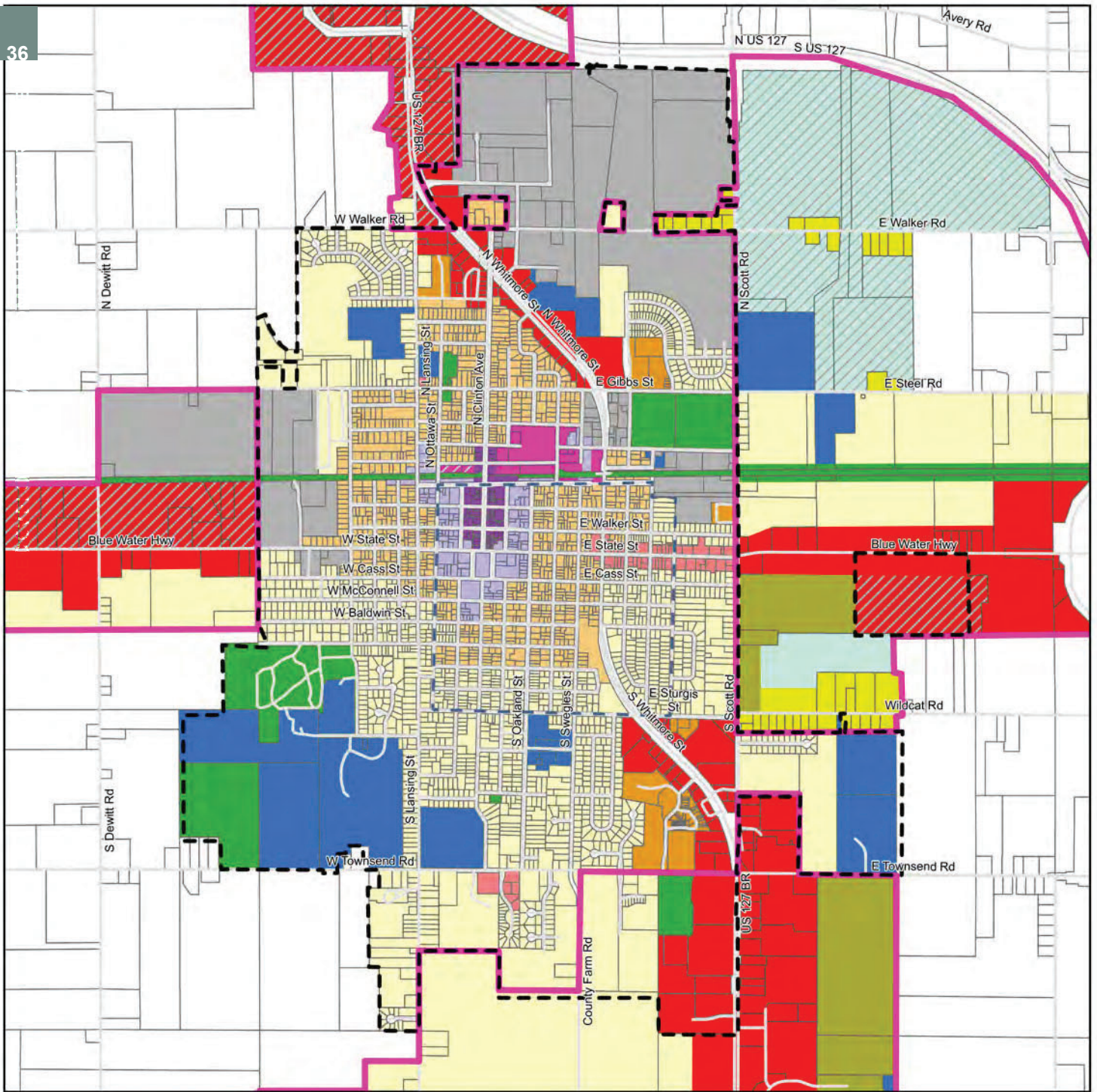
I encourage you to look at the zoning of current and future land uses, neighborhood characteristics, and traffic conditions that surround the property at 450 East Townsend Road and determine that it should retain its current zoning status of R1-Low Density Residential. The City of St. Johns needs more single-family housing and rezoning 450 East Townsend to R-2 Medium Density Residential is inconsistent with the allowed property use of surrounding properties and conflicts with the master plan.

Decisions on land can have a serious effect on the use and value of land and can have lasting implications. Consequently, the decisions of the Planning Commission must be based on the long-term interests of the community. Consideration should not be given based on the development being proposed and whether the site plan meets the proposed zoning change, this is not about site compliance but rezoning from one intended use to another.

Please chose to represent the long-term interests of people of the St. Johns community and the Swegles/Townsend residents by protecting and preserving the integrity of our neighborhood.

Respectfully –

Sherie Martens



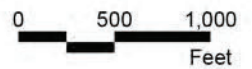
Future Land Use

City of St. Johns, Michigan

May 1, 2020

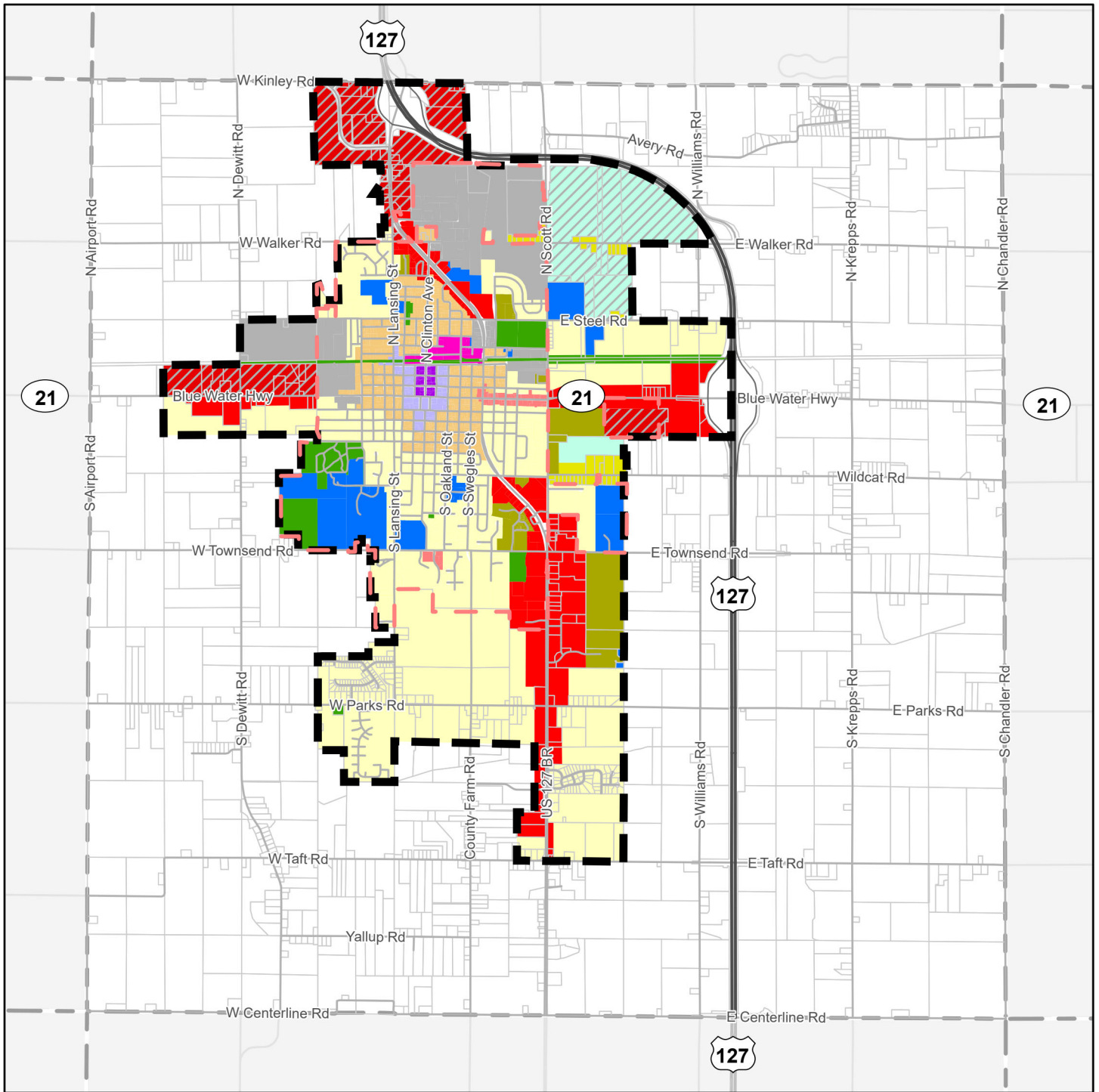
LEGEND

- City Boundary
- Old Village Overlay
- Joint Planning Areas
- Citywide Community Character Districts**
- Parks, Open Space, and Greenways
- Rural Estate
- Modern Spacious Residential
- Traditional Walkable Residential
- Multiple Family Residential
- Public / Institutional
- Core Downtown
- Downtown Edge / Mixed Use
- Flexible Redevelopment
- Community Commercial
- Gateway Commercial
- Commercial / Industrial
- Industrial
- Agriculture-Energy/Industrial
- Agriculture-Energy



Basemap Source: Michigan Center for Geographic Information, v. 17a. Data Source: City of St. Johns 2020. McKenna 2020.





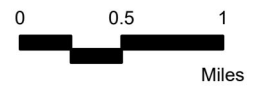
Proposed Urban Services Boundary

City of St. Johns, Michigan

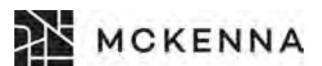
May 1, 2020

LEGEND

- St. Johns Boundary
- Urban Services Boundary
- Cilinton County Planning & Zoning Parcels
- Parks, Open Space, and Greenways
- Modern Spacious Residential
- Traditional Walkable Residential
- Multiple Family Residential
- Public / Institutional
- Core Downtown
- Downtown Edge
- Flexible Redevelopment
- Community Commercial
- Gateway Commercial
- Industrial



SOURCES Basemap
 Source: Michigan Center for Geographic Information, Version 17a. Data Source: City of St Johns 2020. McKenna 2020.



MSR

Modern Spacious Residential

DESIGN GUIDELINES

LOT DIMENSIONS

Minimum Lot Area:
Consistent with surrounding character

Minimum Lot Width:
Consistent with surrounding character

BUILDING SETBACKS

Minimum / Maximum / Side / Rear:
Consistent with surrounding character

BUILDING HEIGHT

Minimum:
1 story

Maximum:
3 stories

STREET FRONTAGES

Front porch
Lawn / greenscape
Trees and landscaping

General Characteristics.

This designation is characterized by single family and two family residential housing units on larger lot sizes than those found in the older neighborhoods of the City. These homes were built in the post-World War II era and tend to be located outside of the City's core and often have attached garages. The streets are curvilinear with cul-de-sacs and no alleys.

Appropriate Land Uses.

Appropriate uses include detached single family residential dwelling units, two-family attached residential dwelling units, schools, parks, and other compatible municipal and civic uses.

Streets and Transportation.

Residential streets should be designed for slow traffic and easy pedestrian and bicycle usage. However, they should form a connected, logical pattern with as many connections to the existing street system as possible, including connections to neighborhoods in the surrounding townships. Cul-de-sacs are highly discouraged.

Building Location.

Building setbacks should be consistent with existing residential properties. Buildings may have minimal front yard setback to encourage connection to the street.

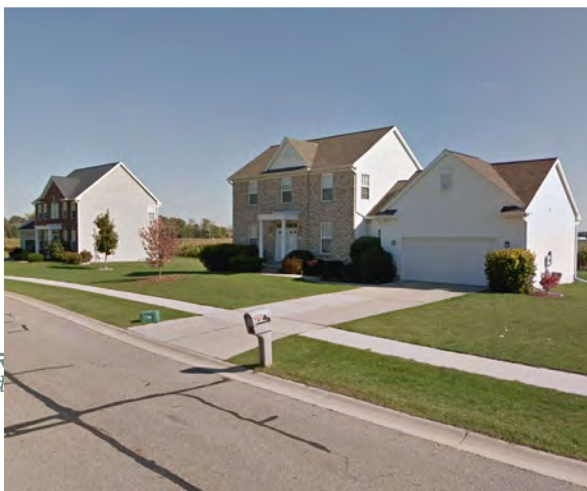
Building and Site Design.

New homes should be designed with quality materials, but need not conform to any architectural standard. However, they should be consistent with surrounding homes in terms of scale, massing, and site design. Garages should be located so that they do not dominate the front façade of the home.

Parking.

Residential dwellings may utilize off-street parking through the use of on-site garages.

CURRENT CHARACTER

MASTER
Adopted

PLANNED CHARACTER



TWR

Traditional Walkable Residential

DESIGN GUIDELINES

LOT DIMENSIONS

Minimum Lot Area:
Consistent with surrounding character

Minimum Lot Width:
Consistent with surrounding character

BUILDING SETBACKS

Minimum / Maximum / Side / Rear:
Consistent with surrounding character

BUILDING HEIGHT

Minimum:
1 story

Maximum:
3 stories

STREET FRONTAGES

Front porch
Lawn / greenscape
Trees and landscaping

General Characteristics.

This designation is characterized by single family and multiple family residential housing units in a more urban setting. Smaller single and multiple family housing units, including townhouses, condominiums and apartments are common. Housing units are located along or near downtown and typically represent traditional neighborhood development.

Appropriate Land Uses.

Typical uses include attached and detached residential dwelling units, schools, parks, open space, and other compatible municipal or civic uses.

Streets and Transportation.

Streets follow a traditional grid pattern with common elements such as sidewalks, pedestrian scale lighting, and tree canopy. Main thoroughfares may be recommended for on-street bicycle facilities such as bike lanes.

Building Location.

Building setbacks should be consistent with existing residential properties. Buildings may have minimal front yard setback to encourage connection to the street.

Building and Site Design.

Buildings should be designed with quality materials and conform to the dominant architectural typology of the block. Alternative architectural styles may be appropriate in some neighborhoods, provided the character of the residential block is enhanced. Buildings should include front (street) entrances to encourage connection to the street, and garages should be located in rear yards.

Parking.

Residential dwellings may utilize off-street parking through the use of on-site garages. Where appropriate, dwellings may utilize on-street parking or shared parking in lieu of providing an on-site garage. On-site parking shall be located to the rear of the building wherever possible.

CURRENT CHARACTER



PLANNED CHARACTER



From: [Sue Pung](#)
To: [Christopher Khorey](#)
Cc: [jill_plesko](#)
Subject: Re: Rezoning - 450 E Townsend Road - Public hearing meeting 12/4/2024
Date: Wednesday, December 4, 2024 10:24:31 AM

Mr. Khorey, in summary to my message and comments in my separate email:

No to changes/development at the corner of Townsend and Swegles (near my driveway)
No to changes to the intersection by connecting County Farm Road and Swegles by connecting them and adding a traffic light (near my driveway)

Townsend is already too busy between US-27 and Lansing Street, adding many new households and vehicles/traffic is a negative move
Swegles is already too busy with people passing through and existing residents
The neighborhoods and community members already established near your proposed changes will be negatively impacted, the subdivision already there on Townsend and community members on south Swegles Street, especially near that corner!

Make appropriate changes by growing a green space and/or promoting healthy living systems in our community, not by adding more community members with nowhere to go and increasing traffic volume.

Thank you!

Sue Ann Pung
1408 S. Swegles Street
sue.d.pung@gmail.com
989-640-1078

On Wed, Dec 4, 2024 at 9:54 AM Sue Pung <sue.d.pung@gmail.com> wrote:

Hello Mr. Khorey,

I am unable to attend the hearing tonight for the rezoning discussion on changing 450 E Townsend Road from R-1 low density to R-2 medium density residential. Please consider this email as my comments for the discussion/hearing. My daughter Jill, cc'd in this message, may attend in my absence.

My home is at 1408 S. Swegles Street. This is the 2nd house from the corner of Swegles and Townsend Road. I bought the property because of its location, at the edge of town, and not in the middle of a busy and/or large residential section. I like, need, and sought out a house like this, in St. Johns, for the peace and quiet, the entire space there, and easy access to walking, the view and proximity to the countryside, and ability to get in and out of my driveway. Mostly, and intentionally, for its location at the very edge of town and all of the reasons just mentioned! I plan to keep this house for the same reasons.

Here are my concerns and reasons for NOT supporting changing the zoning, and to be honest, any type of development on that lot/corner, and connecting Swegles and County Farm Roads:

- Traffic concerns

- As it is, with the 3 schools on Townsend Road, it is already difficult to get out on Townsend Road at several times of the day, from Swegles. This would be the case for traffic already in the area at certain times of the day, cannot imagine how bad it will be by adding a new community with how many families/cars at that intersection. Three schools -- to and from school, after school events, weekends and sports, it is hectic and busy enough, to capacity. This is not the correct location for this plan.
- Soccer fields - with the soccer fields there, at the corner of County Farm Road and Townsend, which need to stay for the community! a priority! There is plenty of traffic there already at times, adding to the schools and current community traffic using Townsend, subdivision on Townsend, etc.
- Connecting Townsend and Swegles with a stop light will back traffic up at my driveway, and my neighbors! There are small children in the area, and we bought these homes because of the location, traffic flow, site lines and quiet (no cars constantly flowing by, and the noise they bring). No.
- As it is, the light at US-27 and Townsend is not sufficient to accommodate current traffic flow in the area. Adding more traffic will make it too busy! If you are coming from the south, trying to turn left onto Swegles, it is not uncommon to wait through at least 2 light cycles, and 1 car at a time may be able to get through, or doing so while really taking a chance and cutting someone off from the north. This relates to the amount of traffic already in the area/community/passing through. Adding more will not be helpful or safe. A left turn light there does not answer how much traffic do we want question, correctly, which is no more.
- Pedestrians - many people walk in my neighborhood and along Townsend, need to cross, etc. This is a quiet and good, safe place to walk, with the exception of needing the sidewalk completed on Swegles. I cannot imagine how having a large community right there is going to accommodate the community members who already live in the area for all the reasons I am mentioning here.
- St. Johns needs to be a safe and healthy community, vs. an overbuilt and congested community. Safe walking and bike paths need to be available to community members already here. Swegles street on the south end does not have connected sidewalks. Pedestrians, including my small grandchildren while on a walk with their parents, have to cross multiple times to get a walk off the street, and to get to the little park by the hospital.
- As it is, the community seems to be at maximum capacity. There have been several new housing subdivisions already added in this town. If you ever spend time on the stretch by Kroger, McDonalds, WalMart, TSC, etc., it is a jam, and making left turns anywhere along there is risky with the current volume of traffic. Downtown last week there was almost no parking to go to dinner on a Thursday night. I mean, it was great that downtown was that busy, loved seeing that! However, adding more community members, and with not enough places to go, making things more difficult for the community members here, I don't see that as a positive for those of us who bought in St. Johns and enjoy supporting our community by going to these stores and venues.
- What about the subdivision already on Townsend just east of County Farm Road? There is residential traffic in and out of there as it is. They will need another traffic light there to get in and out, and so close, not safe, not efficient, not quiet and convenient for residents already here and paying our taxes for the homes we chose to live in.

Leave the intersection of Townsend and County Farm Road as it is! This is a big concern. Connecting them will redirect traffic onto Swegles, and check all comments mentioned already above. No traffic light near the end of my driveway!

-
- Property values
 - My house was purchased for the location and reasons mentioned above, location at the edge of town, quiet street, traffic flow, noise level, safety, views. I could have bought another house in the center of a busy block along US-27, or Oakland or Lansing street. But I didn't. Changing all of the things associated with adding a subdivision and traffic in my front yard will definitely have an impact on my property value with low cost housing right there, high traffic, congestion, and it can't be a positive one. Noisy busy streets are less desirable. Stop light near the end of my driveway not good! And I won't be happy with the new surroundings in the location I had selected to reside in long term! My neighbors are in this same situation.
 - St. Johns needs to remain a quieter small-town type community, and as much as it has already grown, I don't know how much bigger those of us already here want it to be. What about the schools capacities, shopping access, availability for parking, traffic congestion? Already on most days lines are long at Kroger and Walmart. This cannot be good growth direction to be overcrowded and frustrating to shop and spend our money in our own community. This has happened in DeWitt already with only Meijer for groceries. They have not developed infrastructure to support the volume of people in that community!
 - I do not want my property value to go down, I don't think anyone does. Will the city make up those values if we decide to sell because we no longer live in the community we sought out?
- Growth
 - If the city must do something with that lot, sell it, or a couple of lots, to one or two private landowners who may build a single family home, which will keep the nearby community intact and for the most part unchanges. Or let the current neighbors to that property have a chance to purchase it to keep it as it is.
 - Then, and/or, build a community park and outdoor space there, to promote health and well-being for members of our community. This is a big theme for cities looking to attract and keep residents. Healthy living, not more congestion and frustrating traffic and noise with safety concerns.
 - Find property out on Parks or somewhere, not near existing community members, for low-cost affordable housing options. The new residents can take Parks or another road out of town to their work, assuming toward Lansing. This does not address the local shopping and traffic concerns however for when they need to go to their town for business, so again, I don't think adding another community is wise at this point until the community resources are here. DeWitt has not been able to attract business to support the amount of people they have added to their residential population.
 - Leave the intersection of Townsend and County Farm Road as it is! This is a big concern! Connecting them will redirect traffic onto Swegles, and check all comments mentioned already above.

Thank you for considering my comments for this debate. I will email again if I think of something I missed, or feel free to contact me if you want further input or have questions.

Sincerely,

Sue Ann Pung

sue.d.pung@gmail.com

989-640-1078

**CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025**

Department: Administration	Attachments:
Subject: Consideration of Approval of the Clinton Area Ambulance Service Budget and Capital Expenditures for 25/26	<input checked="" type="checkbox"/> CAASA Proposed 25/26 Operating Budget <input checked="" type="checkbox"/> CAASA Proposed Authority Budget <input type="checkbox"/>
Prepared by: Chad A. Gamble, P.E. City Manger	Approved by: Chad A. Gamble, P.E. City Manager

SUMMARY/HIGHLIGHT: The City is a member of the Clinton Area Ambulance Service Authority (CAASA) and is a contributor to its annual revenues in support of ambulance service to the County. The CAASA board is presenting the FY 25/26 Budget to the City, and all member jurisdictions, for approval.

BACKGROUND/DISCUSSION: N/A.

STRATEGIC PLAN OBJECTIVE: Sustainability and Environmental Preservation: GOAL #1: Continue to offer high quality services and facilities for residents.

FISCAL IMPACT: The proposed budget being sought for approval is \$10,182,400. The per capita charge will remain the same at the current level of \$15 for the 25/26 year with a projected increase to \$17 per capita for the 26/27 year.

RECOMMENDATION: For the Commission to approve the FY 25/26 CAASA annual budget in the amount of \$10,182,400 and the commensurate estimated contribution of the City in the amount of \$115,470.

CLINTON AREA AMBULANCE SERVICE
Profit & Loss Budget Performance

September 2024

	2024-2025	Proposed
	Annual Budget	2025-2026 Budget
Income		
49901 · Grant Income	50,000.00	30,000
49900 · Uncategorized Income		
101.600 · Program Revenue		
101.638 · Supplies	77,500.00	
101.634 · Specialty Care Transport	41,400.00	
101.626 · ALS RATE	3,500,000.00	
101.627 · ALS 2 Base Rate	113,000.00	
101.628 · BLS RATE	2,205,350.00	
101.632 · Reponse No Transport	18,000.00	
101.629 · Mileage	2,506,400.00	
101.631 · Rendezvous		
Total 101.600 · Program Revenue	8,461,650.00	10,000,000
101.664 · Interest Income		
101.665 · Interest		1,200
Total 101.664 · Interest Income		1,200
101.671 · Other Revenue		
Authority Capital Contribution	138,000.00	138,000
101.685 · Miscellaneous Income	10,000.00	11,400
101.680 · Education Income	700.00	1,900
101.674 · Donations		
101.681 · Donations - Community Paramedic		0
Total 101.674 · Donations	0.00	0
Total 101.671 · Other Revenue	148,700.00	151,300
Total Income	8,660,350.00	10,182,500
Gross Profit	8,660,350.00	10,182,500
Expense		
101.500 · Rescue Truck		
101.507 · Rescue Truck - Insurance	2,000.00	2,000
101.506 · Rescue Truck - Fuel	2,000.00	1,600
101.502 · Rescue - Misc Supplies	500.00	0
101.505 · Rescue Vehicle Repair/Parts	500.00	0
101.550 · Rescue Payroll Wages	7,500.00	5,800
Total 101.500 · Rescue Truck	12,500.00	9,400
69800 · Uncategorized Expenses		
101.969 · Bad Debt Expense		
101.991 · W/O No Run Info	12,100.00	
101.987 · Bad Debt W/O	43,200.00	
101.978 · Misc Contractual W/O	5,443,200.00	
101.977 · Refund	1,400.00	
101.976 · Write-Off Workers Comp	20,300.00	
101.974 · Collections	20,000.00	
101.973 · Bankruptcy W/O	1,500.00	
101.975 · Small Balance W/O	7,500.00	
101.972 · Medicaid W/O	113,500.00	
Total 101.969 · Bad Debt Expense	5,662,700.00	7,270,000
101.965 · Insurance		
1019656 · Workmens Comp	28,300.00	44,800
1019654 · Package Policy	16,600.00	27,500
1019653 · Auto	15,000.00	15,500
1019651 · Disability	10,000.00	14,000
Total 101.965 · Insurance	69,900.00	101,800
101.955 · Miscellaneous		
101.720 · Employee Incentive	30,000.00	30,000
101.958 · Dir Assigned Equip	21,000.00	22,000
101.954 · Miscellaneous Expense	1,000.00	1,100
101.957 · License, Dues, Fees, PPT	14,800.00	13,900
Total 101.955 · Miscellaneous	66,800.00	67,000
101.834 · Health Services Background		
101.835 · Health Services/Background	500.00	300
Total 101.834 · Health Services Background	500.00	300
101.880 · Community Promotion		
101.881 · Advertising	5,000.00	5,000
Total 101.880 · Community Promotion	5,000.00	5,000

CLINTON AREA AMBULANCE SERVICE
Profit & Loss Budget Performance

September 2024

	2024-2025	Proposed
	Annual Budget	2025-2026 Budget
101.930 · Repairs		
101.937 · Equipment	1,000.00	1,000
101.936 · Ranger	300.00	300
101.931 · Ambulance	47,300.00	62,300
101.932 · Ambulance Equipment	7,000.00	2,200
101.933 · Building	15,000.00	60,000
101.934 · Pagers	500.00	500
101.935 · Radios	500.00	500
Total 101.930 · Repairs	71,600.00	126,800
101.801 · Professional & Contractual Serv		
101.825 · Credit Card Fees		7,000
101.807 · Image Trend	5,000.00	0
101.823 · Uniforms	8,200.00	8,200
101.821 · Grounds Maintenance	6,000.00	5,800
101.802 · Equipment Maint.	6,200.00	9,200
101.806 · Trash Pickup	1,500.00	1,200
101.809 · Audit	13,500.00	16,200
101.810 · Accounting , Legal & Profession	22,000.00	32,000
HR Contract Services		5,000
101.811 · Bank Service Charges	8,000.00	1,600
101.812 · Billing A/R	156,100.00	156,000
101.813 · Collection Expense	20,000.00	9,100
101.815 · Education	2,500.00	1,800
101.817 · Medical Waste	2,200.00	5,200
101.818 · Mileage Reimbursement	250.00	1,000
101.820 · Seminars & Meetings	8,000.00	4,700
Total 101.801 · Professional & Contractual Serv	259,450.00	264,000
101.920 · Utilities		
101.921 · Electric	8,000.00	8,200
101.922 · Gas	3,000.00	3,500
101.923 · Sewer	2,100.00	1,700
101.924 · Water	1,400.00	1,200
Total 101.920 · Utilities	14,500.00	14,600
101.850 · Communications		
101.858 · Streaming Service	900.00	1,000
101.857 · Computer Cellular Link	2,300.00	2,000
101.851 · Cell Phone		100
101.856 · Telephone/Internet/TV Combined	4,200.00	3,100
Total 101.850 · Communications	7,400.00	6,200
101.726 · Supplies		
101.724 · Furniture Office Upgrades	5,000.00	5,000
101.734 · Education Program	5,000.00	5,000
101.733 · Training & Management	11,100.00	10,900
101.729 · Medical	56,900.00	65,200
101.728 · Gas and Oil	86,300.00	90,000
101.732 · Postage	500.00	500
101.731 · Freight	750.00	800
101.730 · Office	10,000.00	11,800
101.727 · Ambulance Supplies	10,000.00	2,500
101.735 · Base	6,200.00	4,800
Total 101.726 · Supplies	191,750.00	196,500
101.701 · Payroll		
101.712 · Payroll Benefits		
101.721 · Payroll Annuity	30,000.00	21,000
101.704 · Benefits - In Lieu of Health In	18,000.00	7,800
101.703 · Benefits - Health	106,500.00	119,600
Total 101.712 · Payroll Benefits	154,500.00	148,400
101.713 · Payroll Taxes		
101.718 · Comp. SUI	7,500.00	3,300
101.717 · Comp. MCARE	28,000.00	23,800
101.715 · Comp. FICA	119,000.00	101,800
Total 101.713 · Payroll Taxes	154,500.00	128,900
101.719 · Payroll Wages & Salaries		
101.744 · Other Payroll		

CLINTON AREA AMBULANCE SERVICE
Profit & Loss Budget Performance

September 2024

	<u>2024-2025</u>	<u>Proposed</u>
	<u>Annual Budget</u>	<u>2025-2026 Budget</u>
101.714 · Payroll exp/Solo ALS/SCT	10,000.00	2,500
101.744 · Other Payroll - Other		1,600
Total 101.744 · Other Payroll	10,000.00	4,100
101.740 · EMT Wages		
101.709 · Vacation Pay EMT	24,500.00	24,500
101.708 · Sick Pay EMT	5,000.00	5,000
101.706 · Holiday Pay EMT	35,000.00	14,900
101.707 · Overtime EMT	180,000.00	134,300
101.705 · Straight Time EMT	520,000.00	446,000
Total 101.740 · EMT Wages	764,500.00	624,700
101.741 · Paramedic Wages		
101.739 · Vacation Pay Paramedic	60,000.00	60,000
101.738 · Sick Pay Paramedic	20,000.00	10,000
101.736 · Holiday Pay Paramedic	45,000.00	24,100
101.737 · Overtime Paramedic	211,000.00	201,600
101.742 · Straight Time Paramedic	647,700.00	689,000
Total 101.741 · Paramedic Wages	983,700.00	984,700
101.702 · Managers Salaries	230,000.00	230,000
Total 101.719 · Payroll Wages & Salaries	1,988,200.00	1,843,500
Total 101.701 · Payroll	2,297,200.00	2,120,800
Total Expense	8,659,300.00	10,182,400
Net Income	1,050.00	100

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 27, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: <i>Presentation and Discussion of Utility Agreement with Bingham Township</i>	[X] Spicer – Water-Sewer Utilities Feasibility Study Proposal [X] Bendzinski Engagement Letter []	[N/A] [N/A] []
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: On January 7, 2024, at a joint meeting between the City and Bingham Township representatives were presented with the opportunity to enter into contracts with two consulting firms that would allow both agencies to more fully understand all of the details associated with a possible utility service agreement between the two municipalities. These agreements were presented as a means to bring understanding, definition, and an overall education as to the nuances of the two different types of agreements that have become the most probable option to forge a long-standing relationship: those being an authority and an urban cooperative agreement/utility service agreement (USA).

The City Commission and I, during the joint meetings with Bingham Township, have made general statements that the City is open to both types of the aforementioned agreements and would like to keep both of them on the table as we navigate and road map the best route towards a hopeful agreement. Initially we focused on an authority-based agreement with the understanding that the USA is not off the table so as to continue to walk down this parallel road of sorts on what would be first, the best agreement for the City of St. Johns, and then, the most collaborative and advantageous for both municipalities.

The Township recently communicated that they are not necessarily interested in exploring further a USA. In addition, Bingham Township did not approve entering into the Spicer or Bendzinski proposals at any funding level. It is my very strong position that neither the Commission nor the Township have a clear enough understanding of the details associated with each agreement and which one may be best for our specific situation, noting the many details associated with the operational and jurisdictional issues are yet to be worked out and/or discussed. At this point in the negotiations to limit options as to which agreement is best, is to **not** present the opportunity for the City to consider what is in its best interest, and negotiate from that position.

Over the past years the City has negotiated away free capacity of its WWTP and was for many years performing the billing for the Township for water only customers for free. It is my opinion, to avoid entering into the Spicer and Bendzinski proposals, and gain a better understanding of both an authority and utility service agreements, would be tantamount to negotiating against ourselves and limit the options that we have for the City and all of its residents/rate payers.

In the end, the City does not have to enter into an agreement with the Township for continued sewer services. I have said since my first meeting with the Township almost 18 months ago that a joint agreement to extend utility services to the Township would be in the best interest of the City, if a mutually beneficial agreement can be forged. To limit the exploration of the “best agreement” for this opportunity, limits the negotiation purview of the City.

In the end, what agreement would best benefit the City rests with the Commission. The most prudent step would be to ensure that the best agreement for this opportunity is determined fluidly and collaboratively and in a way with no bias, using facts and experience with the guidance of consulting firms that will lead this process in a positive direction with their many years of experience working in very similar situations.

BACKGROUND/DISCUSSION: The City has been in discussions with Bingham Township for many years trying to obtain an agreement to establish utility service to various areas of the Township. These discussions took on a more active role over the past 15 months. The City Commission should weigh the benefits and/or detractors inherent within both of these agreements and make a decision in the best interest of its ratepayers and residents.

STRATEGIC PLAN OBJECTIVE: The City and Townships collaboration meets the major tenants of the joint planning area discussion within the City’s Master Plan.

FISCAL IMPACT: At the January 7th meeting the funding of the attached proposals was discussed. Subsequent to the meeting, a summary email proposing the following split was sent to Bingham Township for their consideration at their January Board meeting. Neither of these were passed and adopted.

Spicer Study

Total cost \$70,000 (rounded up)

\$30,000 authorized by February 1, 2025 (\$15,000 from Bingham and \$15,000 from the City of St. Johns)

\$24,000 to \$40,000 (depending on scale of market study agreed to) Authorized on July 1, 2025 (Split 50/50 depending on scope)

Bendzinski Study

Total Cost \$15,000 plus additional travel costs and engagements as noted in proposal

\$7,500 Authorized/paid by July 1, 2025 (split 50/50)

\$7,500 Authorized/paid at end of engagement (approximately Fall/Winter of 2025) (Split 50/50)

RECOMMENDATION: It is the recommendation of the Administration to approve the proposed 50/50 split of the two proposals under consideration in this RCA and, if approved, await the approval of the same from the Township.

PROPOSAL TO PROVIDE

WATER/SEWER UTILITIES FEASIBILITY STUDY TO BINGHAM TOWNSHIP AND THE CITY OF ST. JOHNS



Prepared by:



December 6, 2024

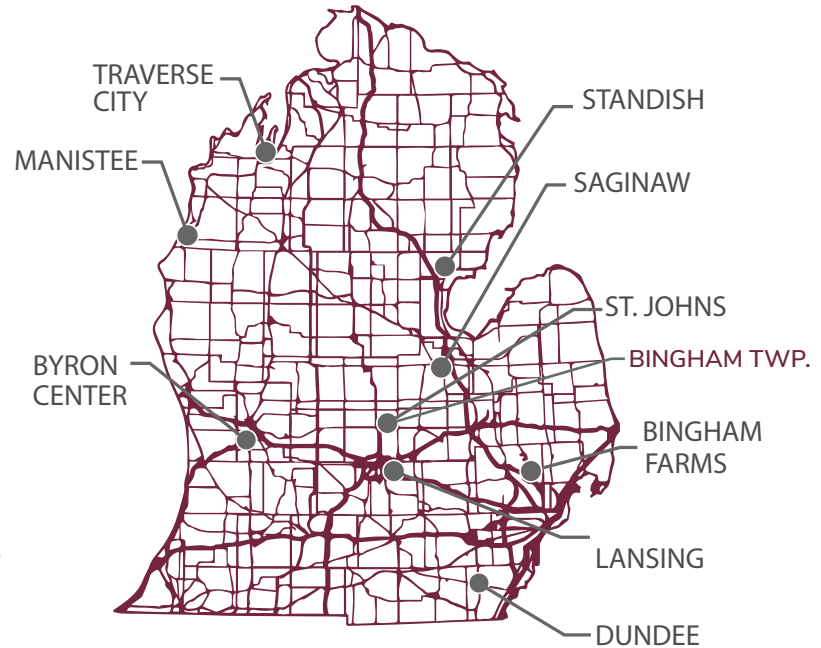
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CONSULTANT INTRODUCTION

Spicer Group has been assisting communities across Michigan for 80 years. We have 300+ staff members that specialize in engineering, surveying, transportation, architectural, and community planning services. Our offices are located in Saginaw, Manistee, Traverse City, St. Johns, East Lansing, Byron Center, Dundee, Bingham Farms, Standish, and Atlanta, GA.. These locations allow us to efficiently answer the needs of clients anywhere in the state. Our professional staff at all of our offices spend a significant amount of time working on infrastructure projects for municipalities and counties including wastewater treatment facilities, wastewater collection systems, pump stations, storm sewer systems, drinking water treatment and distribution systems, and roadway improvements.

Reliable wastewater collection and treatment systems and water distribution systems require quality, long-term planning and strong design principles to ensure their function, serviceability, affordability, compliance with regulatory standards, and to maximize their lifetime potential. We have a long history of designing and overseeing the construction of community-wide sanitary collection and treatment systems and water distribution systems. Many of these same clients continue the long-term relationship with us for designing upgrades, improvements, and expansions to those original systems. We have engineers and construction administration professionals in-house who focus entirely on the design, installation, and maintenance of all the important components involved with sanitary collection and wastewater treatment systems including sewers, pump stations, treatment plants, and lagoons. We have additional staff that specialize in source water, water distribution, treatment, and storage systems. Whether constructing a new system or updating and expanding an old one, we take the extra time to thoroughly discuss the various options available with our clients and evaluate the pros and cons of each type with you. The end result is a product that is tailored for the client's specific use and benefit, which ensures a long-lasting, flexible, reliable, and properly-functioning system.



Principal In Charge/Authorized to Sign Contracts

Darrick Huff, P.E.

1400 Zeeb Dr.

St. Johns, MI 48879

734-787-0339

CONSULTANT INTRODUCTION

Subconsultants

The majority of the work for your project will be completed by our in-house staff. However, to ensure we meet the goals and objectives of Bingham Township and the City of St. Johns, we have anticipated utilizing a subconsultant.

The subconsultant will assist our engineering and planning team to develop an economic/market analysis to forecast the impacts of potential water and sewer system expansions. Their scope of work will include public involvement, stakeholder input, and City/Township coordination to ensure that adequate information is received for the preparation and conducting of a market analysis that fits your needs. Spicer Group and our subconsultant will work closely with the City and Township upfront to ensure we are meeting the goals and objectives of the project.



PROPOSED SCOPE OF WORK

SPICER GROUP'S PROJECT UNDERSTANDING AND MISSION

We understand that the City and Township are clients for whom we shall be conducting a comprehensive water and sewer feasibility study for regional utilities. This study is the first step in building a long-term relationship with communities in the study area. The process shall include meetings that involve the public and other stakeholders. The project deliverable will be a "Water/Sewer Utilities Feasibility Study Report".



The process shall include meetings that involve the public and other stakeholders.

Proposed Scope of Work and Project Schedule

Our proposed scope of work and project approach is as follows:

- A. Organize and facilitate a project kickoff meeting with you to:
 1. Collect and review existing studies, data, and historical information.
 2. Tour and discuss the proposed service district limits for growth potential in the desired design period, and analyze water and sewer utility expansion to meet that growth.
 3. Facilitate group discussions to establish specific goals and milestones.
- B. After the kick-off meeting, we have assumed and included up to three (3) more meetings to discuss goals, discuss alternatives, collect input and feedback, and continue to develop the study.
- C. We have assumed and included up to two (2) public input/stakeholder meeting(s) or online survey(s) to ensure that they have significant input in the development of the concept.
- D. We will gather historical information from you and have discussions regarding the existing:
 - Sewer collection systems
 - Wastewater treatment facilities
 - Well fields
 - Drinking water treatment facilities
 - Water storage tanks
 - Water distribution systems
- E. We will use available online resources to assess the study areas and surrounding lands for soils, environmental features such as wetlands, rivers, topography, and populated areas. We will create and utilize an ArcGIS Online map for use in meetings, sharing key data with the Township and City and/or other identified stakeholders. This is an online tool that helps improve data access and data sharing and is dynamic, which allows us to continually update geospatial information including, but not limited to, topography, water bodies, wetlands, floodplains, zoning, land use, existing utilities, municipal boundaries, service area boundaries, and proposed alternatives.

PROPOSED SCOPE OF WORK

- F. Throughout the iterative process of developing this study, we will work with you to establish current and forecasted user count data, which is needed in order to calculate population and flow projections.
- G. We will evaluate several alternatives for combining the Township and City water and sewer systems. We will include the exploration of alternative and creative solutions that will be feasible for multi-jurisdictional implementation. After facilitating group discussions, we will generate conceptual project cost estimates for the feasible alternatives.
- H. Throughout the study, we will identify feasible and non-feasible options and communicate those during our meetings and discussions. We will perform detailed cost analyses of the feasible alternatives, including but not limited to initial costs, long-term operation and maintenance (O&M) costs, potential phasing for implementation of alternative(s), and will provide life-cycle analyses of the feasible alternatives.
- I. We will evaluate financing options including Michigan Economic Development Corporation (MEDC), State Revolving Fund (SRF) Program, and conventional bonding. A financial analysis and summary of program requirements will be included in the final deliverable report.
- J. As the study process evolves, the above information will continuously be organized and summarized in a working draft of the study report. Throughout the study and meeting processes, we will provide elements of this report to the Township and City, and others as requested, including maps, tables, narratives, etc. so that input and feedback can be discussed. Revisions will then be re-incorporated on a real-time basis.

A public presentation of the final Water/Sewer Utilities Feasibility Study Report concludes the scope of work of this proposal. The next steps beyond this for further engagement would include items such as authority development discussion, and/or bond counsel, municipal financial advisor, and legal attorney options.

PROPOSED SCOPE OF WORK



Our proposed Outreach Program is as follows.

A. Incorporating stakeholder and public input

1. An important part of this project will be the valuable input received from the public. The study document will be a community resource and should

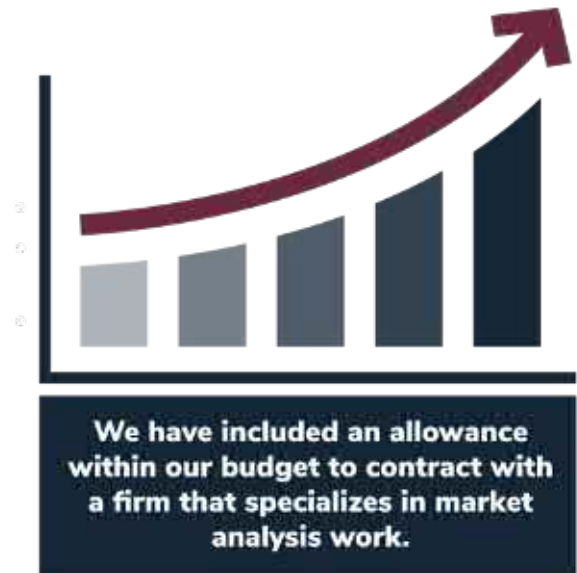
Spicer Group will utilize the experience of our planning department to organize and foster input from the public and stakeholders.

- reflect what the community wants. Public input regarding their expectations for water and sewer utilities and their impact on the community is important to ensure the resulting recommendations are supported by the communities. Spicer Group will utilize the experience of our planning department to organize and foster input from the public and stakeholders. We propose the following options for gathering public input:
- **Open House Meetings/Stakeholder Meetings** – We will work with you to facilitate up to two (2) Public Input meetings. These meetings will be scheduled with the intent of seeking input from your citizens regarding existing and future economic development goals. The format would be open-house style, or drop-in format, with a 2-hour time frame allowing residents to stop in for 5-10 minutes and give their input. Meetings with Township and City staff will follow each open house.
 - **Online Survey** – Spicer Group will facilitate an online input survey as soon as possible after the kickoff meeting for the general population. Online surveys are a very effective way to gather input from a large variety of people, many of whom may not take the time to attend a meeting or open house. We can work with Township and City staff to develop a press release that details the exact web address (URL) where respondents can go to take the survey. Spicer Group would develop a survey for a 5-year and a 20-year economic development and growth forecast, asking respondents their opinions. The survey would be publicized on social media and could also be advertised in the local newspaper. Spicer Group would tabulate the survey results in a usable format for discussion at a subsequent meeting.
 - **Social Media** – The City and Township could utilize their websites and/or Facebook pages to advertise for online surveys and public input meetings.

PROPOSED SCOPE OF WORK

B. Economic/Market Analysis

1. We understand that a large component of this project will be geared toward economic development and learning how the combined utility systems will affect potential customers and the community. A market analysis for this project could range between \$10,000 for a broad analysis of overall trends and \$25,000 for a detailed commercial/residential analysis. Therefore, we have included a range of fees within our budget to contract with a subconsultant to assist us in performing this analysis. The firm will be experienced in doing similar work for public and private clients on a variety of projects.



Our proposed strategies to work with multiple jurisdictions are as follows.

- A. Spicer Group proposes to use strategies as published by the Consensus Building Institute (CBI). Consensus building is a way to structure and facilitate the process of multi-stakeholder, multi-issue negotiation, using several steps and tools:
 1. Identify stakeholders, assess their interests, capacities, and potential for reaching consensus-based agreements.
 2. Determine whether to proceed with a consensus-building process and start the process with clear goals, ground rules, a work plan, and a timetable.
 3. Use joint fact-finding to resolve technical and factual questions and help the group focus on the development of feasible options.
 4. Manage the process of deliberation among those stakeholders to maximize the chances of reaching agreements that are technically sound and politically acceptable.
 5. Promote consensus agreements where possible and enable near-consensus alternatives when full consensus is not possible.
 6. Provide opportunities for stakeholders to revisit and revise their agreements as necessary during the implementation phase.

MARKET ANALYSIS OPTIONS

We feel there are two options for the market analysis: **High-Level**, and **In-Depth**

The **High-Level Analysis** will involve:

- Review of current zoning and master plans to assess long-term growth potential
- Examining general trends to develop long-term growth projections
 - Population and household growth
 - Commercial growth
 - Industrial growth
- Analyzing historic usage data to understand trends
- Comparing planned capacity enhancements with growth projections

The **In-Depth Analysis** will involve:

- Undertaking customer surveys to understand usage patterns
- Conducting interview or focus groups with local officials to understand development trends and key projects
- Conducting interviews with commercial and industrial users to understand current patterns and future demands
- Enhancing/revising projections based on survey and interview results

We will rely on Township and City leadership input to determine which level of analysis is appropriate.



FINAL DELIVERABLES

The study's final results, information, conclusions, and recommendations will be organized and summarized in a Water/Sewer Utilities Feasibility Study Report as a final deliverable. These documents shall be high quality, refined and detailed, and shall be presented with the best ability to be used for applying for State/Federal/Other funding programs. The report shall include narratives and graphics to support and clearly explain the findings with a clear path forward to implement the recommended alternative and have "next steps" clearly outlined. The report shall include but not be limited to:

1. Define final project study area boundaries and potential future area boundaries.
2. Discussion of regulatory and permitting requirements of the feasible alternatives.
3. Comparison of feasible alternatives with their associated cost analyses and evaluations.
4. Design data and other supporting information for feasible alternatives.
5. Proposed implementation schedule of the feasible alternatives.
6. Potential funding mechanism analysis, including but not limited to proposed user fees, proposed authorities, State/Federal/Other grant opportunities, bond counsels, or any other potential funding sources.

A draft of this final report will be submitted to the City and Township for preliminary review. Changes will be made accordingly, and the final document will be delivered along with electronic copies.



COMMUNICATION PLAN AND MAIN POINT OF CONTACT

Our proposed communication plan is as follows.

A. Conducting Communication

Spicer Group is fully technologically equipped to participate in communication in any manner of your choosing. It has been our experience that for projects of this nature, in-person meetings have the biggest impact in spurring productive and meaningful conversations. Therefore, Spicer Group proposes the following:

- 1. Meetings:** Our primary objective is to develop and provide the communities with coordination and collaborative strategies that can be used to help everyone work together on common goals. We will lead and moderate the group communication to include discussions on economics, social aspects, and utility requirements to investigate collaborative structures and management strategies. This collaboration is recommended to use an in-person forum discussion format to discuss issues and formulate project solutions. We will assist with managing the process by serving as the ad hoc coordinator between jurisdictions during the planning process. During each meeting, we will collect and summarize the discussions, providing a written summary via email after each meeting.
- 2. Emails:** A timely and effective way to convey information regularly to a large group is via email. Spicer Group proposes to create an email group based on input and feedback gathered during our kick-off meeting with you.
- 3. Phone Calls:** We will communicate with you by phone at any interval you desire and when an immediate discussion is needed.
- 4. Virtual Meetings:** If requested or required, we are willing and able to host and/or participate in Teams or Zoom virtual meetings.
- 5. Cloud-based Project Sharing Sites:** Cloud-based sites such as Sharepoint will be utilized to store, organize and share key documents with the designated parties.
- 6. Geospatial Mapping:** We will utilize an ArcGIS Online map specifically dedicated to this project as a means of storing and sharing geospatial information and to use during meetings as needed.

B. Achieving Group Consensus

1. As described previously in the strategies for working with multiple jurisdictions, Spicer Group proposes to use strategies published by the Consensus Building Institute. Consensus building is a way to structure and facilitate the process of multi-stakeholder, multi-issue negotiation, using several steps and tools as previously described above.

C. Main Point of Contact

1. Darrick Huff, P.E. will serve as the Main Point of Contact for the Project—Darrick is a Principal Owner at Spicer Group. He is familiar with overseeing large and small projects, involving multiple engineering disciplines, multiple regulatory agencies, and a variety of funding sources, and will work closely with our project team to meet the goals, objectives, and expectations of the City and Township.

Point of Contact
Darrick Huff, P.E.
1400 Zeeb Dr.
St. Johns, MI 48879
darrickh@spicergroup.com
734-787-0339

QUALIFICATIONS AND EXPERIENCE

PROJECT TEAM AND ROLES

All of the engineers working or overseeing work on this project are licensed in the State of Michigan and have experience working on projects of this type. We have a tailored team of experienced professionals focused on seeking creative and alternative solutions that incorporate all aspects and needs of the Township and City, local business owners, residents, and visitors. Brief bios for each key team member are included below and all resumes are attached at the end of this section.



Darrick Huff, P.E. – Principal

Mr. Huff has managed several different projects involving multiple tasks, contractors and contracts, and has an excellent success rate of meeting project deadlines and budgets. A key attribute to his successful projects is his focus on close communication with all stakeholders and professional service providers. In addition, he also has experience with a diverse array of engineering design including electrical, mechanical and civil. He can provide on-the-spot advice when needed regarding engineering design, which has proven to be a valuable trait when immediate solutions are needed on the job site, eliminating extra costs and work hours.



Brian House, P.E. – Project Manager

Mr. House has over 25 years of experience in the design and construction management of water and wastewater treatment projects. He focuses his talents on the process, hydraulic, and site design engineering for wastewater treatment facilities, sanitary pump stations, pressure sewer systems, sanitary sewer systems, storm sewer systems, water treatment facilities, well fields, and water distribution systems. He is proficient with a wide range of engineering software including AutoCAD, WaterCAD, and HEC-RAS. Mr. House has managed a variety of large wastewater collection and treatment projects and studies. He will be the Project Manager for this project and will coordinate internal and external schedules, budgets, quality of work, planning, and general project coordination.



Jennifer Garza, P.E. – Quality Control/Quality Assurance and Funding Management

Ms. Garza is one of our most experienced staff members in project management, planning, and design of wastewater collection and treatment systems, including pump stations and force mains. She is especially beneficial to the project team due to her significant experience with municipal financing processes and coordination with State and Federal funding agencies. Ms. Garza will provide QA/QC on the project and will play a key role in identifying feasible funding options for the project as the scope of the study is developed.



Cynthia Todd, PLA – Landscape Architect, Director of Planning

Ms. Todd has 29 years of experience in project management, design, and planning for both the public and private sectors. She has extensive experience and a proven track record of communicating project needs to staff, lawmakers, citizen groups, contractors, permitting agencies, and other professionals. Ms. Todd will utilize her planning and public engagement experience to assist our team with public meetings, gathering public input through surveys, and compiling and organizing this information so it can be shared with the city and township to assist with their decision-making process.

QUALIFICATIONS AND EXPERIENCE

Permitting and Funding Experience

Permitting Experience

Spicer Group has significant experience with permitting related to this project, including but not limited to:

- EGLE Part 41 Wastewater Construction permitting
- National Pollutant Discharge Elimination System (NPDES) permitting
- EGLE Part 301 Inland Lakes and Streams permitting
- EGLE Part 303 Wetland Protection permitting
- EGLE Part 31 Floodplain permitting
- EGLE/USACE Joint Permitting
- EGLE Act 399 Permitting

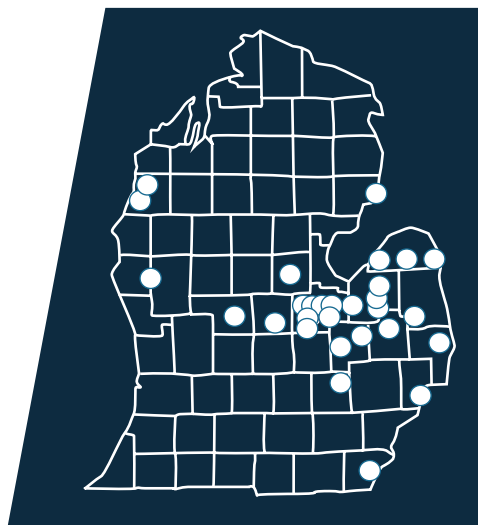
Municipal Grant & Loan Funding Experience

Spicer Group has significant experience with MEDC, EGLE SRF, and USDA Rural Development funding application assistance.

2000-2023

AWARDED FUNDS

\$187,000,000



SINCE 2000

We have helped our clients acquire \$187+ million in grant and loan funding for their projects. A significant amount of these funds were used for infrastructure projects that included improvements to drinking water distribution and treatment systems, wastewater collection and treatment systems, roadways, and buildings.

Similar Project Experience

We work with communities daily on planning, funding, design, bidding, and construction of infrastructure projects. We are the engineer of record for numerous communities throughout the State of Michigan. Our clients rely on us to provide common sense, well-thought-out, technical advice for the betterment of their cities, villages, townships, businesses, and utility authorities. Examples of Spicer Group water and sewer projects follow.

QUALIFICATIONS AND EXPERIENCE



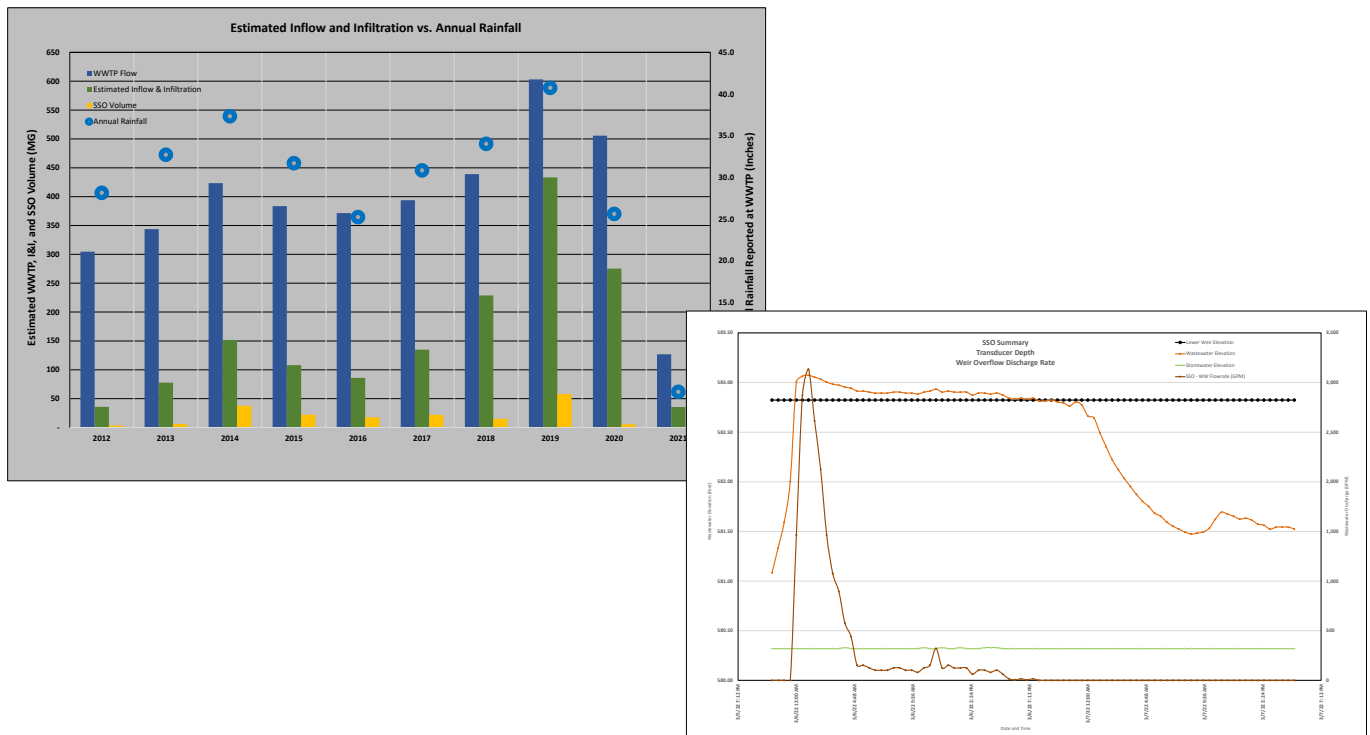
CITY OF MANISTEE FLOW MONITORING, SYSTEM MODELING ALTERNATIVE ANALYSIS AND REPORTING

Client Contact: Bill Gambill, City Manager
(231) 398-2801

The City of Manistee's sanitary sewer collection system experiences significant stormwater inflow and groundwater infiltration during precipitation events resulting in combined sewer overflows to Manistee Lake. With assistance from Spicer Group, the city implemented an extensive flow monitoring program which began in 2015 and ended in 2018. Utilizing this flow data, extensive hydraulic modeling was performed.

The pipe network and manholes were organized using GIS based on record reviews and field investigations. The system included pipe length, diameter, material (Manning's n), invert elevations, and manhole rim elevations. Thirteen (13) pump stations and force mains were also included in the model network. Once the model was calibrated in accordance with EGLE guidelines and reviews, multiple scenarios were simulated for frequently occurring rain events. The results from these simulations established the capacity and conveyance constraints of the collection system that could be shared with the city and stakeholders.

Spicer and the City analyzed several capital improvements project alternatives to address the existing deficiencies and incorporated a comprehensive plan to eliminate the City's sewer overflows and provide for future growth. This process required multiple iterations working with the City with regards to costs, benefits, operation, and maintenance, working with EGLE to satisfy regulatory and permit requirements including wetland, floodplain, and inland lakes and streams impacts, and working with funding agencies—in this case, USDA RD—to ensure that the study and proposed plan met their requirements.



QUALIFICATIONS AND EXPERIENCE

This iterative and open study process resulted in a \$20M project that was completed in 2022 and eliminates the City's last sanitary sewer overflow to Manistee Lake, will provide system capacity well into the future, satisfies EGLE requirements, and does not have any significant impact on user rates. The project consists of the following elements:

Sanitary Sewer Pipe and MH Lining Projects: A pilot project and a full project resulted in the Cured in Place Pipe & Manhole lining of over 30,000 feet of sanitary sewer and associated manholes to prevent Inflow and Infiltration from entering the system while extending the system life for over 50 more years.

Clean Water Recovery Facility (CWRF) Improvements: Improvements included the construction of 3 separate 2 million gallon steel tanks to provide 6 million gallons of equalization storage. The construction of a new wet weather headworks building and associated appurtenances to divert flows in wet weather using up to four 5,000 GPM pumps. The headworks building also includes new self-cleaning diversion weirs and screens, grit removal, and full SCADA, telemetry, and remote access.

Conveyance Sewer Improvements: Remove the City's last remaining sanitary sewer overflow (SSO 018). To eliminate this overflow conveyance improvements were required between the overflow and the CWRF. This required the replacement of approximately 3,000 feet of 36-inch interceptor sewer with a new 48-inch conveyance improvement sewer at depths between 12 feet and 15 feet through developed City streets.



QUALIFICATIONS AND EXPERIENCE



WHITE CLOUD SHERMAN UTILITIES AUTHORITY

Client Contact: Stan Stroven, Jr., Operator
(231) 689-6047

The White Cloud Sherman Utilities Authority (WCSUA) in rural Newago County, Michigan provides wastewater collection and treatment services to more than 1,000 customers. The collection system, and the lagoon-style wastewater treatment facility it feeds, were built in 1978. Much of the system's mechanical components were working beyond their expected service life and WCSUA hired Spicer Group to conduct an inspection of the system and design the improvements.

These improvements included upgrading and replacing equipment in all pump stations, installing backup generators, repairs to the wastewater treatment plant pump house, replacing aerators at the sewage lagoons, and converting eight pump stations into submersible pump stations. A Supervisory control and data acquisition system was also installed to monitor everything, allowing WCSUA staff to operate and maintain the sewer assets more economically and proficiently.

The Spicer Group team also worked with WCSUA to develop a plan to fund the project, utilizing a \$5.1 million low-interest loan through the United States Department of Agriculture Rural Development program for Michigan.



QUALIFICATIONS AND EXPERIENCE



NORTHWEST UTILITIES AUTHORITY

**Client Contact: Russ Beaubien, Administrative Director
(989) 752-9541**

The Northwest Utilities Authority (NWUA) is made up of eight gateway pump stations, and approximately 7.4 miles of forcemain that transport wastewater from the City of Zilwaukee, Carrollton Township, Kochville Township, and a portion of Saginaw Charter Township to the City of Saginaw for treatment. These stations ranged from 15 to 30 years in age at the time of the 2009 Spicer Group review of the system. The forcemain network was hydraulically modeled, and each of the eight pump stations was inspected and tested, to identify any deficiencies. The results showed several areas of system capacity restrictions, which resulted in pump stations not being able to pump into the common forcemain network. Additionally, several sections of aged forcemain and other areas with a history of breaks were identified as needing replacement. Overall, a capital improvement plan was developed that identified and prioritized system deficiencies and provided cost estimates for improvements in a 5-year plan. The total project cost was estimated to be \$4.5 million. This was presented to the Authority and to each of the four municipalities individually. The consensus from the municipalities was that they would prefer to address all of the issues at once and pursue funding for the project through a single bond sale. Spicer evaluated the financial impacts of the various funding programs available and then assisted the Authority in obtaining USDA Rural Development for a 30-year loan term. Spicer performed the design, permitting, bid assistance, and construction administration for the project.



QUALIFICATIONS AND EXPERIENCE



GRATIOT ROAD BOOSTER STATION IMPROVEMENTS

**Client Contact: Mike Grenier, Director of Water and Wastewater Treatment
(989) 759-1596**

Spicer Group was hired to provide the City of Saginaw with a conceptual plan for improvements to the Gratiot Road Booster Station. This plan was to support additional water capacity based on what the existing infrastructure could accommodate, as well as providing recommendations for improving the existing 30-year-old facility from a maintenance and reliability standpoint. This station is critical to the operation of the City's water distribution system as it is the sole interconnect to customers west of the Tittabawassee River. One of the major reliability components included improvements to the existing electrical power distribution system of the station.

Spicer Group's report included a cost comparison between refurbishing the existing second electrical service from Consumers Energy and the installation of a new site generator. Based on findings, the City decided to retire the second electrical service and install two on-site back up generators with automatic transfer switches. Also, due to the critical nature of this station, Spicer Group provided the City with an additional option of a portable generator connection point in the event both the electrical service and the independent generators would fail. The power system is composed of a 480 volt, 3 phase, 1200 amp service that powers three 200 hp pumps and three 125 hp pumps. Spicer Group completed cost estimates and prepared design documents for permitting and bidding for all the recommended improvements at the station. We continued our services with construction inspection, construction administration, start up, and training.



SOUTH COUNTY WATER SYSTEM EXPANSION

**Client Contact: Christ Schmidt, Superintendent
(734) 240-3109**

South County Water System in Monroe County is coordinated by the Monroe County Drain Commissioner. Members of the water system include Bedford Township, Erie Township, LaSalle Township, and the City of Luna Pier. The system provides services to more than 11,000 customers. In 2020, Spicer Group assisted the South County Water System Authority (SCWSA) with designing a water system improvement and expansion project that consisted of more than 17 miles of water main ranging from 8 to 16 inches in diameter, located in 6 separate segments. Spicer had also previously assisted SCWSA with developing a Water System Reliability Study to determine their infrastructure assets within their water supply, storage, and distribution systems, and what level of improvement was necessary to continue providing exceptional service to their customers.

The water system improvement project included new construction of PVC water main, hydrants, valves, road and driveway repairs, ditching, culverts, and storm sewer installation. The 17 miles of water main installation included 4,300 feet of 16-inch PVC, 55,245 feet of 12-inch PVC, and 25,250 feet of 8-inch PVC water main. More than 150 valves were installed, more than 250 hydrants were installed, and 5,350 feet of horizontal directional drilling occurred with this project.

QUALIFICATIONS AND EXPERIENCE



VILLAGE OF ASHLEY WATER SYSTEM IMPROVEMENTS

Client Contact: Robert Studt, Operator in Charge
(989) 847-2426

Spicer Group designed and inspected the construction of a new and improved water system for the Village of Ashley, Michigan. The original system was constructed in the 1950's and consisted of five and a half miles of water mains constructed out of cast iron piping, two wells, and a 75,000 gallon water tower.

The new system included replacing more than two and a half miles of the water mains with new PVC pipe, installing a new 150,000-gallon water tower, replacing the treatment system, adding and installing a third well and installing a new generator. Existing dead end loops in the system were connected to alleviate water quality issues as well as improve system reliability.

In addition to the design, Spicer Group prepared the preliminary engineering report that evaluated various alternatives and provided cost estimates for construction as well as operation and maintenance. A financial analysis was then performed to determine the cost of each alternative and to evaluate the financial impacts of the various funding programs available. Spicer then assisted the Village of Ashley in completing a pre-application to the federal Rural Development program, where the Village qualified for a partial grant.



DARRICK W. HUFF, P.E.



ROLE ON THIS PROJECT: Principal

YEARS OF EXPERIENCE: Spicer Group - 29 | Other Firms-22

GENERAL EXPERIENCE AND QUALIFICATIONS

Mr. Huff has managed several different projects involving multiple tasks, contractors and contracts, and has an excellent success rate of meeting project deadlines and budgets. A key attribute to his successful projects is his focus on close communication with all stakeholders and professional service providers. In addition, he also has experience with a diverse array of engineering design including electrical, mechanical and civil. He can provide on-the-spot advice when needed regarding engineering design which has proven to be a valuable trait when immediate solutions are needed on the job site—eliminating extra costs and work hours.

EDUCATION

Bachelor of Science in Electrical Engineering , specifying in power and machinery, Michigan Technological University, Houghton, MI 1996

LICENSES/REGISTRATION

Professional Engineer: Michigan, 2000, License#46786

SIMILAR EXPERIENCE	
<p><i>FLTF SCADA Assistance</i></p> <p>Year: Ongoing Location: Four Lakes Task Force Vendor Role: Prime</p>	<p>Project Manager responsible for the design and helped develop the interim SCADA system for Secord, Smallwood, Edenville and Sanford Dams after the flood evert of May 2020. This system has been used by Four Lakes Task Force, Gladwin and Midland Counties and other stakeholders to monitor the dams and their site security. This interim system is being added to and augmented to meet stakeholder needs during and after dam reconstruction.</p> <p>Client Contact: Four Lakes Task Force Service Budget: Various Construction Budget: N/A</p>
<p><i>Owosso Public Schools Sinking Fund</i></p> <p>Year: Ongoing Location: Owosso Public Schools Vendor Role: Project Manager</p>	<p>Project Manager responsible for outlining future capital improvements, assisting the school district with planning projects, technical design, scheduling, permitting, bidding and coordinating construction as to not interrupt the educational process of students. The Owosso Public Schools do approximately \$1,600,000 of improvements annually. These projects have included, interior renovations, roofing replacement, window replacement, HVAC improvements, parking lot improvements, ADA access projects, plumbing replacement, structural repairs, asbestos abatement, building automation, energy improvements, technology improvements, lighting replacement, electrical improvements and new building construction. Darrick has managed over \$20,000,000 in improvements for the school district.</p> <p>Client Contact: Julie Omer, Finance Director, Owosso Public Schools (989) 729-5672 Service Budget: \$Various Construction Budget: \$20,000,000</p>
<p><i>City of Saginaw Risk and Resilience Study</i></p> <p>Year: 2020 Location: City of Saginaw Vendor Role: Project Manager</p>	<p>Project Manager responsible for the management and coordination of the Risk and Resilience project. Worked as the liaison between City of Saginaw staff and Brio staff as well as review and provide QA/AC deliverables and facilitate meetings between Brio and City of Saginaw staff.</p> <p>Client Contact: Phil Karwat, City of Saginaw (989) 759-1400 Service Budget: \$25,000 Construction Budget: N/A</p>

SIMILAR EXPERIENCE	
<p><i>Court Street Discharge Line</i></p> <p>Year: 2020 Location: Saginaw County Vendor Role: Project Manager</p>	<p>Project Manager Responsible for the overseeing the design and replacement of 125 feet of 36-inch PCCP finished-water discharge line exiting the City’s water treatment plant. This pipe is one of 3 discharge lines that provide finished drinking water for the entire region which includes 200,000 residents. The original pipe was installed in 1962 and was at the end of its design life. The project included rebuilding the venturi vault and excavating beneath the security fence around the property of the water treatment plant.</p> <p>Client Contact: City of Saginaw (989) 759-1400 Service Budget: \$25,000 Construction Budget: \$180,000</p>
<p><i>Davis Road Water Main Replacement</i></p> <p>Year: 2018 Location: City of Saginaw Vendor Role: Project Manager</p>	<p>Project Manager responsible for overseeing the study, design and construction administration for the installation of 10,000 feet of new 48-inch raw water main that is responsible for providing water to the City’s water treatment plant. The project also included the installation of 12,000 feet of water main that is key to providing potable water to users throughout Saginaw County. This project increased reliability of both the raw and finished water transmission mains of the system and improved the operational flexibility of the raw water supply in the region. Also oversaw the securing of required easements for the new water mains.</p> <p>Client Contact: City of Saginaw, Paul Reinsch (989) 759-1433 Service Budget: \$1.1 M Construction Budget: \$14.3 M</p>
<p><i>Mt. Pleasant Center Redevelopment</i></p> <p>Year: 2018 Location: City of Mt. Pleasant Vendor Role: Project Manager</p>	<p>Project Manager responsible for overseeing and coordinating all tasks related to the redevelopment of the former Mt. Pleasant Center property. Key tasks he is responsible for include preparing a security plan for the property, soliciting and overseeing demolition contracts, coordinating archaeological studies, identifying and applying for potential grants, preparing an annual budget for property-related expenses and overseeing the preparation and completion of the site’s master utility plan.</p> <p>Client Contact: City of Mt. Pleasant, William Mrdeza (989) 779-5311 Service Budget: \$117,800 Construction Budget: \$4,000,000</p>
<p><i>Universal Pump Station</i></p> <p>Year: 2018 Location: Saginaw County Vendor Role: Electrical Project Manager</p>	<p>Electrical Project Manager responsible for the oversite of the electrical engineering for improvements to existing flood control stormwater pump station. Proposed improvements include new pumps, new electrical & controls, bar screens and an onsite generator.</p> <p>Client Contact: Saginaw County Public Works Commissioner, Brain Wendling (989) 790-5258 Service Budget: \$667,000 Construction Budget: 3.5 M</p>
<p><i>Washington Discharge Line Emergency Assistance</i></p> <p>Year: 2016 Location: City of Saginaw Vendor Role: Project Manager</p>	<p>Project Manager Responsible for overseeing the design and construction of emergency repairs needed at a key 36-inch cast-iron finished-water line that conveys pumped water from the City’s treatment plant to the residential distribution system. The line was 88 years old and was suffering leaks at hard-to-reach location where a steel bend was put in place.</p> <p>Client Contact: City of Saginaw, Paul Reinsch (989) 759-1433 Service Budget: \$43,000 Construction Budget: \$385,000</p>

BRIAN O. HOUSE, P.E.



ROLE ON THIS PROJECT: Project Manager

YEARS OF EXPERIENCE: Spicer Group - 11 | Other Firms - 22

GENERAL EXPERIENCE AND QUALIFICATIONS

Mr. House specializes in civil and environmental design and construction services for process and pipeline projects. He focuses his talents on process, hydraulic, and site design engineering. Mr. House has extensive experience with preparing contract documents, cost estimating, construction liaison responsibilities, and inspection. Mr. House routinely manages projects comprised of pump stations, pressure sewer systems, pipelines, industrial processes, sanitary sewer systems, wastewater treatment facilities, storm sewer systems, water treatment facilities, well fields, and water distribution systems.

EDUCATION

Bachelor of Science in Environmental Engineering, Michigan Technological University, 1996

LICENSES/REGISTRATION

Professional Engineer: Michigan, 2005 (52886)

SIMILAR EXPERIENCE

<p><i>Wastewater Collection System Improvements</i></p> <p>Year: 2022 Location: City of Manistee Vendor Role: Prime</p>	<p>Project Manager responsible for managing a sewer replacement project through seven blocks of residential streets. A 48-inch sewer will replace an existing 36-inch sewer and will require full utility and road replacement and reconstruction. Project includes design, permitting, bidding, construction inspection and administration. Project is funded with USDA Rural Development funds. When completed, the sewer project will allow the elimination of the City's remaining CSO.</p> <p>Client Contact: City of Manistee, Jeff Mikula (231) 723-7132 Service Budget: \$600,000 Construction Budget: \$4.0M</p>
<p><i>Clean Water Recovery Facility Improvements</i></p> <p>Year: 2022 Location: City of Manistee Vendor Role: Prime</p>	<p>Project Manager responsible for managing and designing a headworks facility addition to the City's wastewater treatment plant. The facility includes 6 million gallons of equalization storage as well as screening and grit removal. The facility will be capable of pumping 20,000 gpm. Project includes design, permitting, bidding, construction inspection and administration. Project is funded with USDA Rural Development funds.</p> <p>Client Contact: City of Manistee, Jeff Mikula (231) 723-7132 Service Budget: \$1.2M Construction Budget: \$14.0M</p>
<p><i>WCSUA Sanitary System Improvements</i></p> <p>Year: 2021 Location: Newaygo County Vendor Role: Prime</p>	<p>Project Manager responsible for inspection and evaluation of 16 WCSUA pump stations and the wastewater treatment plant. Provided recommendations, funding assistance, design for improvements, bidding services, construction administration and inspection for the project.</p> <p>Client Contact: White Cloud Sherman Utilities Authority, Stan Stroven, Jr. (231) 689-6047 Service Budget: \$605,000 Construction Budget: \$5.1M</p>
<p><i>Bedford WWTP Improvements</i></p> <p>Year: 2021 Location: Monroe County Vendor Role: Prime</p>	<p>Lead Process Design Engineer responsible for inspection, evaluation, design and construction engineering services for upgrades to the 14 MGD wastewater treatment plant. Upgrades included: raw pumping, primary clarifier, aeration tank, and digester modifications, replacing pressure filters with compressed media filters, replacing gas chlorination with UV disinfection, pumping upgrades, and adding sludge dewatering facilities.</p> <p>Client Contact: Monroe County Drain Commissioner, David Thompson (734) 240-3109 Service Budget: \$1.2M Construction Budget: \$18.2M</p>

SIMILAR EXPERIENCE	
<p><i>Windsor Estates Lagoon No. 3 Repair</i></p> <p>Year: 2018-2020 Location: Fetter Management, Inc. Vendor Role: Prime</p>	<p>Project Manager responsible for providing design services for repairs to Lagoon No. 3 of the wastewater treatment system at the Windsor Estates Mobile Home Park. This included coordination with EGLE to determine permitting requirements. Spicer Group also provided Construction Staking, Construction Administration, and Inspection.</p> <p>Client Contact: Fetter Management, Inc., Neil Fetter (248) 626-6622 Service Budget: \$38,500 Construction Budget: \$175,000</p>
<p><i>Primary Sludge Pump Replacement</i></p> <p>Year: 2019 Location: City of Manistee Vendor Role: Prime</p>	<p>Project Manager responsible for providing design for replacing primary sludge pumping at the City's Clean Water Recovery Facility. This included preparation of construction drawings and specifications, bidding services, construction administration and part-time inspection.</p> <p>Client Contact: City of Manistee, Jeff Mikula (231) 723-7132 Service Budget: \$13,000 Construction Budget: \$30,000</p>
<p><i>Triton Industries Sewer Project</i></p> <p>Year: 2017 Location: Watertown Charter Township Vendor Role: Prime</p>	<p>Project Engineer responsible for design of a new sewage pump station to handle flow from Triton Industries and future growth in the area. Along with the pump station, 560 ft. of 8-inch gravity sewer was to be installed, and 2,600 feet of 3-inch force main was directionally drilled in order to connect to an existing manhole.</p> <p>Client Contact: Watertown Charter Township, Jennifer Tubbs, (517) 626-6593 Service Budget: \$120,000 Construction Budget: \$570,000</p>
<p><i>Wastewater Asset Management Plans</i></p> <p>Year: 2014-2016 Location: Various Vendor Role: Prime</p>	<p>Project Manager responsible for performing inspections and condition assessments for the sanitary sewer system, pump stations, force mains, and treatment facility for several municipalities' asset management plans. This includes rating the condition and preparing the report as required by the Michigan Department of Environment Great Lakes and Energy. Clients included: City of Manistee, City of Carson City, Village of Perrinton, Village of Maple Rapids, Montgomery Drain Drainage District, and City of St. Louis.</p> <p>Client Contact: Various Clients Service Budget: Varies Construction Budget: N/A</p>
<p><i>Wastewater Collection System Improvements</i></p> <p>Year: 2016 Location: City of Manistee Vendor Role: Prime</p>	<p>Project Manager responsible for providing construction administration and preparation of mechanical drawings and technical specifications adequate for a contractor to follow to replace three (3) return activated sludge (RAS) pumps at the City's Clean Water Recovery Facility. This included shop drawing review and hydraulic calculations.</p> <p>Client Contact: City of Manistee, Jeff Mikula (231) 723-7132 Service Budget: \$10,500 Construction Budget: \$80,000</p>
<p><i>WWTP Process Water System</i></p> <p>Year: 2015 Location: City West Branch Vendor Role: Prime</p>	<p>Project Manager responsible for reviewing the existing process water system at the WWTP and performing hydraulic calculations to determine if there are any issues with the current piping system. A letter report was provided with findings and recommendations.</p> <p>Client Contact: City of West Branch, Mike Killackey (989) 965-4982 Service Budget: \$1,500 Construction Budget: N/A</p>

JENNIFER M. GARZA, P.E.



ROLE ON THIS PROJECT: Senior Project Manager-Process Group and QA/QC Manager

YEARS OF EXPERIENCE: Spicer Group – 17 years | Other Firms – 5 years

GENERAL EXPERIENCE AND QUALIFICATIONS

Ms. Garza is a registered professional engineer in Spicer’s Municipal Services Group. She has extensive experience providing feasibility study, design, permitting, bidding, and construction administration services for a wide variety of infrastructure projects, including wastewater treatment systems, pump stations and forcemains, gravity and low-pressure sanitary sewer collection systems, drinking water distribution and treatment systems, and performing hydraulic modeling. She also has significant experience with USDA Rural Development and State Revolving Funds’ financing processes.

EDUCATION

Bachelor of Science in Biosystems Engineering, Michigan State University, East Lansing, MI 2002

LICENSES/REGISTRATION

Professional Engineer, State of Michigan License #54067

ADDITIONAL TRAINING

- Certified Storm Water Operator #15424
- Certified SESC Plan Review & Design #03092
- Troxler Safety/HAZMAT
- NASSCO PACP/MACP/LACP Certified

EXPERIENCE	
<p><i>Saginaw Elevated Water Storage Tank</i></p> <p>Year: Ongoing Location: City of Saginaw Vendor Role: Prime</p>	<p>Project Manager responsible for the Drinking Water State Revolving Fund financial application process, hydraulic modeling, design, permitting, and construction administration for the construction of a 3MG elevated concrete composite water tank, including auger cast-in-place pile deep foundation, dual 36-inch dia. risers, flow meters & valving, mechanical mixer, 84” dia. access tube, SCADA controls, electrical, mechanical, HVAC, finished first floor, onsite natural gas generator, and site security cameras and fencing. The design team includes multiple subcontractors. The funding includes \$15M of awarded DWSRF ARP Grant.</p> <p>Client Contact: City of Saginaw, Mike Grenier (989) 759-1624 Service Budget: \$1,635,000, incl. subcontractors Construction Budget: \$16.1M</p>
<p><i>Mayville Phase II Wastewater Lagoon Improvements</i></p> <p>Year: Ongoing Location: Village of Mayville Vendor Role: Prime</p>	<p>Project Manager responsible for the USDA RD financial application process, design, permitting, and construction administration for the rehabilitation and extensive improvements to two existing lagoon cells at the wastewater lagoon system. USDA-RD has obligated \$9.9M grant and \$4.5M loan for the project, which is the largest program grant award in the nation this year.</p> <p>Client Contact: Village of Mayville, Barbara Valentine (989) 843-6423 Service Budget: \$730,235 Construction Budget: \$14.5M estimate</p>
<p><i>Saginaw Lead Service Line Replacement</i></p> <p>Year: Ongoing Location: City of Saginaw Vendor Role: Prime</p>	<p>Project Manager responsible for the Drinking Water State Revolving Fund financial application process, design, permitting, and construction administration for the replacement of approximately 700 lead service lines via directional drilling of HDPE pipe within the City in accordance with the Lead & Copper Rule. The construction is taking place over a 3-year term, in 2023, 2024, and 2025. Restoration includes concrete paving, HMA paving, concrete and asphalt driveways, and concrete sidewalk and curb & gutter.</p> <p>Client Contact: City of Saginaw, Travis Hare (989) 284-1420 Service Budget: \$892,500 Construction Budget: \$7.2M</p>

EXPERIENCE	
<p><i>Saginaw Sewer River Crossing</i></p> <p>Year: 2022-2024 Location: City of Saginaw Vendor Role: Prime</p>	<p>Project Manager responsible for environmental studies (mussel and hydraulic) and a Clean Water State Revolving Fund financial application for future construction of a redundant sewer interceptor crossing of the Saginaw River. The design, permitting, and construction administration will take place in a future authorization.</p> <p>Client Contact: City of Saginaw, Mike Grenier (989) 759-1624 Service Budget: \$80,000 Construction Budget: \$28.6M estimate</p>
<p><i>Oakley Lagoon Chemical Feed System</i></p> <p>Year: 2023 Location: Village of Oakley Vendor Role: Prime</p>	<p>Project Manager responsible for the USDA Rural Development financial application process, and then design, permitting, and construction administration for a permanent onsite ferric chloride feed system with mechanical mixing, and a building. The existing effluent/interconnecting structure was used for a feed and mixing location. Power is provided via a portable generator and generator receptacle. Due to the corrosive nature of ferric chloride, the interior walls and floor of the effluent/interconnecting structure were coated to protect from deterioration.</p> <p>Client Contact: Village of Oakley, Richard Fish (989) 323-1000 Saginaw Co. Public Works, Brian Wendling (989) 239-1347 Service Budget: \$58,500 Construction Budget: \$256,050</p>
<p><i>Mayville Phase I Wastewater System Improvements</i></p> <p>Year: Ongoing Location: Village of Mayville Vendor Role: Prime</p>	<p>Project Manager responsible for the USDA Rural Development financial application process and then design, permitting, and construction administration for approximately 1,000 feet of sewer replacement, 4,600 feet of CIPP sewer lining, replacement of two existing drypit pump stations with submersible style stations, rehabilitation of a third drypit pump station, and extensive improvements to the wastewater lagoon system to construct a third cell with a dual liner system and rip rap side slope protection, and transfer structures.</p> <p>Client Contact: Village of Mayville, Barbara Valentine (989) 843-6423 Service Budget: \$1.08M Construction Budget: \$7.16M</p>
<p><i>Flushing WWTP Improvements</i></p> <p>Year: Ongoing Location: City of Flushing Vendor Role: Prime</p>	<p>Project Manager responsible for the capacity study, USDA RD financial application, design, permitting, and construction administration for grit removal system replacement, blower replacement, constructing two 38-ft diameter primary clarifiers and a new splitting chamber, constructing a 1 MG sludge storage tank with mixing pump building, and replacing the existing sludge digester cover and heat exchanger system.</p> <p>Client Contact: City of Flushing, Shelly King (810) 659-5665 Service Budget: \$633,500 Construction Budget: \$4.7M</p>
<p><i>Village of Ashley Water/Sewer Extensions</i></p> <p>Year: 2023 Location: Village of Ashley Vendor Role: Prime</p>	<p>Project Manager responsible for design, bidding and permitting assistance extension of the water supply system and the sanitary sewer system to serve a Village-owned industrial park parcel. Design includes a duplex EOne grinder pump station, 2-inch forcemain, and 8-inch PVC watermain, along with hydrants, valves, and other appurtenances.</p> <p>Client Contact: Village of Ashley, Bob Studt (989) 620-0781 Service Budget: \$35,000 Construction Budget: \$400,000</p>
<p><i>Clio Smith Street Pump Station Improvements</i></p> <p>Year: 2022 Location: City of Clio Vendor Role: Prime</p>	<p>Project Manager responsible for the design, permitting, and construction administration for rehabilitation of the existing drypit pump station, including replacing the pumps, valves, piping, and electrical components inside the drywell, installing a new control panel and manual transfer switch, a Mission telemetry unit, and a permanent onsite bypass connection.</p> <p>Client Contact: City of Clio, Eric Wiederhold (810) 686-5850 Service Budget: \$38,000 Construction Budget: \$250,000</p>

EXPERIENCE	
<p><i>Dixie Pump Station Improvements</i></p> <p>Year: 2020 Location: Bridgeport Charter Township Vendor Role: Prime</p>	<p>Project Manager responsible for the study, design, permitting, and construction administration for a new duplex sanitary pump station to replace an existing drywell triplex pump station that was over 60 years old. The project included variable frequency drives, a Mission telemetry unit, and a permanent onsite natural gas generator. The existing pump station was abandoned place.</p> <p>Client Contact: Bridgeport Charter Township, Jamie Sochocki (989) 284-2580 Service Budget: \$93,000 Construction Budget: \$530,000</p>
<p><i>Almont WWTP Improvements</i></p> <p>Year: 2018 Location: Village of Almont Vendor Role: Prime</p>	<p>Project Manager responsible for design and construction administration for equipment replacement in the existing oxidation ditches and 30-diameter clarifiers, several valve replacements throughout the plant, and concrete tank coating.</p> <p>Client Contact: Village of Almont, Mark Farley (810) 706-2155, or Clinton Farley (810) 798-8090 Service Budget: \$10,000 Construction Budget: \$542,000</p>
<p><i>Southfield Pump Station Improvements</i></p> <p>Year: 2019 Location: Bridgeport Charter Township Vendor Role: Prime</p>	<p>Project Manager responsible for the study, design, permitting, and construction administration for a new duplex sanitary pump station to replace an existing drywell duplex two-speed pump station that is almost 60 years old. A new dedicated HDPE forcemain was installed from the new site to a new discharge location. The existing pump station and its dual forcemains were abandoned. The project included Flygt Concertor™ smart pumps and an onsite generator.</p> <p>Client Contact: Bridgeport Charter Township, Dan Billingsley, (989) 777-2041 Service Budget: \$108,000 Construction Budget: \$540,000</p>
<p><i>Oscoda Water System Extension</i></p> <p>Year: 2018 Location: Oscoda Township Vendor Role: Prime</p>	<p>Project Manager responsible for funding assistance, design, permitting, and construction administration of water system extensions within the Township. Prepared the USDA Rural Development application for a federal ECWAG grant, for installing 3,400 feet of new water main for connecting homes with private wells in the PFOS/PFOA contamination plume area.</p> <p>Client Contact: Oscoda Township, Ann Richards (989) 739-3211 Service Budget: \$67,900 Construction Budget: \$293,000</p>
<p><i>Pump Station #3 Replacement</i></p> <p>Year: 2017 Location: City of Midland Vendor Role: Prime</p>	<p>Project Manager responsible for managing the design and construction administration of replacing the existing pump station with a new duplex submersible pump station and directionally drilling new HDPE forcemain under the Bullock Creek and connection to an existing pipe bridge.</p> <p>Client Contact: Midland Cogeneration Venture, Tom Harrison (989) 615-4396 Service Budget: \$50,000 Construction Budget: \$607,000</p>

CYNTHIA A. TODD, PLA

ROLE ON THIS PROJECT: Director of Planning

YEARS OF EXPERIENCE: Spicer Group – 4 years | Other Firms – 29 years



GENERAL EXPERIENCE AND QUALIFICATIONS

Ms. Todd has 30 years of experience in project management, design, and planning for the public and private sectors. She has extensive experience and a proven track record communicating project needs to staff, lawmakers, citizen groups, contractors, permitting agencies, and other professionals. Prior to joining Spicer Group, she was the Capital Program Administrator for the State of Delaware, Division of Parks and Recreation, which received the 2015 NRPA Gold Medal Award and monitored the use of 17 park facilities that included 25,000 acres with over 800 structures. Ms. Todd was also able to manage over \$12 million annually in park construction projects including campgrounds, piers, bathhouses, and trails and develop a master plan for Auburn Valley/National Vulcanized Fiber (NVF), a multi-million-dollar public-private partnership, which was a recipient of EPA’s 2017 Pisces Award.

EDUCATION

Master of Urban Planning, University of Michigan, Ann Arbor, Michigan

Bachelor of Landscape Architecture, University of Illinois, Urbana-Champaign, Illinois

Golf Course Design, Harvard Graduate School of Professional Development, Cambridge, Massachusetts

Project Management, University of Delaware Professional Development, Dover, Delaware

Leadership John Kennedy Leadership Academy, Dover, Delaware

LICENSES/REGISTRATION

State of Maryland, Licensed Landscape Architect #3025

State of Delaware, Licensed Landscape Architect #0460

State of Michigan, Licensed Landscape Architect #1207

SIMILAR EXPERIENCE

<i>Clio Streetscape</i> Year: 2021-Ongoing Location: City of Clio Vendor Role: Prime	Project Manager responsible for all aspects of the project, including the design of the streetscape with more aesthetic/decorative streetlights and more effective streetlights to improve pedestrian vehicular safety. Tasks include preparing and guiding the City’s Michigan Department of Transportation’s Transportation Alternative Program application, preparing bid documents, and providing construction engineering services. Client Contact: Eric Wiederhold, City Administrator, (810) 686-5850
<i>Haithco Recreation Area Splash Pad Development</i> Year: 2020-Ongoing Location: Saginaw County Vendor Role: Prime	Project Manager responsible for all aspects of the project, including feasibility grant writing & administration, concept design, preliminary design, final design, bidding documents, construction administration, and oversight for the Haithco Recreation Area Splash Pad Development. Project includes a new splash pad, playground pathways, ADA parking, rain garden, utility shed, and park amenities such as benches and picnic tables. The Project is financed with local funds and a grant from the Michigan Department of Natural Land and Water Management Fund. Client Contact: Saginaw County Parks, Brian Lechel, (989) 790-5200

SIMILAR EXPERIENCE	
<p><i>Fort Gratiot Baseball and Campground</i></p> <p>Year: 2021- Present Location: Fort Gratiot Vendor Role: Prime</p>	<p>Project Manager responsible for managing the creation of a recreational centerpiece by developing the master plan park design for the 101-acre vacant parcel on Parker Road. A significant task included overseeing the Public Input process which consisted of a design charette at the Township. This gathering was composed of different community members and stakeholders coming together and designing/planning different park concepts that the community needed and desired. Spicer Group then gathered all the information and concepts planned by the community members and created the overall park concept plan. Also responsible for grant funding investigation including performing pre-scores with all three Michigan Department of Natural Resources (MDNR) funding options.</p> <p>Client Contact: Robert Crawford, Supervisor, (810) 385-4489</p>
<p><i>Hampton Township Park Grants and Master Plans</i></p> <p>Year: 2021-Ongoing Location: Hampton Township Vendor Role: Prime</p>	<p>Project Manager responsible for developing an overall park concept plan and a Michigan Department of Natural Resources (MDNR) grant application for improvements at Hampton Township Pondsides Park. Also responsible for designing improvements of the playground and a possible accessible canoe/kayak launch and a Michigan Department of Natural Resources (MDNR) grant application at Finn Road Park.</p> <p>Client Contact: Terri Close, Supervisor, (989) 460-1908</p>
<p><i>Huron Lighthouse Park Improvements</i></p> <p>Year: 2021 - Ongoing Location: Port Hope Vendor Role: Prime</p>	<p>Project Manager responsible for all aspects of the project, including grant writing and administration, concept design, final design, bidding documents, and construction administration. Project includes the improvement for an accessible canoe/kayak launch, replacement of fish cleaning station, upgraded woodland path, replacement of playground equipment, addition of accessible parking spaces, and interpretive signs and benches. The Project is financed with local funds and a grant from the Michigan Department of Natural Resources Trust Fund.</p> <p>Client Contact: Huron County Road Commission, Neal Hentschl, (989) 269-9320</p>
<p><i>Ingham County Parks and Trails Comprehensive Plan and Recreation Plan Updates</i></p> <p>Year: 2021- Ongoing Location: Ingham County Vendor Role: Prime</p>	<p>Project Manager responsible for managing the development of the Recreation Plan and Comprehensive Trails and Pathway Report. Tasks included the management and development of the project from organizing stakeholder meetings and county meetings and assisting with the MDNR grant applications, along with aiding the development of their wayfinding sign project. Due to our outstanding Trail Wayfinding System, Ingham County Parks and Spicer Group were awarded the <i>2021 Trails & Corridors Class I Award</i> by the National Association of County Park and Recreation Officials (NACPRO).</p> <p>Client Contact: Tim Morgan, Parks Director (517) 244-7191</p>
<p><i>Delaware Department of Natural Resources and Environmental Control Division of Parks and Recreation</i></p> <p>Year: 2013-2019 Location: Dover Delaware Vendor Role: Prime</p>	<p>Capital Program Administrator responsible for managing, budgets and overseeing DNREC Park System Capital Construction Program which consists of 17 parks totaling 26,071 acres, 151 miles of trail, 619 facilities including nature center buildings, historic structures (Fort Delaware, Fort Miles WWII bunkers and observation towers), rental cabins, campgrounds, piers, infrastructure (roadways, sewer/water projects, parking lots), museums, zoo, water park and a marina. Also responsible for managing and re-development of public/private partnership projects; worked closely with various community groups, municipal and county governments, and private developers.</p>

CONSULTANT FEE

City/Township Meetings, assumed 3	\$12,000
Public/Stakeholder Input Meetings/Surveys, assumed 2	\$8,000
Water and Sewer Engineering Analysis, assumed up to 3 iterations	\$20,000
Public Presentation	\$4,000
Market Analysis	\$10,000 to \$25,000
Total Consultant Fee	\$54,000 to \$69,000



December 23, 2024

RE: City of St. Johns and Bingham Township – Governance and Intermunicipal Contract Agreement

Dear City of Johns Council and Bingham Township Board,

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as advisor for the above referenced governance engagement. This below will confirm the scope and terms of our engagement:

- Review and analyze historical agreements between the entities.
 - Understand past responsibilities and facilitate discussion about future responsibilities.
 - Analyze current issues in the way the systems operate, discuss possible solutions and facilitate discussion around solutions to gain consensus.
- Discussions between entities regarding the following:
 - Operations, maintenance, repair and replacement of assets.
 - Asset responsibilities between entities.
 - Capacity allocations between entities.
 - Budgeting changes based on asset responsibilities.
 - Capital improvement planning changes based on asset responsibilities.
- Review and commenting on legal documents (no drafting included).
 - Comments and facilitation of discussion regarding contract details based on past knowledge and entity desires.
 - Suggest solutions based on discussions with the entities and past experience.
- Meetings
 - In-person attendance of meetings is included up to 5 meetings.
 - Virtual attendance of Teams meetings and/or calls is included.
- Memos and Presentations
 - Detailing governance recommendations, who should be responsible for what, contract scenarios and other important aspects of utility contracts

Bendzinski & Co.

City of St. Johns and Bingham Township

December 23, 2024

Bendzinski & Co. proposes a minimum fee of \$15,000. This fee includes up to 5 in-person meetings and up to 40 hours of additional time (virtual meetings, analysis, recommendations, memos, etc.). In-person meeting travel and time is not included in 40-hour cap. Each additional meeting over 5 is \$1,000 each. Additional time incurred over 40 hours is \$250/hour. The firm will notify both communities if any additional fees are going to be incurred before they are incurred to discuss a new not-to-exceed extension.

The typical billing method for this service is quarterly bills until completion, but this can be negotiated with the Clients. The above fee shall be split in the following way:

City of St. Johns – 50%

Bingham Township – 50%

It should be noted that the above fee and scope does not include rate studies. This engagement is intended to serve purely as a governance engagement to reach consensus and agreement on the development and water/sewer agreements between the entities.

Bendzinski & Co. is registered as a “municipal advisor” pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the MSRB. As part of this registration Bendzinski & Co. is required to disclose to the SEC information regarding any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Bendzinski & Co. Pursuant to MSRB Rule G-42, Bendzinski & Co. is required to disclose any legal or disciplinary event that is material to the Issuer’s evaluation of Bendzinski & Co. or the integrity of its management or advisory personnel. Bendzinski & Co. has determined that no such event exists as there are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving Bendzinski & Co. that were required to be reported to the SEC.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Copies of Bendzinski & Co.’s filings with the SEC can currently be found by accessing the SEC’s EDGAR system Company Search Page, which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Bendzinski & Co. or for our CIK number which is 1614475.

It is understood and agreed that either party to this contract of employment may terminate the contract for any reason upon thirty (30) days prior written notice to the other party. If our employment on this basis is agreeable to you, please endorse your acceptance hereof on this letter which will constitute our contract of employment.

2390 Woodlake Drive • Suite 300 • Okemos, Michigan 48864

(517) 580-0277

E-mail • acampbell@bendzinski.com

Bendzinski & Co.

City of St. Johns and Bingham Township

December 23, 2024

Should you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

BENDZINSKI & CO.
Municipal Finance Advisors



Andy Campbell, CPA
Registered Municipal Advisor

Accepted: _____, 20__

CITY OF ST. JOHNS, STATE OF MICHIGAN

Signature: _____

Printed Name: _____

Title: _____

Accepted: _____, 20__

BINGHAM TOWNSHIP, STATE OF MICHIGAN

Signature: _____

Printed Name: _____

Title: _____