



AGENDA

AFFIDAVIT OF PUBLICATION

CITY OF ST JOHNS
desc 0353
City Of St Johns
100 E State St
Saint Johns MI 48879-1579

STATE OF WISCONSIN, COUNTY OF BROWN

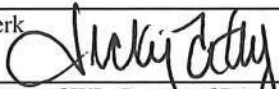
The Lansing State Journal, a newspaper published in the city of Lansing, Ingham County, State of Michigan, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

04/03/2025

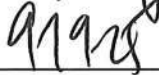
and that the fees charged are legal.
Subscribed and sworn to before me on 04/03/2025



Legal Clerk



Notary, State of WI, County of Brown



My commission expires

Publication Cost:	\$316.70	
Tax Amount:	\$0.00	
Payment Cost:	\$316.70	
Order No:	11175396	# of Copies:
Customer No:	1187031	1
PO #:	25026	

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Please do not use this form for payment remittance.

VICKY FELTY
Notary Public
State of Wisconsin

**CITY OF ST. JOHNS CITY COMMISSION
NOTICE OF PUBLIC HEARING OF NECESSITY
FOR RENEWING THE DOWNTOWN SPECIAL
ASSESSMENT DISTRICT
APRIL 28, 2025**

The St. Johns City Commission has scheduled a public hearing of necessity on renewing the Downtown Special Assessment District for April 28, 2025 at 6:00 p.m., or as soon thereafter as the matter may be heard in Clinton County Courthouse, 100 East State Street, Board of Commissioners Room #2200, 2nd Floor, St. Johns, Michigan 48879-0477, (989) 224-8944.

The special assessment district for a Downtown Business District is authorized under P.A. 146 of 1992, also known as the Principal Shopping District Act.

This Act will enable the downtown business area to operate collectively regarding matters including, but not limited to marketing, promotion, business recruitment, retention, common area maintenance, security and parking management.

Approval of the district renewal will allow an assessment to be made on the non-residential property in the district.

Appearance and protest at the hearing in the special assessment proceedings is required in order to appeal the amount of the special assessment to the state tax tribunal.

An owner or party in interest, or his or her agent may appear in person at the hearing to protest the special assessment, or shall be permitted to file his or her appearance or protest by letter and his or her personal appearance shall not be required.

The City of St. Johns does not discriminate on the basis of race, color, age, religion, sex, disability, and national origin; nor does it discriminate on the basis of handicap status and activities, as to employment or the provision of services.

Mindy J. Seavey, City Clerk

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 make reasonable accommodation.

LSJ-11175396, 04/03/2025

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
April 28, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: <i>Principal Shopping District Special Assessment</i>	<input checked="" type="checkbox"/> <i>Resolution of Determination</i> <input checked="" type="checkbox"/> <i>Resolution for Public Hearing to Confirm Roll</i> <input checked="" type="checkbox"/> <i>Special Assessment Roll</i> <input checked="" type="checkbox"/> <i>PSD Boundary Map</i>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Prepared by: Kristina Kinde, Treasurer Deputy City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The Principal Shopping District is funded through a special assessment. This assessment is renewed every three years. The renewal process for the special assessment will follow the schedule below:

Date	Step	Description
Rec'd 3/17/25	Advisory Petition	Letter from the PSD can be considered as such.
March 24	Initiatory Resolution	If the City Commission wishes to proceed, the attached resolution would need to be adopted.
March 24	Resolution Setting Public Hearing	If the City Commission wishes to proceed, a public hearing would be set for April 28 (10 day publication requirement).
April 28	Public Hearing, Resolution of Determination, Order Creation of Roll	After the public hearing, if the City Commission wishes to continue the process, it would adopt the Resolution of Determination and order the Assessor to create the Roll.
April 28	Assessor presents and certifies the Roll	If the City Commission wishes to continue with the process, a Public Hearing will be set on the Roll for May 19 (10 day publication requirement).
May 19	Public Hearing on the Roll	Confirmation of the Roll. After the Public Hearing and review of the Roll, the Roll is confirmed.

During this meeting the City will hold a public hearing related to the special assessment. After the public hearing closes if the Commission determines they would like to proceed with the Principal Shopping District Special Assessment, they would adopt the Resolution of Determination and order the Assessor to create the roll. With so few meetings left, the roll has already been created. Therefore, once that is approved city staff would ask that we present the roll under consideration.

The roll contains the same parcels as our DDA district and is using the same methodology as we have for the past 3 years. The parcels in the district were placed into 4 different groups based on their proximity to Clinton Avenue. The amount owed each year is then based on this group. See Boundary Map Attachment. The amounts have been increased by \$10 per parcel per year for a total increase of \$1,100 annually. See Special Assessment Roll.

BACKGROUND/DISCUSSION: The special assessment for the Principal Shopping District must be renewed every three years. This process was last done in 2021 for the 2022, 2023 and 2024 tax years. At the March, 24th meeting the initiatory resolution and the resolution to set a public hearing were approved.

STRATEGIC PLAN OBJECTIVE: The downtown master plan addresses many areas where having the Principal Shopping District is an integral part of the success of the downtown.

FISCAL IMPACT: City staff worked with the Principal Shopping District Director to come up with estimated recommendations for the annual special assessments which will be presented at a subsequent meeting, however we estimate this will bring \$42,825, \$43,925, \$45,025 in 2025, 2026, and 2027 tax years respectively.

RECOMMENDATION: *Staff recommends the City Commission approve the Resolution of Determination and Resolution for Public Hearing to Confirm Roll separately and move forward with the Special Assessment process for the Principal Shopping District.*

**CITY OF ST. JOHNS
RESOLUTION #20-2025
A RESOLUTION OF DETERMINATION REGARDING THE PRINCIPAL SHOPPING
DISTRICT SPECIAL ASSESSMENT**

At a regular meeting of the City Commission of the City of St. Johns, held on April 28, 2025, at 6:00 p.m. in the Clinton County Courthouse, St. Johns, Michigan,

PRESENT: _____

ABSENT: _____

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

WHEREAS, the St. Johns City Commission desires to renew the Principal Shopping District (the “PSD”), authorized under the Principal Shopping District Act, Public Act 120 of 1961, as amended, being MCL 125.981 *et seq.*, (the “Act”); and,

WHEREAS, the City Manager and City Assessor have filed their report on the estimated costs of the PSD Special Assessment with the City Commission and have made recommendations on the PSD Special Assessment to the City Commission; and,

WHEREAS, the City Commission held a public hearing on April 28, 2025, to determine whether a special assessment is necessary to fund the PSD; and,

WHEREAS, at said public hearing, the City Commission heard and considered all comments and objections to the proposed PSD Special Assessment;

WHEREAS, the City Commission finds it necessary to proceed with funding the District by special assessment as authorized by the Act and the City Charter.

NOW, THEREFORE, the City Commission resolves as follows:

1. The City Commission determines that it is necessary and in the best interest of the City to renew the Principal Shopping District (“PSD”) and to defray the costs of the PSD by Special Assessment upon the non-residential properties within the PSD.

2. The City Commission designates the parcels listed in Exhibit A as the PSD.

3. The cost of the PSD shall be defrayed by the PSD Special Assessment levied annually on the non-residential properties in the PSD. The owners of the non-residential properties in the PSD may pass through all or part of the Special Assessment to any business tenants. This annual levy is to be for a period of three years, after which the PSD may be evaluated for renewal.

4. The City Commission approves the Proposed PSD Special Assessment estimated costs recommended by the City Manager and City Assessor. The City Commission determines that the term of the Special Assessment shall be three (3) years. The City Commission determines that the cost of the PSD, to be funded by the Special Assessment, is \$42,825.00 for year one, \$43,925.00 for year two, and \$45,025.00 for year three.

5. The annual special assessment shall be made on a flat-rate basis per parcel based on proximity to Clinton Avenue. The flat rates are as follows for each year, respectively:

- a. Group 1: \$435; \$445; \$455
- b. Group 2: \$335; \$345; \$365
- c. Group 3: \$260; \$270; \$280
- d. Group 4: \$110; \$120; \$130

6. The City Assessor shall prepare the PSD Special Assessment Roll including all parcels of land within the special assessment district as designated in Exhibit A. The Roll shall describe all of the parcels to be assessed and the total amount to be assessed against each parcel. The City Assessor shall attach to the Roll their certificate in the form specified in the City Charter pursuant to City Code § 34.09. The Roll shall be filed with the Clerk who shall present the Roll to the City Commission.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Scott Dzurka, Mayor

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of St. Johns City Commission at a regular meeting held on April 28, 2025.

Mindy J. Seavey, City Clerk

EXHIBIT A

Principal Shopping District Special Assessment District

Group 1

300-000-002-001-00
300-000-002-002-00
300-000-002-003-00
300-000-002-004-00
300-000-002-005-00
300-000-002-006-00
300-000-002-007-00
300-000-002-008-00
300-000-002-009-00
300-000-002-010-00
300-000-002-011-00
300-000-003-001-00
300-000-003-002-00
300-000-003-003-00
300-000-003-004-00
300-000-003-005-00
300-000-003-006-00
300-000-003-007-00
300-000-003-008-00
300-000-003-011-01
300-000-003-011-61
300-000-003-012-00
300-000-006-001-00
300-000-006-002-00
300-000-006-003-00
300-000-006-004-00
300-000-006-005-00
300-000-006-006-00
300-000-006-007-00
300-000-006-008-00
300-000-006-009-00
300-000-006-010-00
300-000-006-012-00
300-000-006-015-00
300-000-006-015-01
300-000-006-016-00
300-000-007-001-00
300-000-007-003-00
300-000-007-004-00
300-000-007-005-00
300-000-007-006-00
300-000-007-007-00
300-000-007-008-00

300-000-007-009-00
300-000-007-010-00
300-000-007-011-00
300-000-007-012-00
300-000-007-013-10
300-000-007-013-50
300-000-007-015-00
300-000-010-001-00
300-000-010-002-00
300-000-010-003-00
300-000-010-004-00
300-000-010-005-50
300-000-010-006-00
300-000-010-007-00
300-000-010-008-00
300-000-010-009-00
300-000-010-010-00
300-000-010-011-00
300-000-010-012-00
300-000-010-015-50
300-000-010-016-00
300-000-011-001-00
300-000-011-002-00
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300-000-011-004-00
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Group 2
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300-000-005-005-00
300-000-008-002-60

300-000-009-002-00
300-000-009-003-00
300-000-009-006-00
300-000-012-001-00
300-000-012-004-00
300-440-000-001-55
300-440-000-004-00
300-490-121-003-00
300-490-121-006-00

Group 3

300-000-016-001-00
300-000-016-010-61
300-008-400-070-00
300-470-006-005-00
300-470-007-001-00
300-470-007-005-11
300-470-007-005-15
300-470-008-003-00
300-000-017-001-00
300-000-020-001-00
300-490-112-001-00

Group 4

300-440-000-123-60
300-170-006-001-00
300-490-102-002-00
300-490-103-005-00

CITY OF ST. JOHNS
RESOLUTION #21-2025
A RESOLUTION TO DIRECT PREPARATION OF THE SPECIAL ASSESSMENT
ROLL FOR THE PRINCIPAL SHOPPING DISTRICT & TO SET A PUBLIC HEARING

At a regular meeting of the City Commission of the City of St. Johns, held on April 28, 2025, at 6:00 p.m. in the Clinton County Courthouse, St. Johns, Michigan,

PRESENT: _____

ABSENT: _____

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

WHEREAS, the St. Johns City Commission desires to renew the Principal Shopping District (the “PSD”), authorized under the Principal Shopping District Act, Public Act 120 of 1961, as amended, being MCL 125.981 *et seq.*, (the “Act”); and,

WHEREAS, the City Commission held a public hearing on April 28, 2025, and determined a special assessment is necessary to fund the PSD; and,

WHEREAS, the City Commission directed the City Assessor to prepare a special assessment roll for the PSD (the “Special Assessment Roll”); and,

WHEREAS, the City Assessor prepared the Special Assessment Roll attached as Exhibit A.

NOW, THEREFORE, the City Commission resolves as follows:

1. The special assessment roll for the PSD (the “Special Assessment Roll”), as reported to the City Commission by the City Assessor, attached hereto as Exhibit A, shall be filed in the office of the City Clerk and shall be available for public inspection during normal business hours of the City office.

2. The City Commission shall hold a public hearing at its meeting on May 19, 2025, at 6:00 p.m. at Clinton County Courthouse, St. Johns, Michigan, to review the Special Assessment Roll and hear any objections to it.

3. The City Clerk is directed to give proper notification by first class mail and publication of the public hearing and the Special Assessment Roll.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Scott Dzurka, Mayor

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of St. Johns City Commission at a regular meeting held on April 28, 2025.

Mindy J. Seavey, City Clerk

EXHIBIT A

Principal Shopping District Special Assessment District

Group 1

300-000-002-001-00
300-000-002-002-00
300-000-002-003-00
300-000-002-004-00
300-000-002-005-00
300-000-002-006-00
300-000-002-007-00
300-000-002-008-00
300-000-002-009-00
300-000-002-010-00
300-000-002-011-00
300-000-003-001-00
300-000-003-002-00
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300-000-003-004-00
300-000-003-005-00
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300-000-006-003-00
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300-000-006-005-00
300-000-006-006-00
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300-000-006-010-00
300-000-006-012-00
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300-000-006-015-01
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300-000-011-012-00
300-000-011-013-00
300-440-000-001-61

300-440-000-001-62
300-000-003-010-01

Group 2

300-000-001-001-00
300-000-001-002-00
300-000-004-002-00
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300-000-012-004-00
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300-490-121-003-00
300-490-121-006-00

Group 3

300-000-016-001-00
300-000-016-010-61
300-008-400-070-00
300-470-006-005-00
300-470-007-001-00
300-470-007-005-11
300-470-007-005-15
300-470-008-003-00
300-000-017-001-00
300-000-020-001-00
300-490-112-001-00

Group 4

300-440-000-123-60
300-170-006-001-00
300-490-102-002-00
300-490-103-005-00

Parcel Number	Property Address		Group #1	Group #2	Group #3	Group #4	Proposed Principal Shopping District Special Assessment for 2025 -Flat Rate of \$435, \$335, \$260, \$110	Proposed Principal Shopping Disctrict Special Assessment for 2026 -Flat Rate of \$445, \$345, \$270, \$120	Proposed Principal Shopping Disctrict Special Assessment for 2027 -Flat Rate of \$455, \$365, \$280, \$130
300-000-002-001-00	320	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-002-00	318	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-003-00	316	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-004-00	314	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-005-00	312	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-006-00	310	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-007-00	308	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-008-00	306	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-009-00	304	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-010-00	300	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-002-011-00	109	E	HIGHAM	X			\$435.00	\$445.00	\$455.00
300-000-002-012-00	113	E	HIGHAM	X			\$0.00	\$0.00	\$0.00
300-000-002-013-02	305		SPRING	X			\$0.00	\$0.00	\$0.00
300-000-002-013-60	108	E	RAILROAD	X			\$0.00	\$0.00	\$0.00
300-000-003-001-00	323	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-003-002-00	321	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-003-003-00	319	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-003-004-00	315	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-003-005-00	317	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-003-006-00	313	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-003-007-00	311	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-003-008-00	301	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-003-011-01	306		BRUSH	X			\$435.00	\$445.00	\$455.00
300-000-003-011-61	109	W	RAILROAD	X			\$435.00	\$445.00	\$455.00
300-000-003-012-00	107	W	RAILROAD	X			\$435.00	\$445.00	\$455.00
300-000-006-001-00	223	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-006-002-00	221	N	CLINTON	X			\$435.00	\$445.00	\$455.00

Parcel Number	Property Address			Group #1	Group #2	Group #3	Group #4	Proposed Principal Shopping District Special Assessment for 2025 -Flat Rate of \$435, \$335, \$260, \$110	Proposed Principal Shopping Disctrict Special Assessment for 2026 -Flat Rate of \$445, \$345, \$270, \$120	Proposed Principal Shopping Disctrict Special Assessment for 2027 -Flat Rate of \$455, \$365, \$280, \$130
300-000-006-003-00	217	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-006-004-00	215	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-006-005-00	213	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-006-006-00	211	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-006-007-00	207	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-006-008-00	203	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-006-009-00	201	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-006-010-00	108	W	WALKER	X				\$435.00	\$445.00	\$455.00
300-000-006-012-00	112	W	WALKER	X				\$435.00	\$445.00	\$455.00
300-000-006-013-00	204		BRUSH	X				\$0.00	\$0.00	\$0.00
300-000-006-014-00	206		BRUSH	X				\$0.00	\$0.00	\$0.00
300-000-006-015-00	113	W	HIGHAM	X				\$435.00	\$445.00	\$455.00
300-000-006-015-01	111	W	HIGHAM	X				\$435.00	\$445.00	\$455.00
300-000-006-016-00	109	W	HIGHAM	X				\$435.00	\$445.00	\$455.00
300-000-006-017-00	107	W	HIGHAM	X				\$0.00	\$0.00	\$0.00
300-000-007-001-00	226	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-002-00	106	E	HIGHAM	X				\$0.00	\$0.00	\$0.00
300-000-007-003-00	224	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-004-00	222	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-005-00	220	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-006-00	218	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-007-00	216	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-008-00	212	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-009-00	210	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-010-00	206	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-011-00	200	N	CLINTON	X				\$435.00	\$445.00	\$455.00
300-000-007-012-00	117	E	WALKER	X				\$435.00	\$445.00	\$455.00

Parcel Number	Property Address		Group #1	Group #2	Group #3	Group #4	Proposed Principal Shopping District Special Assessment for 2025 -Flat Rate of \$435, \$335, \$260, \$110	Proposed Principal Shopping Disctrict Special Assessment for 2026 -Flat Rate of \$445, \$345, \$270, \$120	Proposed Principal Shopping Disctrict Special Assessment for 2027 -Flat Rate of \$455, \$365, \$280, \$130
300-000-007-013-10	119	E	WALKER	X			\$435.00	\$445.00	\$455.00
300-000-007-013-50	121	E	WALKER	X			\$435.00	\$445.00	\$455.00
300-000-007-014-00	205		SPRING	X			\$0.00	\$0.00	\$0.00
300-000-007-015-00	110	E	HIGHAM	X			\$435.00	\$445.00	\$455.00
300-000-010-001-00	122	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-002-00	120	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-003-00	118	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-004-00	116	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-005-50	114	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-006-00	112	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-007-00	110	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-008-00	108	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-009-00	106	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-010-00	104	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-011-00	102	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-012-00	100	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-010-015-50	107		SPRING	X			\$435.00	\$445.00	\$455.00
300-000-010-015-60	107		SPRING - BEHIN	X			\$0.00	\$0.00	\$0.00
300-000-010-016-00	120	E	WALKER	X			\$435.00	\$445.00	\$455.00
300-000-011-001-00	125	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-011-002-00	123	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-011-003-00	121	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-011-004-00	119	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-011-005-00	115	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-011-006-00	111	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-011-007-00	107	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-000-011-008-00	101	N	CLINTON	X			\$435.00	\$445.00	\$455.00

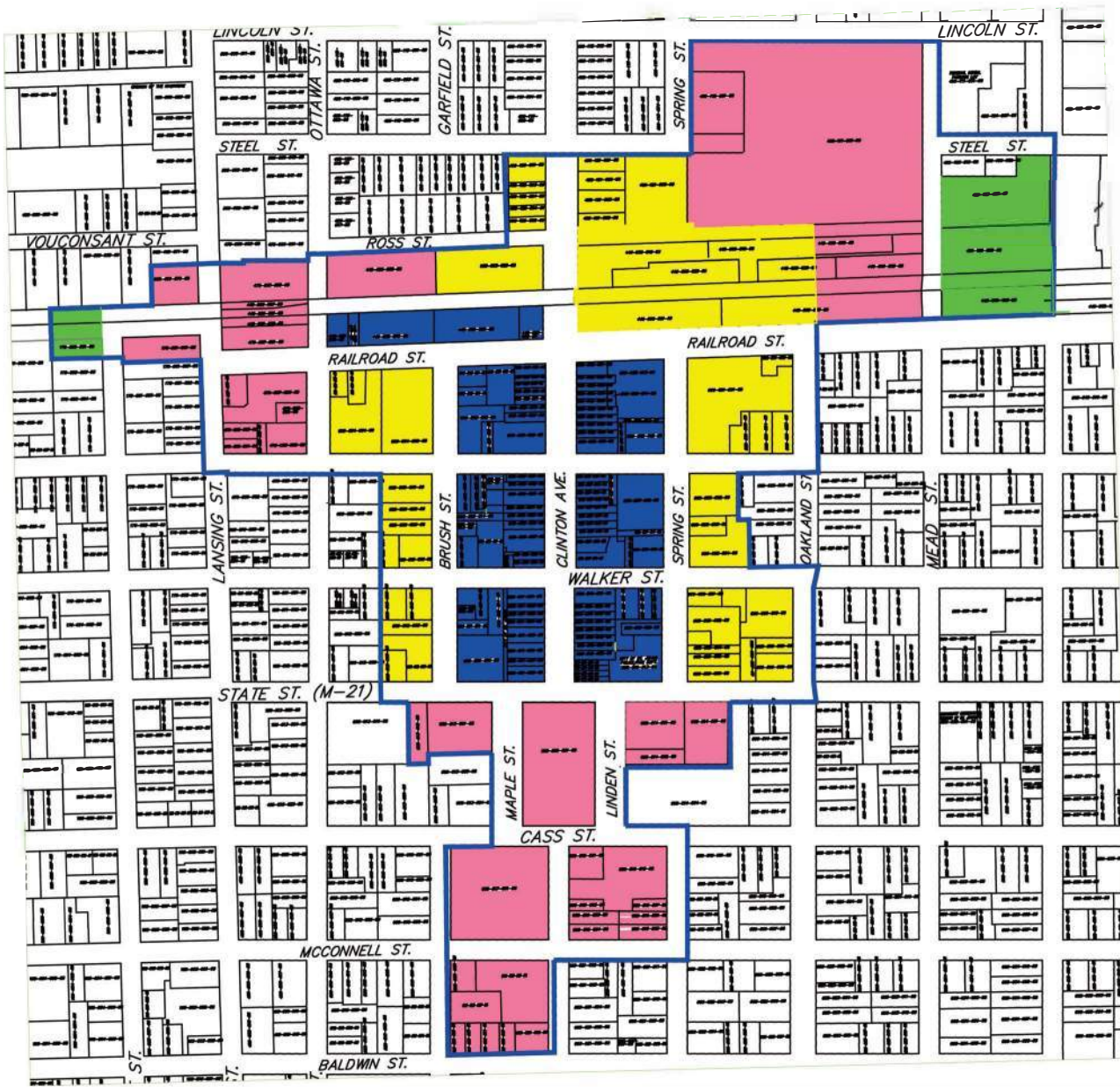
Parcel Number	Property Address		Group #1	Group #2	Group #3	Group #4	Proposed Principal Shopping District Special Assessment for 2025 -Flat Rate of \$435, \$335, \$260, \$110	Proposed Principal Shopping Disctrict Special Assessment for 2026 -Flat Rate of \$445, \$345, \$270, \$120	Proposed Principal Shopping Disctrict Special Assessment for 2027 -Flat Rate of \$455, \$365, \$280, \$130
300-000-011-011-00	106		BRUSH	X			\$0.00	\$0.00	\$0.00
300-000-011-012-00	108		BRUSH	X			\$435.00	\$445.00	\$455.00
300-000-011-013-00	109	W	WALKER	X			\$435.00	\$445.00	\$455.00
300-000-011-014-00	107	W	WALKER	X			\$0.00	\$0.00	\$0.00
300-000-011-015-00	105	W	WALKER - ALLEY	X			\$0.00	\$0.00	\$0.00
300-440-000-001-10	107	E	RAILROAD	X			\$0.00	\$0.00	\$0.00
300-440-000-001-61	401	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-440-000-001-62	401	N	CLINTON	X			\$435.00	\$445.00	\$455.00
300-470-008-006-00	300	W	HIGHAM	X			\$0.00	\$0.00	\$0.00
300-000-003-010-01	108	W	HIGHAM	X			\$435.00	\$445.00	\$455.00
300-000-006-011-00	110	W	WALKER	X			\$0.00	\$0.00	\$0.00
300-000-011-010-00	106	W	STATE	X			\$0.00	\$0.00	\$0.00
							\$33,495.00	\$34,265.00	\$35,035.00
300-000-001-001-00	200	E	RAILROAD		X		\$335.00	\$345.00	\$355.00
300-000-001-002-00	206	E	RAILROAD		X		\$335.00	\$345.00	\$355.00
300-000-001-003-00	301	N	OAKLAND		X		\$0.00	\$0.00	\$0.00
300-000-001-004-00	209	E	HIGHAM		X		\$0.00	\$0.00	\$0.00
300-000-001-005-00	207	E	HIGHAM		X		\$0.00	\$0.00	\$0.00
300-000-004-002-00	200	W	HIGHAM		X		\$335.00	\$345.00	\$355.00
300-000-004-004-00	208	W	HIGHAM		X		\$335.00	\$345.00	\$355.00
300-000-004-006-00	209	W	RAILROAD		X		\$0.00	\$0.00	\$0.00
300-000-005-001-00	209		BRUSH		X		\$335.00	\$345.00	\$355.00
300-000-005-002-50	207		BRUSH		X		\$0.00	\$0.00	\$0.00
300-000-005-003-10	209		BRUSH		X		\$335.00	\$345.00	\$355.00
300-000-005-003-61	205		BRUSH		X		\$335.00	\$345.00	\$355.00

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300-000-005-005-00	200	W	WALKER		X		\$335.00	\$345.00	\$355.00
300-000-009-001-00	110		SPRING		X		\$0.00	\$0.00	\$0.00
300-000-008-002-60	210		SPRING		X		\$335.00	\$345.00	\$355.00
300-000-008-003-00	208		SPRING		X		\$0.00	\$0.00	\$0.00
300-000-009-002-00	108		SPRING		X		\$335.00	\$345.00	\$355.00
300-000-009-003-00	106		SPRING		X		\$335.00	\$345.00	\$355.00
300-000-009-004-00	104		SPRING		X		\$0.00	\$0.00	\$0.00
300-000-009-006-00	201	E	STATE		X		\$335.00	\$345.00	\$355.00
300-000-009-008-00	101	N	OAKLAND		X		\$0.00	\$0.00	\$0.00
300-000-009-009-00	103	N	OAKLAND		X		\$0.00	\$0.00	\$0.00
300-000-009-010-00	210	E	WALKER		X		\$0.00	\$0.00	\$0.00
300-000-012-001-00	111		BRUSH		X		\$335.00	\$345.00	\$355.00
300-000-012-003-00	107		BRUSH		X		\$0.00	\$0.00	\$0.00
300-000-012-004-00	200	W	STATE		X		\$335.00	\$345.00	\$355.00
300-440-000-001-55	407	N	CLINTON		X		\$335.00	\$345.00	\$355.00
300-440-000-004-00	207		ROSS		X		\$335.00	\$345.00	\$355.00
300-440-000-045-00	205	E	RAILROAD		X		\$0.00	\$0.00	\$0.00
300-490-120-005-00	501	N	CLINTON		X		\$0.00	\$0.00	\$0.00
300-490-121-003-00	504	N	CLINTON		X		\$335.00	\$345.00	\$355.00
300-490-121-005-00	500	N	CLINTON		X		\$0.00	\$0.00	\$0.00
300-490-121-006-00	508	N	CLINTON		X		\$335.00	\$345.00	\$355.00
300-000-009-007-00	207	E	STATE		X		\$0.00	\$0.00	\$0.00
300-440-000-001-11	406	N	CLINTON		X		\$0.00	\$0.00	\$0.00
300-000-004-005-00	308	N	OTTAWA		X		\$0.00	\$0.00	\$0.00
300-000-005-004-00	206	W	WALKER		X		\$0.00	\$0.00	\$0.00
300-000-008-004-00	201	E	WALKER		X		\$0.00	\$0.00	\$0.00
300-000-009-011-00	204	E	WALKER		X		\$0.00	\$0.00	\$0.00

Parcel Number	Property Address			Group #1	Group #2	Group #3	Group #4	Proposed Principal Shopping District Special Assessment for 2025 -Flat Rate of \$435, \$335, \$260, \$110	Proposed Principal Shopping Disctrict Special Assessment for 2026 -Flat Rate of \$445, \$345, \$270, \$120	Proposed Principal Shopping Disctrict Special Assessment for 2027 -Flat Rate of \$455, \$365, \$280, \$130
300-000-012-002-00	205	W	WALKER		X			\$0.00	\$0.00	\$0.00
300-000-012-005-00	204	W	STATE		X			\$0.00	\$0.00	\$0.00
300-490-121-001-00	510	N	CLINTON		X			\$0.00	\$0.00	\$0.00
								\$6,030.00	\$6,210.00	\$6,390.00
300-000-000-001-00	100	E	STATE			X		\$0.00	\$0.00	\$0.00
300-000-016-001-00	102	E	CASS			X		\$260.00	\$270.00	\$280.00
300-000-016-002-60	205	S	CLINTON			X		\$0.00	\$0.00	\$0.00
300-000-016-003-00	207	S	CLINTON			X		\$0.00	\$0.00	\$0.00
300-000-016-004-00	209	S	CLINTON			X		\$0.00	\$0.00	\$0.00
300-000-016-005-00	210		WIGHT			X		\$0.00	\$0.00	\$0.00
300-000-016-006-00	208		WIGHT			X		\$0.00	\$0.00	\$0.00
300-000-016-007-00	206		WIGHT			X		\$0.00	\$0.00	\$0.00
300-000-016-010-61	104	E	CASS			X		\$260.00	\$270.00	\$280.00
300-008-400-070-00	407	N	LANSING			X		\$260.00	\$270.00	\$280.00
300-440-000-048-00	307	E	RAILROAD			X		\$0.00	\$0.00	\$0.00
300-470-006-005-00	403	N	OTTAWA			X		\$260.00	\$270.00	\$280.00
300-470-007-001-00	308	W	RAILROAD			X		\$260.00	\$270.00	\$280.00
300-470-007-005-11	305	W	RAILROAD			X		\$260.00	\$270.00	\$280.00
300-470-007-005-15	306	N	LANSING			X		\$260.00	\$270.00	\$280.00
300-470-008-005-00	306	W	HIGHAM			X		\$0.00	\$0.00	\$0.00
300-470-008-006-00	300	W	HIGHAM			X		\$0.00	\$0.00	\$0.00
300-490-120-001-00	511	N	CLINTON			X		\$0.00	\$0.00	\$0.00
300-490-120-003-00	507	N	CLINTON			X		\$0.00	\$0.00	\$0.00
300-490-120-004-00	505	N	CLINTON			X		\$0.00	\$0.00	\$0.00
300-490-120-004-01	503	N	CLINTON			X		\$0.00	\$0.00	\$0.00

Parcel Number	Property Address			Group #1	Group #2	Group #3	Group #4	Proposed Principal Shopping District Special Assessment for 2025 -Flat Rate of \$435, \$335, \$260, \$110	Proposed Principal Shopping Discript Special Assessment for 2026 -Flat Rate of \$445, \$345, \$270, \$120	Proposed Principal Shopping Discript Special Assessment for 2027 -Flat Rate of \$455, \$365, \$280, \$130
300-170-001-001-00	313	N	LANSING			X		\$0.00	\$0.00	\$0.00
300-440-000-001-01	402	N	LANSING			X		\$0.00	\$0.00	\$0.00
300-440-000-001-04	402	N	MEAD			X		\$0.00	\$0.00	\$0.00
300-470-007-005-51	309	N	OTTAWA			X		\$0.00	\$0.00	\$0.00
300-470-008-003-00	302	N	LANSING			X		\$260.00	\$270.00	\$280.00
300-000-013-001-00	100		MAPLE			X		\$0.00	\$0.00	\$0.00
300-000-013-012-00	201	W	STATE			X		\$0.00	\$0.00	\$0.00
300-000-014-001-00	200	E	STATE			X		\$0.00	\$0.00	\$0.00
300-000-014-002-00	105		LINDEN			X		\$0.00	\$0.00	\$0.00
300-000-014-012-00	202	E	STATE			X		\$0.00	\$0.00	\$0.00
300-000-017-001-00	101	W	CASS			X		\$260.00	\$270.00	\$280.00
300-000-020-001-00	101	W	MCCONNELL			X		\$260.00	\$270.00	\$280.00
300-000-020-007-00	303		CHURCH			X		\$0.00	\$0.00	\$0.00
300-000-020-007-01	307		CHURCH			X		\$0.00	\$0.00	\$0.00
300-000-020-008-00	301		CHURCH			X		\$0.00	\$0.00	\$0.00
300-470-007-003-00	310	N	LANSING			X		\$0.00	\$0.00	\$0.00
300-470-008-001-00	305	N	OTTAWA			X		\$0.00	\$0.00	\$0.00
300-470-008-004-00	300	N	LANSING			X		\$0.00	\$0.00	\$0.00
300-490-112-001-00	604		SPRING			X		\$260.00	\$270.00	\$280.00
								\$2,860.00	\$2,970.00	\$3,080.00
300-440-000-123-60	401	E	RAILROAD				X	\$110.00	\$120.00	\$130.00
300-170-006-001-00	307	N	PROSPECT				X	\$110.00	\$120.00	\$130.00
300-490-102-002-00	504	E	STEEL				X	\$110.00	\$120.00	\$130.00

Parcel Number	Property Address			Group #1	Group #2	Group #3	Group #4	Proposed Principal Shopping District Special Assessment for 2025 -Flat Rate of \$435, \$335, \$260, \$110	Proposed Principal Shopping Discript Special Assessment for 2026 -Flat Rate of \$445, \$345, \$270, \$120	Proposed Principal Shopping Discript Special Assessment for 2027 -Flat Rate of \$455, \$365, \$280, \$130
300-490-103-005-00	508	N	MEAD				X	\$110.00	\$120.00	\$130.00
300-490-103-008-00	408	E	STEEL				X	\$0.00	\$0.00	\$0.00
300-490-103-010-00	510	N	MEAD				X	\$0.00	\$0.00	\$0.00
								\$440.00	\$480.00	\$520.00
								\$42,825.00	\$43,925.00	\$45,025.00
								\$1,100.00	\$1,100.00	\$1,100.00



NORTH
NO SCALE

CURRENT PSD SPEC
ASSESSMENTS:

- GROUP 1 (\$435) 
- GROUP 2 (\$335) 
- GROUP 3 (\$260) 
- GROUP 4 (\$110) 

Updated: 2-21-2025

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
April 28, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Planning Commission Vacancy Appointment	<input checked="" type="checkbox"/> Board & Committee Applications for Planning Commission <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> [N/A] <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Prepared by: Mindy J. Seavey, City Clerk	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The Planning Commission has a vacancy that needs to be filled in order to facilitate the greater probability of having a quorum present for monthly meetings. The commission will have the opportunity to interview the prospective interested citizens and make an appointment if a consensus is reached.

BACKGROUND/DISCUSSION: The Planning Commission has had a vacancy for quite a while. At times, it has made it difficult to have a quorum for meetings. We solicit applications through our website and had 3 people apply. One was not valid because they live outside of the St. Johns city limits. The other two applications are from J. Todd Krajniak and Marc Mercer. Mr. Krajniak has indicated that he is still interested in being appointed and will be in attendance at our April 28th meeting. Mr. Mercer was contacted and was invited to attend the Commission meeting. At the time of writing this RCA, he was noncommittal as to being able to fill this position at this time.

Their applications are attached for the commission's review.

STRATEGIC PLAN OBJECTIVE: N/A – there is no strategic plan objective for this change.

FISCAL IMPACT: There is no fiscal impact of the filling of the Planning Commission seat. Having as many sitting members as possible of the Planning Commission will reduce the probability of not having a quorum and wasting staff and Commission time.

RECOMMENDATION:

Staff recommends the City Commission interview interested candidates and appoint someone to fill the vacancy to a partial term on the Planning Commission that expires in November of 2026.

Name

J. Todd krajniak

Section**BOARDS / MEMBERS**

Planning Commission

Board of Review: Meets March, July & December of each year. Hears appeals on property assessments.

Board of Appeals: Meets as needed. Hears request for variance from the zoning ordinances.

Compensation Board: Meets as needed, usually in May. Sets the city commission's compensation.

PSD/DDA: Meets 1st Wednesday of each month at 11:30 am. Promotes and enhances the downtown business district.

Parking Committee: Meets as needed. Reviews requests and makes recommendations to the city commission on parking.

Parks & Recreation Board: Meets 3rd Wednesday of Jan, Apr, Jul, & Oct at 6:00 pm. Reviews and advises the city commission the operation of the city pars and recreation programs

Planning Commission: Meets 2nd Wednesday of each month at 5:30 pm. Reviews rezonings, site plans, subdivision, special use permits and other development projects.

Finance Advisory: Meets as needed. Provides financial oversight for the municipality.

Board of Ethics: Meets as needed. Review complaints of ethics violations allegedly committed by elected and non-elected officials.

Brownfield Redevelopment Authority: Meets as needed. Facilitate identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas to promote revitalization.

Law Enforcement Advisory: Meets as needed. Address and remedy operational issues and deficiencies; insure compliance with legislation and mandates as it concerns the police dept. facilities and functions.

Exterior Property Maint Ordinance: Meets as needed. Hears from property owners contesting violations.

Other: Please specify.

Preference #1**Preference #2****Preference #3****Preference #4****Preference #5**Planning
Commission

How long have you lived in the City of St. Johns?

4 Years

Please give a brief summary of your educational and work background:

Founded and operated The Mowing Co. It was a 7-truck lawn and snow company in the Lansing market. 2004. Final wind down was approx. 2015.

Founded and managed Krajniak Capital Management. 2008 - 2017. KCM was a Registered Investment Adviser which had discretion, and actively managed portfolios of publicly traded emerging companies, and small cap companies.

Portfolio Manager at a Family Office - Managed a portfolio of publicly traded equities and developed private equity relationships for a single family office. 2017 -2019

Large Property Multifamily Sales at various brokerage shops - 2019 through 2023.

Solar Development - Initially partnered into a group to develop approximately 9Mw of solar for LBWL at their Lake Lansing Rd Coal Ash Dump. The project has transferred ownership to Consolidated Electric, to whom I am a sub-contractor performing compliance and site outreach services. 2022 - Current.

Interstate Captial Site Acquisition - I seek out parcels suitable for industrial development once improved, reach out to the owners, and see if we can come to a deal. This puts me in direct interaction with multiple EDO's and Townships throughout the state of Michigan 2023 - Current.

Please tell us about any previous civic or service club enviroment:

During the early family years, I was active in Toastmasters. As kids pull you into their world, I was active with Delphinus and Wave Runners' swim club sitting on boards and announcing at meets. Now that my youngest has graduated, I've began looking for ways to participate again. I put in a little time at Catalyst, but stepped away. There are some great things which can be done with the outreach Tim has put on, but I'm looking for something which better fits with my collaborative nature.

Please tell us more about yourself and your interest in serving on a board or committee for the City of St. Johns:

My wife grew up on Dewitt north of French. As covid hit, we moved here for the sanity. We had the choice of nothing for sale, and 1 rental when we were coming in town. It is the best 1850 built farm workers bungalow ever built, complete with tilted floor. The house isn't special, but we are in a great place. It afforded us the ability to give our youngest son, an incredible high school experience. Our three children are grown and doing splendidly.

The Planning Commission seat seems to be an appropriate fit for this stage of my career and life path.

If we want our grand babies to grow up near us, we need to be community stewards which create a place in which our children will want to stay.

Within my daily work, I have visibility into other rural and small-town governing bodies bringing knowledge which can be leveraged for St. Johns.

It seems we are at a pivotal point in our nation's development timeline. We are facing population decline; the depth of which isn't fully recognized yet.

Older folks are going back to God, and fewer younger folks are making 3 or more babies to sustain. Check our

public-school enrollment. We aren't unique. Population will continue to shrink until we are making more babies than people we are losing.

It's important to be aware of the demographic trends into which we are heading and set a course for St. Johns which makes St. Johns the regional choice for people looking to live in a flourishing, well maintained community in comparison to areas who did not plan as well. We don't have to be terribly fancy. We need to make sure the pieces fit and work, along with being a safe haven for those who want to build and redevelop.

St. Johns has been a great place to have a family. We need to focus on being the first choice for families while other areas are just trying to snag bodies to be residents.

The information you have supplied will be provided to specific boards, the city commission, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the city clerk's office at (989) 224-8944. E-mail: csj@stjohnsmi.gov

Address:

506 Euclid, St. Johns, Michigan 48879

Home or Cell Phone:

(517) 204-9140

Business Phone:

Signature:

Date:

1/28/2025

Email:

toddkrajniak@outlook.com



Thank you again for taking the time to fill out this application. Your willingness to serve the city is greatly appreciated.

Name

Marc Mercer

Section**BOARDS / MEMBERS**

Board of Review
Board of Appeals
Planning Commission
Board of Ethics
Exterior Property Maintenance
Ordinance Citizens Review Panel

Board of Review: Meets March, July & December of each year. Hears appeals on property assessments.

Board of Appeals: Meets as needed. Hears request for variance from the zoning ordinances.

Compensation Board: Meets as needed, usually in May. Sets the city commission's compensation.

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Law Enforcement Advisory: Meets as needed. Address and remedy operational issues and deficiencies; insure compliance with legislation and mandates as it concerns the police dept. facilities and functions.

Exterior Property Maint Ordinance: Meets as needed. Hears from property owners contesting violations.

Other: Please specify.

Preference #1

Planning
Commission

Preference #2

Ext Property Maint
Ordinance

Preference #3

Board of Review

Preference #4

Board of Appeals

Preference #5

Board of Ethics

How long have you lived in the City of St. Johns?

43 Years

Please give a brief summary of your educational and work background:

St. Johns High School
Lansing Community College Associates
Central Michigan University Bachelors
University of Michigan Masters

Please tell us about any previous civic or service club environment:

I have served as building rep for Ithaca Education Association. The last three years I have served as Vice President of the Ithaca Education Association.

Please tell us more about yourself and your interest in serving on a board or committee for the City of St. Johns:

I have worked with the city of St. Johns over the last 5 years helping them with their ordinances along with violations around town. I have also attended multiple City Commission meetings regarding various issues around town. I would like to help serve the community and make St. Johns a better place to live.

The information you have supplied will be provided to specific boards, the city commission, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the city clerk's office at (989) 224-8944. E-mail: csj@stjohnsmi.gov

Address:

601 S Kibbee St, Saint Johns, Michigan 48879

Home or Cell Phone:

(989) 640-8863

Business Phone:

Signature:

Date:

2/15/2024

Email:

marcamercer@hotmail.com

Marc Mercer

Thank you again for taking the time to fill out this application. Your willingness to serve the city is greatly appreciated.



Main Street 101

Introduction to Michigan Main Street

National Main Street Center



- Established 1980
- 45 state, city or county coordinating programs providing technical assistance to over 2,000 communities nation-wide
- Movement grew out of the decline of vibrant downtowns due to suburbanization, shopping malls and big box retailers
- Paved the way for the renaissance of healthy, vibrant downtowns throughout the nation

Michigan Main Street
exists to help
communities develop
main street districts that:

ATTRACT

residents and businesses

ENCOURAGE

local investments

BUILD

community ownership





MAIN STREET IMPACT

Over the past 21 years, the **Michigan Main Street (MMS)** has facilitated real results in participating communities.

REAL IMPACT The Numbers prove it!



\$49,135,925

2023-24

Total Private Investment

Program to date: \$473,749,204



30,094

2023-24 Volunteer Hours

Program to date: 922,796



136

2023-24 New Businesses

Program to date: 2,033



\$5,855,343

2023-24

Total Public Investment

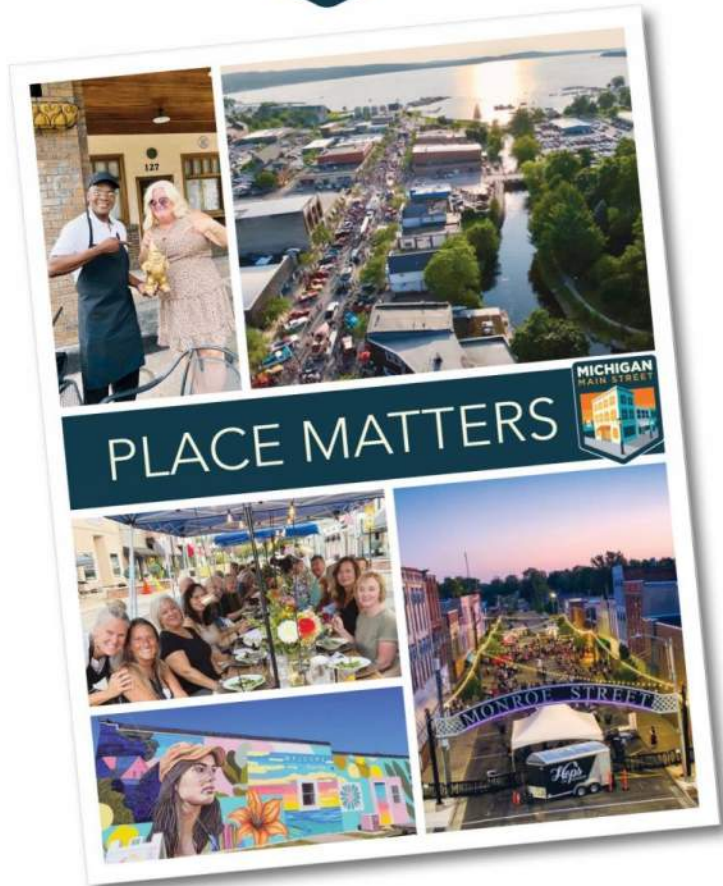
Program to date: \$152,552,988



117

2023-24 Façade & Building Improvements

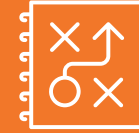
Program to date: 2,934



Main Street: A Framework



A community-driven economic development strategy encouraging downtown revitalization through **historic preservation** and **stakeholder engagement**.



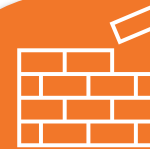
Comprehensive



Leverage
Existing Assets +
Partnerships



Self-
Empowerment



Incremental

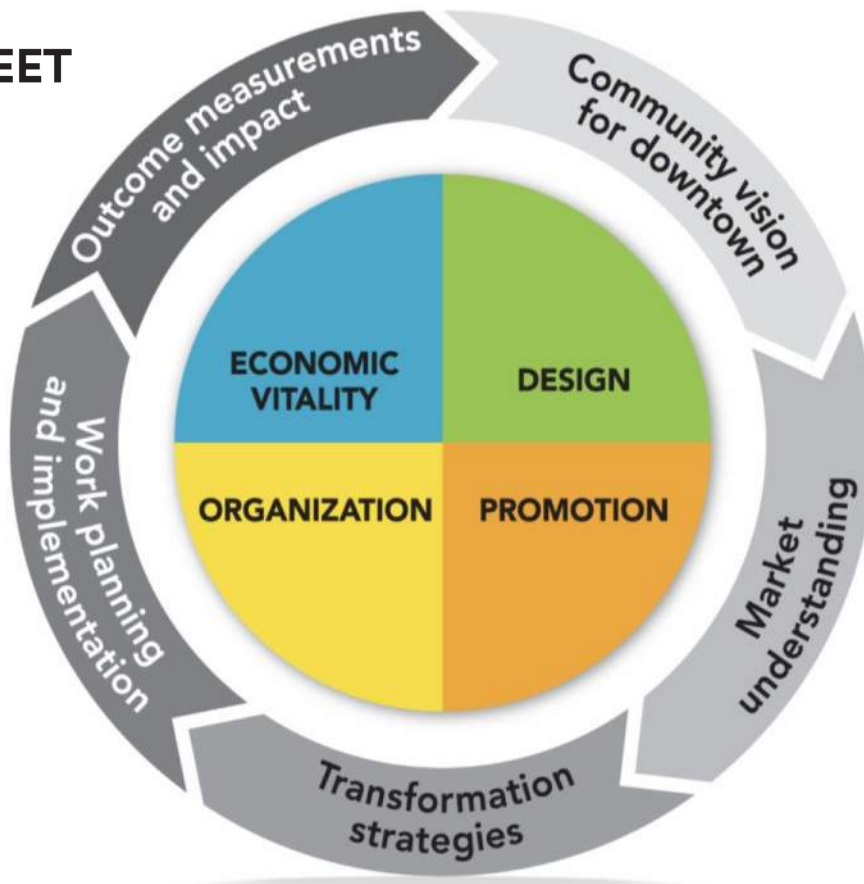


Quality Change -
Making



Implementation

The Main Street Approach



Community Vision + Market Understanding

Establish a community vision for the Main Street district that acknowledges market realities and provides a foundation for future (re)development.

Key tools: local surveys, market data

Transformation Strategies

Select a strategy aligned with the community vision and local market to guide programming, planning and investment in the downtown district.

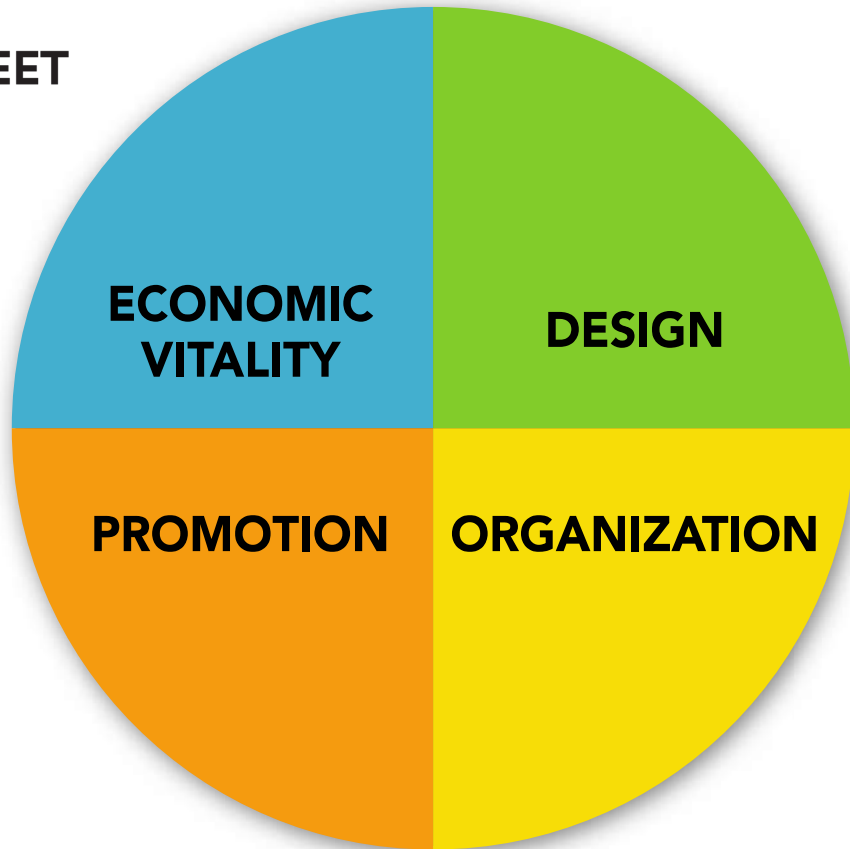
Key tools: focused strategy, implementable goals

Implementation & Measurement

Identify programming, partners and capital needed to implement transformation strategy; define measures of success to track impact over time.

Key tools: project work plans, data collection and tracking

The Main Street Approach



Economic vitality

Strengthens existing economic assets, while also identifying opportunities for new development and growth.

Design

Leverages unique, historic character to create inviting districts that attract visitors, residents and businesses.

Organization

Cultivates partnerships and coordinates resources around a shared community vision for downtown.

Promotion

Communicates the value and vitality of downtown to community members, potential investors and key stakeholders.

Michigan Main Street Program Levels

NETWORK LEVEL

No Commitment

- Communities looking for additional resources but not full MMS Designation

ENGAGED LEVEL

1 – 3 Year Commitment

- Communities on-track to full MMS Designation
- Communities complete an application for participation in the Select Level

SELECT LEVEL

5 Year Commitment

- Communities dedicated to implementing the Main Street Approach
- Receive specialized technical assistance for downtown or district revitalization

MASTER LEVEL

2+ Year Commitment

- Communities that have completed the Select Level and met the National Accreditation Standards set by Main Street America
- Receive more sophisticated technical assistance
- Opportunity to mentor other MMS Communities

Main Street Participation

MICHIGAN MAIN STREET CHECKLIST

Communities should use this checklist as a guide to understand the responsibility of participation at varying levels to build capacity and participate at the level of the Michigan Main Street Program that is most appropriate.

	NETWORK	ENGAGED	SELECT	MASTER
Complete community interest form	●	●		
Complete downtown scorecard	●	●		
Submit progress reports due June and December annually	●	●		
Complete online training series		●		
Attend downtown forums annually		●		
Identify or establish a local Main Street organization and district		●		
Complete Main Street application			●	
Hire a full-time executive director			●	●
Maintain an active downtown/district board			●	●
Ensure a dedicated budget for downtown/district transformation			●	●
Submit progress reports due monthly			●	●
Attend MMS workshops and/or national conference			●	●
Meet national accreditation standards set by Main Street America			by year 5	●

Value of Main Street

- Provides a framework and proven methodology for revitalization.
- The Main Street Approach increases foot traffic and local spending, making the district a hub for social and economic activity.
- Proactively manages the market rather than relying on external forces.
- Access to support, tailored technical assistance and outside experts.
- Access to a national network of communities and resources.
- Drives economic growth by revitalizing businesses and attracting new investments, which creates jobs and boosts the local economy.
- Cultivates a sense of belonging and pride.

Michigan Main Street

- Michigan Main Street became a coordinating program of the National Main Street Center in 2003.
- In partnership with the National Main Street Center, we provide tailored technical assistance to Main Street communities.
- Technical assistance:
 - *Branding*
 - *Communication plan*
 - *Business recruitment*
 - *Market data analysis*
 - *Board development and training*
 - *Retail merchandising*
 - *Small business support*
- Grants:
 - *Match on Main*
 - *Main Street Vibrancy Grant*



4.1 Wayfinding

The wayfinding system should be introduced as part of the brand because it plays such an important role in the perception

PRIMARY GATEWAYS

These gateways are the primary intersection points and main entry ways to town. They need to be highly visible and introduce the brand.

BUILDING MARKERS

The markers can be either wall mounted or monument style and denote important landmarks in the downtown district.

TRAILBLAZERS

Trailblazers are the directing signs leading motorists to the main attractions in the area.

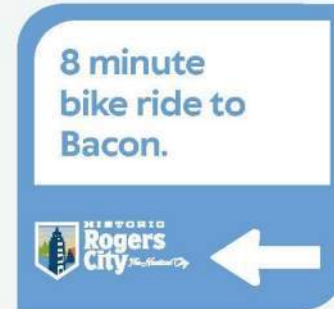
These should have a maximum of three locations per sign and carry motorists from gateway to parking lot. Colors can be used to distinguish between different districts and can become smaller as the scale and speed of the roadway narrows.

STREET BANNERS

Banners are very popular and help to add color and movement to the lanes of travel, acting as a speed calming device. They too can be color coded by district and can promote local events, as well as promoting the brand.

PARKING SIGNAGE

Identifying parking is important in creating a parking system in downtown. Visitors are more likely to walk a block or two to shop if the signage system leads them directly to a public parking lot and tell them how to proceed. The parking markers can be by themselves or as attachments to trailblazer signs.



Technical Assistance Highlight: Branding

Technical Assistance Highlight: Market Data Snapshot

DOWNTOWN CHEBOYGAN

CHEBOYGAN, MICHIGAN



MARKET SNAPSHOT

Cheboygan Main Street DDA and community partners are taking a pro-active approach to planning for the future prosperity of Downtown Cheboygan. Ongoing efforts are serving to heighten the appeal of Downtown Cheboygan as a place to work, visit, live, do business, and invest. A holistic approach to revitalization is sparking a new wave of activity and positioning Downtown Cheboygan as a local and regional attraction, economic engine, and center for commerce.

This Market Snapshot, commissioned by Michigan Main Street, a program of The Michigan Economic Development Corporation, summarizes local and regional demographic, lifestyle and retail data. The information provides a starting point for evaluating the market, identifying potential opportunities, and assessing Cheboygan Main Street DDA enhancement strategies; and for benchmarking and tracking changes in the market and possible implications for Downtown Cheboygan.



Cheboygan Main Street DDA | (231) 627-9931 | cheboyganmainstreet.org



Cheboygan is a Michigan Main Street community. Michigan Main Street assists communities revitalizing and preserving their traditional commercial districts.

The program provides technical assistance for communities desiring to develop their own local Main Street program by utilizing the Main Street Approach™—a common-sense approach to tackling the complex issues of revitalization by capitalizing on downtown's history and identifying the unique assets of the community itself.

Prepared by DPN for Cheboygan Main Street DDA

Page 1

V08.22

DOWNTOWN CHEBOYGAN DRIVE TIME MARKET DEMOGRAPHIC FAST FACTS

[Source: Esri 2022]



POPULATION	5 Minutes	10 Minutes	20 Minutes
2010 Total	4,178	7,714	14,645
2020 Total	4,082	7,482	14,232
2022 Estimate	3,983	7,348	14,019
2027 Projection	3,943	7,317	13,976
Growth (2022-27)	-1.0%	-0.4%	-0.3%
Projected State Population Growth (2022-27)			-0.2%

2022 DAYTIME POP	5 Minutes	10 Minutes	20 Minutes
Total Daytime Population	4,877	7,977	12,869
Workers	2,893	4,179	5,616
Residents	1,984	3,798	7,253
Daytime Change	22.4%	8.6%	-8.2%

HOUSEHOLDS	5 Minutes	10 Minutes	20 Minutes
2010 Total	1,736	3,222	6,230
2020 Total	1,787	3,285	6,288
2022 Estimate	1,770	3,268	6,249
2027 Projection	1,766	3,281	6,273
Growth (2022-27)	-0.2%	0.4%	0.4%
Projected State Households Growth (2022-27)			0.3%

MEDIAN HH INCOME	5 Minutes	10 Minutes	20 Minutes
2022 Estimate	\$50,775	\$50,968	\$54,362
2027 Projection	\$55,755	\$55,755	\$59,762
Growth (2022-27)	9.5%	9.4%	9.9%
2022 State Median HH	\$63,918		
2022-27 Growth	18.7%		

DOWNTOWN CHEBOYGAN | DRIVE TIME MARKET

MARKET TRAITS

[Source: Esri 2022]

HOUSING UNITS	5 Minutes	10 Minutes	20 Minutes
2022 Estimate	2,084	4,069	9,119
- Owner Occupied	57.5%	58.4%	55.7%
- Renter Occupied	27.4%	21.9%	12.8%
- Vacant	15.1%	19.7%	31.5%

Estimated State Percent Vacant (2022)

11.6%

POPULATION BY RACE/ETHNICITY—DIVERSITY

Diversity Index	5 Minutes	10 Minutes	20 Minutes
2010	18.3	17.5	16.0
2020	29.8	26.5	22.9
2022	30.7	27.3	23.5
2027	30.8	27.4	23.5

State Diversity Index

2022: 49.5 2027: 50.9

The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different races or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

2022 POPULATION 25+ BY EDUCATIONAL ATTAINMENT

Education	5 Minutes	10 Minutes	20 Minutes
No HS Diploma	9.0%	9.0%	7.5%
HS Grad/GED	41.6%	41.6%	39.2%
Some College/Assoc	30.7%	29.8%	30.5%
Bachelor/Grad/Prof	18.7%	19.7%	22.8%



PER CAPITA INCOME
2022 ESTIMATE

	5 Minutes	10 Minutes	20 Minutes
2022 Estimate	\$28,193	\$29,321	\$29,321
10 Minutes	\$29,321	\$29,321	\$29,321
20 Minutes	\$32,216	\$32,216	\$32,216
State	\$37,050	\$37,050	\$37,050



MEDIAN AGE
2022 ESTIMATE

	5 Minutes	10 Minutes	20 Minutes
2022 Estimate	43.8	46.7	50.2
10 Minutes	43.8	46.7	50.2
20 Minutes	50.2	50.2	50.2
State	40.9	40.9	40.9



2022 EMPLOYED
CIVILIAN POPULATION 16+

	5 Minutes	10 Minutes	20 Minutes
2022 Estimate	95.5%	95.9%	96.3%
10 Minutes	95.5%	95.9%	96.3%
20 Minutes	96.3%	96.3%	96.3%
State	94.9%	94.9%	94.9%



2022 EMPLOYMENT BY OCCUPATION

2022 Employed 16+	5 Minutes	10 Minutes	20 Minutes
Total Estimate	1,936	3,480	6,725
- White Collar	55.0%	54.0%	52.9%
- Services	20.8%	20.1%	20.3%
- Blue Collar	24.2%	25.9%	26.8%

Source: Esri Market Profile | 08.22

Prepared by DPN for Cheboygan Main Street DDA

DOWNTOWN CHEBOYGAN | DRIVE TIME MARKET

LIFESTYLE PROFILE

[Source: Esri 2022]

Esri's Community Tapestry is a geodemographic segmentation system that integrates consumer traits with residential characteristics to identify markets and classify U.S. neighborhoods. Tapestry Segmentation combines the "who" of lifestyle demography with the "where" of local geography to create a classification with 67 distinct behavioral market segments (Tapestry Segments), each belonging to one of fourteen LifeMode Groups.

PREVALENT ESRI TAPESTRY LIFE MODE GROUPS

Tapestry LifeMode groups represent markets that share a common experience—born in the same generation or immigration from another country—or a significant demographic trait, like affluence. The Hometown and Cozy Country Living LifeMode Groups are among those most prevalent in the drive time areas.



HOMETOWN (LM221) #1 in 5 and 10 Minute Drive Time

	5 Minutes	10 Minutes	20 Minutes
HHs	1,505	2,137	2,137
Percent	85.0%	65.4%	34.2%

- Growing up and staying close to home; single households.
- Close-knit urban communities of young singles (many with children).
- Owners of old, single-family houses, or renters in small multiunit buildings.
- Religion is the cornerstone of many of these communities.
- Visit discount stores and clip coupons.
- Purchase used vehicles to get to and from nearby jobs.



COZY COUNTRY LIVING (LM3) #1 in 20 Minute Drive Time

	5 Minutes	10 Minutes	20 Minutes
HHs	265	1,022	3,377
Percent	15.0%	31.3%	54.0%


- Empty nesters in bucolic settings.
- Largest Tapestry group, almost half of households located in the Midwest.
- Homeowners with pets, residing in single-family dwellings in rural areas; almost 30% have 3 or more vehicles and, therefore, auto loans.
- Politically conservative and believe in the importance of buying American.
- Own domestic trucks, motorcycles, and ATVs/UTVs.
- Prefer to eat at home, shop at discount retail stores (especially Walmart), bank in person, and spend little time online.
- Own every tool and piece of equipment imaginable to maintain their homes, vehicles, vegetable gardens, and lawns.
- Listen to country music, watch auto racing on TV, and play the lottery; enjoy outdoor activities, such as fishing, hunting, camping, boating, and even bird watching.

Information on Esri Tapestry methodology and applications, along with descriptions for Tapestry's 67 segments, are available from the Esri website at: <https://esri.com/en-us/esri-demographics/data/tapestry-segmentation.html>

Source: Esri Community Tapestry Segmentation | 08.22

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V08.22




Cheboygan

YOUR UP NORTH HOME

Our Light Will Draw You In

Experience Cheboygan through the eyes of those who see the lake town, the trail town, the art town, the river town, the music town, the small town, and those who proudly call Cheboygan their home.

"It has been amazing to watch Main Street come back to it's glory! I have been completely honored to be a part of that and bring this building back to the beauty I knew it had!"
- Nicki Kryska, Owner, Hair Design & Shine Boutique


COMMUNITY

- POPULATION: 4,650
- MEDIAN HH INCOME: \$50,528
- HOUSEHOLDS: 2,065
- MEDIAN AGE: 43.8 years
- HOUSING UNITS: 2,424

DOWNTOWN

- Expand and interact with the downtown community.
- Increase visibility of downtown businesses.
- Attract and retain visitors.
- Further develop and historicize downtown.

PSCHNEIDER@CITYOFCHEBOYGAN.MI
@DOWNTOWNCHEBOYGAN



BUSINESS RESOURCES

- VIBRANCY MICROGRANTS
- MARKET DATE INFORMATION
- MATCH ON MAIN PROGRAM
- BUSINESS OWNER ROUNDTABLES
- PROMOTIONAL RETAIL EVENTS
- DOWNTOWN MAP
- CHEBOYGAN MAIN ST DESIGN GUIDELINES
- BUSINESS SUCCESS KIT

REINVESTMENT STATS

Since 2018

- Private Investment: \$2,012,649
- Facade & Building Improvements: 18
- New Businesses: 19

BUSINESSES IN DEMAND

Top Prospect Survey Results

- Top 3 Retail Results:
 - General/variety store
 - Arts, crafts and hobbies
 - Sporting goods/outfitter/bike repair
- Top 3 Food & Drink Results:
 - Bakery
 - Italian Restaurant
 - Steakhouse




INVESTMENT Opportunity

300 N MAIN STREET DOWNTOWN CHEBOYGAN MICHIGAN

Great commercial location on corner lot in the heart of Downtown Cheboygan.

This property is 3 blocks off the North Central Trail system, and across the street from the Cheboygan River (42 mile long Inland Waterway).

Located in the heart of the Cheboygan Main Street



7800 sqr feet

PROPERTY FEATURES

- Two Retail Spaces
- Warehouse
- Four 1 bed/ 1 bath apartments
- Private Parking
- Corner Lot
- View of Cheboygan River/ Water St Corridor
- Great visibility on busy intersection

Property listed with
Coldwell Banker Schmidt
Alex Mackenzie & Scott Hardy
231-929-2300

CITY OF CHEBOYGAN
DAN SABOLSKY
231-627-9931
DSABOLSKY@CHEBOYGAN.ORG

Technical Assistance Highlight: Business Recruitment Primer

Technical Assistance Highlight: Storytelling



us to be able to provide those services to our members free of charge is something that we're definitely proud of. We're also unique in that we're the only tribe in the state of Michigan that will be offering homeless shelter services to its members. We just purchased a motel that will provide emergency and transitional housing services for our members that are experiencing housing insecurity. We're the only tribe in the state of Michigan that does that and there's 12 tribes.

We also provide a lot of different jobs throughout the community. We're one of the top employers in Sault Ste. Marie, and 2% of the revenue that's collected from slot machines goes to enhance the community.

Our tribe also creates cultural diversity for Sault Ste. Marie. We have pow wows, not just in Sault Ste. Marie, but in other locations. We have one in Newberry, one in Kincheloe, and one in Hessel. We just try to implement our culture in everything that we do.

And of course, no one planned that a global pandemic would take place. But the pandemic provided us with a lot of funding that we used to help meet our citizen's needs. We used it to build houses and to create revenue replacement for our businesses so we wouldn't have to lay employees off. We provided tens of millions of dollars in direct payments to members so that if they were out of work, they could meet their needs.

We exist to provide services and protection for our members. My background is that of a social worker and I worked as a therapist before I was elected to our tribal council, then later elevated to the position of Chairman. So, for me to be in this role, I get to wear a macro-level social work hat. Every single day, I try to identify what my community's needs are and then try to link and create services to help meet them. It's an honor to be able to have the resources to take care of our people.

I ran for election in 2020. I've always had an interest in politics, and my undergraduate degrees in political science and my master's degrees in social work. My grandma, Shirley Nolan, was heavily involved in tribal politics and was a strong advocate for her people. So when I won, I was elated, but I also thought heavily about her.

It's a lot of responsibility and I don't take it lightly, and every day I give it my best. I feel like I was put here for a reason and I'm trying to make the most of it. It's been an absolutely fantastic experience, and it's truly been the honor of my life.

— Austin Lowes, Chairman of the Sault Tribe of Chippewa Indians

Michigan Main Street Story Series | Page 2

"WE EXIST TO PROVIDE SERVICES AND PROTECTION FOR OUR MEMBERS. MY BACKGROUND IS THAT OF A SOCIAL WORKER AND I WORKED AS A THERAPIST BEFORE I WAS ELECTED TO OUR TRIBAL COUNCIL, THEN LATER ELEVATED TO THE POSITION OF CHAIRMAN. SO, FOR ME TO BE IN THIS ROLE, I GET TO WEAR A MACRO-LEVEL SOCIAL WORK HAT. EVERY SINGLE DAY, I TRY TO IDENTIFY WHAT MY COMMUNITY'S NEEDS ARE AND THEN TRY TO LINK AND CREATE SERVICES TO HELP MEET THEM. IT'S AN HONOR TO BE ABLE TO HAVE THE RESOURCES TO TAKE CARE OF OUR PEOPLE."



Technical Assistance Highlight: Impact Report

Boyne City Main Street

Boyne City Main Street is a community of volunteers that work together year-round to make our historic district as vibrant and enticing as our surroundings.

2024 EDITION

BOYNE CITY MAIN STREET 231.582.9009 boynecitymainstreet.com

State of DOWNTOWN

- 1,140 Public parking spaces
- 120 Residential units
- 25 Restaurants
- 34 Retail stores
- 63 Service businesses
- 1% Storefront vacancy rate
- 12.5% Property Value Increase

Boyne City Main Street is making a real difference.

Partnering with other community groups, Boyne City Main Street offers the perfect mix of outdoor recreation, cultural experiences, scenic beauty and historic charm. Located along the shores of sparkling Lake Charlevoix, we offer a range of activities and attractions for our community and visitors alike that, in the end, help to support our local businesses.

Downtown's Goals

- Support availability of year-round businesses that are welcoming to outdoor recreation users.
- Improve and maintain our downtown area to ensure accessibility for our community and all outdoor recreation users.
- Maximize the experience of Boyne City through collaboration.

Master Level Main Street

TRANSFORMING BOYNE CITY'S DOWNTOWN



"Stroll the Streets" is our most iconic event. Celebrating 20 years of Friday summer evenings, this relaxed atmosphere of "bring your family to town" event is enjoyed by everyone, community and guests alike. Music, street performers, food and fun make for a wonderful evening.

Deemed the "world's greatest poker run," Boyne Thunder roared into town for its 20th year of supporting Main Street and our two partner charities. Donating over \$1.5 million over the life of the event, this one-of-a-kind boating spectacle brings record crowds and economic activity to our town.

What started as a gathering of some local farmers has transformed into a twice-a-week, can't-miss event. After 40 years, our 70-plus vendors have made this into "the best market in northern Michigan."

REINVESTMENT STATS 2022-2023

PRIVATE INVESTMENT \$5,000

Program to date: \$29,056,435

- 1 Facade & Building Improvements Program to date: 72
- 6 New Businesses Program to date: 119

Main Street is Helping Businesses Thrive

- Facade Grant program
- Downtown guides
- Weekly e-newsletter
- Design assistance
- Strong ties to local chamber of commerce
- Downtown guides
- Match on Main funding program

"Twenty years ago when we started Main Street, we had no idea how it would catapult Boyne City to heights we could not imagine! With projects like 'Stroll the Streets' and Boyne Thunder, I am so proud to be a part of one of the communities where Main Street made a real difference."

—Mark Kowalski, Managing Broker, Coldwell Banker Schmidt Realtors

Community Profile

Boyne City 13523

- Population: 3,783
- Households: 1,685
- Median HH Income: \$64,472
- Median age: 44.4 years
- Retiring rate: 2,300
- 20% Housing is occupied
- 82% Owner occupied
- 18% Rental occupied

Downtown Drive Time Markets

	5 Minutes	10 Minutes	20 Minutes
Population	2,950	5,771	18,212
Households	1,316	2,583	7,913
Median HH Income	\$62,946	\$66,777	\$63,521

In-demand Businesses

Shopping & Retail

- Book store
- Shoe store
- Outdoor recreation store
- Variety/5 & 10
- Women's clothing

Food & Drink

- Breakfast
- Breakfast and lunch
- Farm-to-table
- Healthy
- Ethnic

Reaching Into the Past

The reimagined Food Truck Rally brings our community together. What started as a small food truck rally with some local wine tastings has been brought back to life—in the name of supporting our very own farmers market. This re-energized rally offered over 1,000 patrons (supported by over 20 volunteers) and opportunity to listen to great music, choose from over 10 different food trucks and enjoy your choice of beverages from around the community, made for a successful re-launching of this event.

2023 Pulse of Downtown

- 81% Visit downtown Boyne City for "Stroll the Streets" events.
- 78% Visit downtown Boyne City for dining.
- 25% Visit the frequency of their visits to downtown Boyne City increased during the past year.

Social Connection

- 6,120+ Facebook followers
- 2,170+ Instagram followers

Volunteer Connection

- 3,050 Volunteer hours in 2022-2023
- 64,583 Volunteer hours (Program to date)
- \$91,958 Volunteer value (Program to date)
- \$1,947,177 Volunteer value (Program to date)

VOLUNTEER SPOTLIGHT

"The most rewarding aspect of my involvement with Main Street has been witnessing the transformation of Boyne City, while preserving its historical heritage. It's been a privilege to have played a small role in the improvements Main Street has made in this dynamic community."

—Sally Van Dornen, Main Street Volunteer, Marketing Committee

DOWNTOWN ALIVE

Boyne City Main Street Events 2022-23

63,500

Est. event attendance

- Boyne Thunder
- Stroll the Streets
- Harvest Festival
- Earlier Than The Bird
- Food Truck Rally

"Boyne City Main Street is proud that, through the hard work and dedication of our staff, volunteers, community and government partners, we have been able to successfully implement the framework of the Main Street program for the past 20 years. By focusing on transformational strategies, we have been able to create a downtown that reflects all that Boyne City has to offer: economic stability, beauty, recreation, small town feel and fun events for individuals and families alike. Boyne City truly is 'where life meets lake.'"

—Patti Gabes, Main Street Board President

Boyne City's Board of Directors

Chair	Member	Executive Director
Patti Gabes	Mark Kowalski	Ingrid Day
Debra Engstrom	James Richman	Jennifer Cates
Adam Goff	Bob Swartz	Farmers Market Manager
Jonathan Marks	Justin White	Julia Valley

MICHIGAN MAIN STREET

A Network of Leaders in Grassroots Economic Development

Real Impact. | The numbers prove it!

- \$17,485,873 2022-23 Total Private Investment
- \$9,639,829 2022-23 Total Public Investment

40,812 2022-23 Volunteer Hours

892,702 Program to date

144 2022-23 New Businesses

1,897 Program to date

144 2022-23 Facade & Building Improvements

2,817 Program to date

Our MMS Communities

Michigan Main Street provides technical assistance to local communities as they implement the Main Street Four-Point Approach: a community-driven, comprehensive strategy encouraging economic development through historic preservation in ways appropriate for the modern marketplace. The program aims to create communities distinguished by economically vital and vibrant commercial districts and downtowns, thereby making the state economically stronger and culturally diverse.

Technical Assistance Highlight: Vibrancy Grant Public Art & Creative Placemaking in Lapeer



MI Main Street Solution Center



Business	+
Real Estate	+
Events	+
Marketing	+
Preservation	+
Place	+
Capacity	+
People	+

<https://www.miplace.org/programs/michigan-main-street/resources/>

Successful businesses are vital to a thriving district.

BUSINESS KEY FOCUS AREAS

Business Retention Strategies | Business Recruitment Strategies | Business Plan Competitions
Incentive Strategies | Rightsized Retail | Expansion Exploration | Retail Market Data
Succession Planning | New Business Start Up Package

business solution scorecard

PERFORMANCE MEASURE	STARTING 0 1		EVOLVING 2 3		EXCELLING 4 5	
1. Business development efforts and the broader scope of district revitalization initiatives are focused on a targeted geographic area that is clearly defined and mapped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. A building and business inventory of the district has been completed for all properties and businesses within the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. A map identifying and analyzing the district's business and activity mix on first and upper floors is in place and updated regularly or as changes warrant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The organization has programming and resources in place to actively assist small businesses and entrepreneurs in the district	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The organization maintains current market information and a list of targeted business expansion and recruitment opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Business development and recruitment collateral materials are in place and updated regularly or as needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The organization hosts regular business owner meetings and/or communicates regularly with business owners to determine needs or challenges, and share successes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BUSINESS TOTAL SCORE						

SCORING SCALE

0—1 Starting: Doesn't exist or we're just getting started (in the early discussion, research or planning stages) — or — underperforming and in need of a re-boot.

2—3 Evolving: Getting ready to launch or already in place, operating or programmed — but with opportunities for growth or enhancement.

4—5 Excelling: Actively and consistently demonstrated or mastered with a high degree of proficiency and quality— commonly viewed among our greatest strengths.

Scan the QR code here to go directly to the resource library and download the tools you need to keep your revitalization efforts moving forward!



SCAN ME

Downtown Scorecard

Business Category

DOWNTOWN AND DISTRICT MANAGEMENT SCORECARD

Record your score for each of the eight categories to see what areas your organization is strong in, and the areas that you might need to dig a little deeper into.

Business	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35										
Real Estate	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30															
Events	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20																									
Marketing	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20																									
Preservation	1	2	3	4	5	6	7	8	9	10																																			
Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																														
Capacity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
People	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35										

A. Based on your scorecard results, which of the eight core areas represent the organization's greatest strengths? (select up to three)

B. Which of the eight core areas represent areas of greatest need or challenges facing the organization? (select up to three)

C. List or briefly describe five specific actions, projects, or areas of focus representing some of the best opportunities for growth or improvements for your organization and/or the downtown or district?

- 1.
- 2.
- 3.
- 4.
- 5.

Applying the Results EVALUATION AND STRATEGIC PLANNING

- Distribute a copy of the scorecard (and this summary evaluation worksheet) to each of your downtown or district management organization's board or leadership team members, including staff members.
- Set and communicate a deadline for completing and returning the scorecard.
- Compile completed scorecard results, paying special attention to areas of agreement and alignment, and areas of divergence.
- Facilitate a strategic planning session or retreat to review and discuss the compiled results. Discussion might revolve around questions and topics like:
 - What surprised you or stood out?
 - Which core areas or performance measures deserve more dialog or further exploration?
 - Looking deeper, what might be driving the results? (e.g. challenges, issues, timing, external forces, leadership, resources, etc.)
 - Who else—individuals and/or organizations—should be approached for perspective, clarification, or help?
- Build consensus around directions, priorities, actions, and/or next steps. For example:
 - To get started, refer to the list of "Best Opportunities for Growth or Improvements" compiled from this worksheet.
 - Invite each member to offer their own top three (these may come directly from the compiled list or may be new based on discussions and ideas shared at the session).
 - Create the list on chart paper and provide each member a chance to vote on their top 3 from the newly compiled list (the "dot" method works well for this purpose).
 - Tally the votes to identify areas and items of priority consensus. Choose three to five the organization will emphasize as organization development priorities over the next year.
 - Match priorities to Michigan Main Street Solution Center tools and resources for help getting started, elevating your efforts, and staying on track.
- Repeat the process annually to measure progress and re-assess organization development priorities.

Downtown Scorecard Organization Overview

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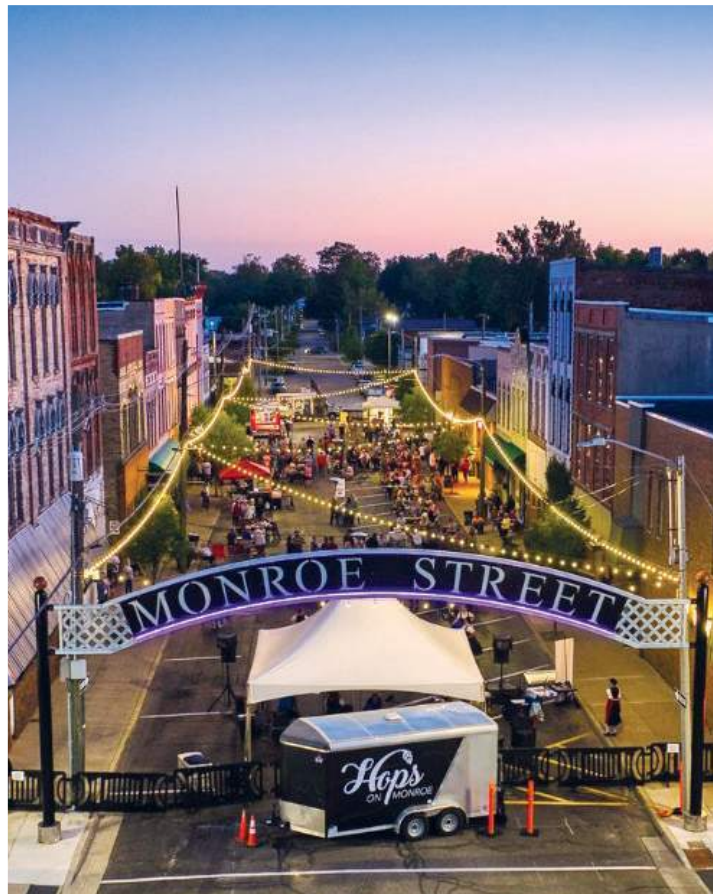
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PLACE MATTERS





Michigan Main Street



Main Street, two words that evoke nostalgic feelings and warm memories in many people. That's proof that place matters, and that main streets exist as places of civic pride and community congregation.

They are a reflection of what we love about our towns and our neighbors.

The Michigan Main Street program exists to help communities develop main street districts that attract both residents and businesses, promote commercial investment and spur economic growth.

HOW CAN WE HELP YOUR COMMUNITY?

Michigan Main Street staff provides technical assistance and services to communities at four levels: **Network, Engaged, Select** and **Master**. Each level is designed to assist the community in tackling increasingly sophisticated downtown revitalization efforts.



Over the past 20 years, the **Michigan Main Street (MMS)** has facilitated real results in participating communities.

REAL IMPACT

The Numbers prove it!



\$49,135,925

2023–24

Total Private Investment

Program to date: \$473,749,204



\$5,855,343

2023–24 Total Public Investment

Program to date: \$152,552,988



30,094

2023–24 Volunteer Hours

Program to date: 922,796



136

2023–24 New Businesses

Program to date: 2,033



117

2023–24 Façade & Building Improvements

Program to date: 2,934



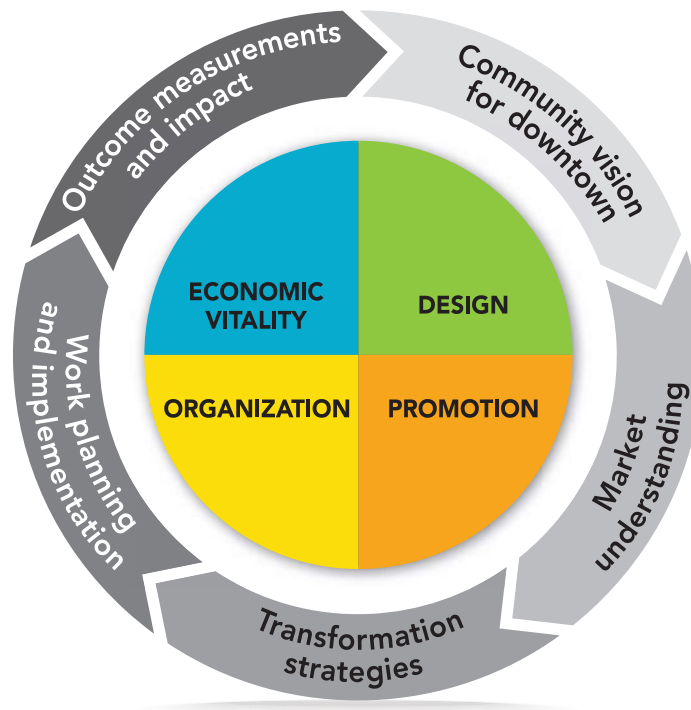
WHY ARE DOWNTOWNS IMPORTANT?

- Downtowns are the heart of communities, typically containing a significant amount of jobs and portion of communities' tax base.
- Downtowns create a network that supports independent businesses and entrepreneurs.
- Downtowns provide identity and cultural value to the region.

MAIN STREET APPROACH®



The **Main Street Approach®** is a unique, historic preservation based economic development strategy that focuses on leveraging existing social, economic, physical and cultural assets to energize community revitalization efforts and help manage success for the long term. The approach leads to tangible outcomes that benefit the entire community through encouraging communities to enact long-term change while also implementing short-term, inexpensive and place-based activities that attract people to the commercial core and create a sense of enthusiasm about the community.



The Main Street Approach is a methodology consisting of three integrated components:

1. The vision provides a foundation for outlining the community's identity, expectations and ideals for future development while being grounded in an understanding of the economic market realities of the district.
2. Transformation strategies identify long-term and short-term actions that provide a clear sense of priorities and direction to help move a community closer to implementing their vision. Work on these strategies should align with the Main Street Four Points® of organization, promotion, design and economic vitality.
3. The Main Street organization must show visible results that can only come from implementing action items and completing projects in the short-term and long-term. Main Street must focus on measuring progress and results in order to justify and demonstrate the wise use of scarce resources.

MAIN STREET APPROACH®

MAIN STREET FOUR POINTS®

ECONOMIC VITALITY

Economic vitality strengthens the existing economic assets while diversifying the economic base of the Main Street District to support and improve profitability. The goal is to build a strong commercial district that creates a supportive environment for small businesses, entrepreneurs and consumers.

Examples of economic vitality activities include: analyzing current market forces, providing a balanced commercial mix, supporting and expanding existing businesses, recruiting new businesses, supporting housing options, developing infill space, and converting unused or underused commercial space into economically productive property.

DESIGN

Design capitalizes on and enhances the visual aspects of a Main Street District to create a safe, appealing and inviting atmosphere for people to shop and spend time. The physical elements such as the storefronts and building architecture, streetscape, public art, street furniture, parking areas, and public spaces are used to convey a positive image for the downtown.

Examples of design actions include: improving the physical appearance of the Main Street District, quality maintenance practices, historic building rehabilitation and adaptive use, and design review processes.

ORGANIZATION

A successful Main Street organization builds consensus between the many vested stakeholders throughout a Main Street District to ensure everyone is mobilized and working toward a shared vision for the future of the district. Organizational structure can take many forms depending on community capacity.

Examples of organization actions include: fundraising, volunteer recruitment and development, public relations, fostering collaboration between stakeholders, and developing work plans to guide the organization's work.

PROMOTION

Effective promotion creates a positive image of the Main Street District to instill community pride and encourage commercial activity and investment in the area. Promotions can be used to communicate the unique characteristics of a Main Street District to spark interest in shopping, dining, living or investing in the community.

Examples of promotion actions include: marketing an enticing image, social media campaigns, street festivals, parades, and retail or other special events.

MICHIGAN MAIN STREET LEVELS

The **first step** for communities interested in participating in the Main Street program is participation in the **online Main Street training**. The intent of the training series is to provide communities with a basic understanding and knowledge of the Main Street Approach™, as well as strategies that build awareness and participation in future Main Street efforts.

[Online Training >> Click Here](#)

NETWORK LEVEL No commitment

Network Level communities are communities that are looking for additional resources to bolster their downtown or district revitalization efforts, but may lack capacity and/or desire to fully participate in Michigan Main Street.

ENGAGED LEVEL 1–3 year commitment

Engaged Level communities are communities that are on-track to full participation in Michigan Main Street. A community will officially be recognized as an Engaged Level Main Street Community once they have completed the online Main Street training series and have submitted their downtown/district management scorecard. At the Engaged Level, communities are working to complete the Select Level application.

SELECT LEVEL 5 year commitment

Select Level communities are communities that are dedicated to implementing the Main Street Approach to revitalization. The local Main Street program will have an active board of directors, providing oversight and direction, volunteer-driven committees completing projects and a Main Street director assisting with day-to-day needs. Michigan Main Street staff, along with other professionals, work closely with Select Level communities to train their boards and committees, hire a full-time Main Street director, recruit volunteers and get the local program up and running. In addition, at the Select Level, communities receive over \$100,000 worth of specialized technical assistance designed to help revitalize their downtown or traditional neighborhood commercial district.

MASTER LEVEL 2+ year commitment

The Master Level is the most prestigious of the four levels of the Michigan Main Street program and is available to communities only after they have successfully completed five years in the Select Level and have achieved National Accreditation through Main Street America. The intent of the Master Level is to continue assisting communities that have successfully integrated a full Main Street program into their community. This is achieved by continuing to offer technical assistance, resources, training, and networking opportunities. Master Level communities have the opportunity to act as mentors for other Michigan Main Street communities.

MICHIGAN MAIN STREET CHECKLIST

Communities should use this checklist as a guide to understand the responsibility of participation at varying levels to build capacity and participate at the level of the Michigan Main Street Program that is most appropriate.

	NETWORK	ENGAGED	SELECT	MASTER
Complete community interest form	●	●		
Complete downtown scorecard	●	●		
Submit progress reports due June and December annually	●	●		
Complete online training series		●		
Attend downtown forums annually		●		
Identify or establish a local Main Street organization and district		●		
Complete Main Street application			●	
Hire a full-time executive director			●	●
Maintain an active downtown/district board			●	●
Ensure a dedicated budget for downtown/district transformation			●	●
Submit progress reports due monthly			●	●
Attend MMS workshops and/or national conference			●	●
Meet national accreditation standards set by Main Street America			by year 5	●

MAIN STREET SOLUTION CENTER

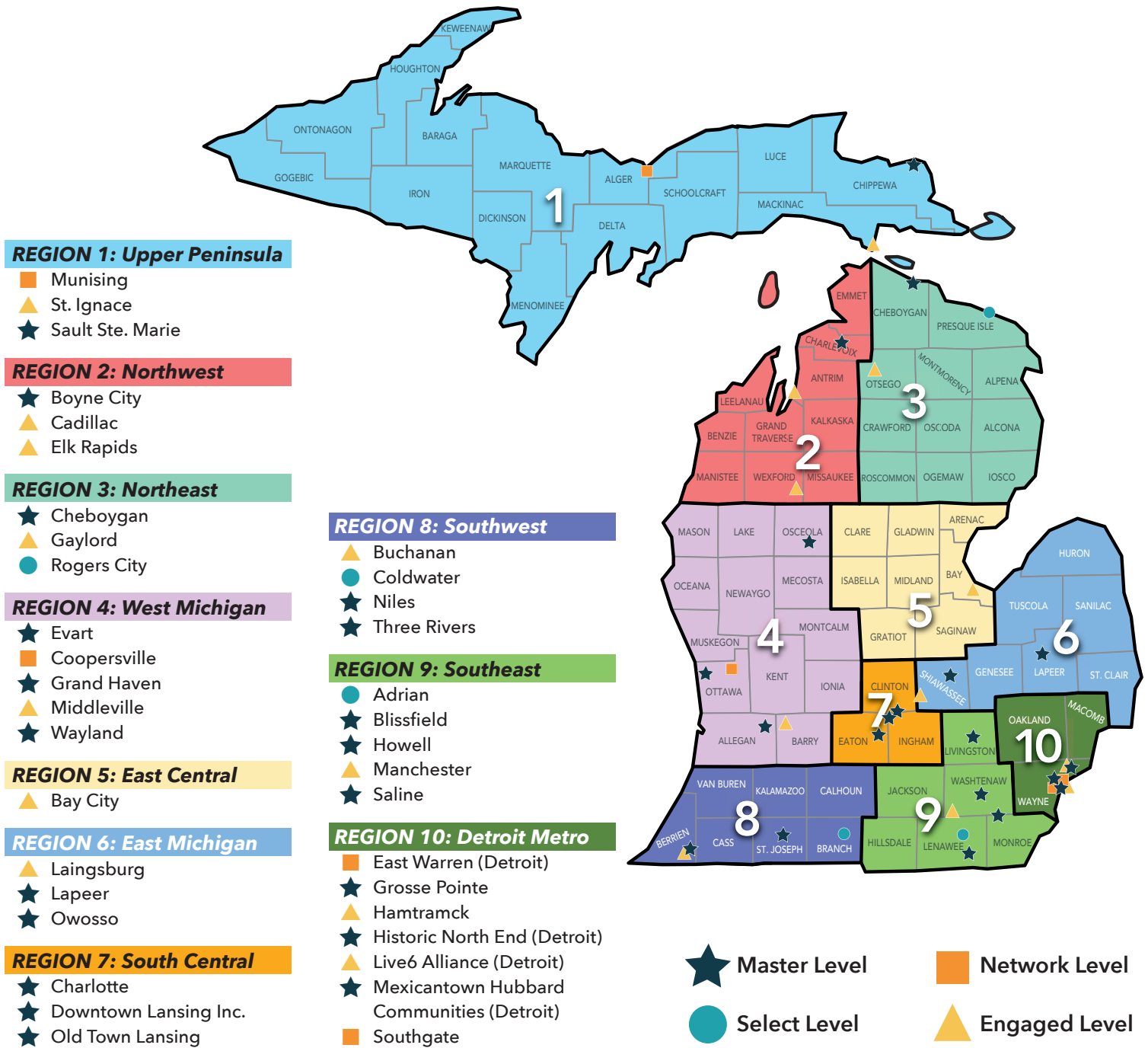
Our **online resource library** provides a comprehensive collection of best practices, case studies, guides and videos on the challenges and solutions for downtown and commercial district revitalization and management. The solution center is organized into eight categories: business, preservation, events, place, real estate, capacity, marketing, and people. To learn more, click [here](#).

MICHIGAN MAIN STREET SUITE OF SERVICES

Michigan Main Street has developed a robust number of resources, training opportunities, and curriculum of technical assistance services. These offerings can be customized and tailored to meet individual community's needs.

MAIN STREET RESOURCES	NETWORK	ENGAGED	SELECT	MASTER
Access to Main Street Solution Center	●	●	★	▲
Reduced MSA membership for two (2) years		●		
Engaged Level toolkit (communication templates and resources)		●		
Annual Impact report			★	▲
MAIN STREET TRAININGS	NETWORK	ENGAGED	SELECT	MASTER
Main Street 101 presentation	●	●		
Downtown forums	●	●		
MMS workshops		1 per year	★	▲
Executive director leadership retreat (held every other year)			★	▲
Yearly variety of webinars			★	▲
National conference registration (one [1] per year)			★	▲
New director orientation/on-boarding			★	▲
Board training			★	▲
Committee chair and volunteer training			★	▲
MAIN STREET TECHNICAL ASSISTANCE SERVICES	NETWORK	ENGAGED	SELECT	MASTER
Virtual technical assistance from MMS staff based on solution center resources	●	●	★	▲
Engaged Level community site visit		●		
Engaged Level virtual check-ins		●		
Pre-application site visit		●		
Asset mapping		●	★	▲
Market data snapshot and subsequent updates			★	▲
Transformation strategy identification and implementation			★	▲
Executive director hiring assistance			★	▲
Executive director support and professional development			★	▲
Main 5 communication plan			★	▲
Branding			★	▲
Business recruitment primer			★	▲
Business recruitment challenge			★	▲
Fund development			★	▲
Visitor data snapshot			★	▲
Property development primer			★	▲
Retail merchandising			★	▲
Storyville Social storytelling basic			★	▲
Strategic planning			★	▲
Annual accreditation visit			★	▲
Downtown futures service				▲
Entrepreneurial ecosystem				▲
Storyville social storytelling blitz				▲
Website development grant				▲
Pilot new technical assistance opportunities				▲
MAIN STREET GRANTS	NETWORK	ENGAGED	SELECT	MASTER
Match on Main			★	▲
Vibrancy Grant: Track one and two			★	▲

Michigan Main Street Communities 2025



The Michigan Economic Development Corporation is the state's marketing arm and lead advocate for business development, job awareness and community development, with the focus on growing Michigan's economy. Dedicated to shared economic success, MEDC promotes the state's assets and opportunities that support business investment and community vitality. Michigan Main Street is a technical assistance offering of the MEDC working to revitalize and strengthen Michigan's downtowns and traditional commercial districts.



CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
April 28th, 2025

Department: Community Development	Attachments:	Submitted to CA for Review
Subject: <i>Red Wing Plaza – 1201 S. US-127 BR</i>	[X] <i>Site Plan Review</i> [X] <i>Special Land Use Review</i> [X] <i>Resolution to Approve the Special Land Use - #22-2025</i>	[N/A] [N/A] [X]
Prepared by: Christopher Khorey, Vice President, McKenna	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The applicant, Metro General Contractors, Inc., is seeking a Special Land Use permit for the construction of a restaurant with a drive-through facility located at 1201 S. US-127 BR in the General Commercial District. The construction of any proposed drive-through facility requires Special Land Use by the St. Johns City Commission. Attached to this RCA is an analysis of the impacts of the proposed Special Land Use.

BACKGROUND/DISCUSSION: The applicant proposes a restaurant with a drive-through facility located at 1201 S. US-127 BR in the General Commercial District. Special Land Use from the City Commission is required for an 8,000 square foot expansion to the existing building located within the Municipal Center Zoning District to allow for the construction of the proposed expansion.

STRATEGIC PLAN OBJECTIVE: The proposed addition advances Land Use Goals 1, 4, and 5 of the Master Plan and is neutral on Goal 2 and Goal 3, which relate to specific areas of the City. The proposed addition also advances Transportation Goals 1 and 3 while being neutral about Goal 2, which is more specific to the downtown area.

FISCAL IMPACT: The proposed addition is anticipated to slightly increase tax revenue for the City of St. Johns.

RECOMMENDATION: Staff recommends the City Commission approve the requested Special Land Use for the proposed restaurant with drive-through facilities located at 1201 S. US-127 BR in the General Commercial District by adopting Resolution #22-2025.

April 9, 2025

Planning Commission
City of St. Johns
100 E. State Street, Suite 1100
St. Johns, Michigan 48879

Subject: Red Wing Plaza: 1201 US 127 BR Site Plan Review

Dear Planning Commissioners,

McKenna has reviewed an application for Site Plan approval for the property at 1201 US 127 BR. The applicant is Metro General Contractors, Inc. on behalf of the property owner, Fine Family Investments, LLC. The applicant is proposing to redevelop the building to allow for three different tenant sites, one of which is proposed to be a restaurant with a drive-thru facility. The site consists of the following Parcel Numbers: 300-410-000-015-10, 300-410-000-015-00, and 300-410-000-017-00. The parcel is zoned GC – General Commercial District. Restaurant and retail are permitted in the GC District. The proposed drive-thru facility requires a Special Use Permit and the need for the Planning Commission to review the required Site Plan.

APPLICABLE CODE REQUIREMENTS

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

- 1) Site Plan (Physical Characteristics).** Below are our comments on the submitted site plan. The applicant has submitted a plan with details and schematics for the proposed construction of a building addition.

- a. Dimensional Standards.** Guidelines for dimensional standards are outlined in Section 155.170 - Table of Dimensional Requirements.

Standard Type	Ordinance Requirement (GC)	1201 US 127 BR Conditions	Ordinance Compliance
Minimum Lot Area	10,000 sq. ft.	~1.5 acres	Yes
Minimum Lot Width	100 feet	~390 feet	Yes
Minimum Front Yard Setback	25 feet	~62 feet	Yes
Minimum Side Yard Setback	No side yard is required, but if one is provided it shall not be less than ten feet. If the lot is adjacent to a residential district then a side yard of at least ten feet is required.	~72 feet to the nearest property line north	Yes
Minimum Rear Yard Setback	No rear yard is required unless the lot is adjacent to a residential district in which case the required rear setback is the setback	~35 feet	Yes



	required by the adjacent residential zoning district.		
Maximum Building Height	35 feet	19 feet, 8 inches	Yes
Maximum Lot Coverage	70%	7% building coverage	Yes

The application indicates construction of a new parapet wall and façade improvements to the building. The proposed height of the building, with the new parapet wall improvements, will be less than 20 feet in height, which complies with the maximum allowed height in the zone district.

2) Parking, Loading, and Access.

- a. **Number of Spaces.** The site will be required to have an adequate number of parking spaces for the uses of the facility. The site plan indicates there will be a total of 36 parking spaces provided. At the time this staff report was drafted, sufficient information was not included to verify the parking is adequate, although it appears to be. The applicant will need to provide more information on the intended tenant occupants in order to verify the parking. The calculation shown on the site plan calls out “retail” and “restaurant” uses. Additional information on the type of retail is necessary as there are different parking requirements for different retail uses. The parking calculation will need to be based on each suite.

With the reconfiguration of the parking lot to accommodate the proposed drive-thru facility, the site plan indicates a total of 36 parking spaces are provided for the property. Their information identifies 20 required parking spaces, but additional information is needed to verify this amount.

- b. **Barrier-Free Spaces.** ADA regulations require parking lots with 26-50 spaces to provide for 2 accessible parking spaces. The plan does not identify the location of those spaces. The required ADA spaces will need to be included on the site plan in accordance with ADA dimensional standards.
- c. **Dimensions.** The Site Plan does not show any dimensions for proposed or existing parking. The applicant must confirm that any new parking spaces will be 10 feet wide and 20 feet deep, as required in the code.
- d. **Paving and Striping.** The existing parking lot and drive aisles are asphalt and are in poor condition. There are modifications to the parking lot area to note as part of the site plan, the proposed reconfiguration as a result of the drive-thru facility effectively will result in the relocation of two existing curb-cuts in the Scott Rd. with one new curb-cut to the north in the parking lot area. The reduction of curb-cuts is a benefit to potential traffic conflicts on Scott Rd. The site plan does not clearly state the parameters of parking lot improvements. The applicant should provide clarification on the site plan the extent of those improvements.
- e. **Loading Spaces.** Section 155.344.B of the Zoning Ordinance states that all retail uses must provide one loading zone for every 20,000 square feet of building area. The existing building is approximately 4,560 square feet in area, which requires one dedicated loading area for the site. The applicant has included a location on the plans for the proposed loading area. McKenna



recommends that sufficient signage and striping be installed to identify the proposed loading zone.

- f. Pedestrian Access.** Section 155.201 of the Zoning Ordinance requires a sidewalk, at least five feet in width, to be installed along the street frontage of any property whenever any site plan approval is required. There is no proposed sidewalk along the US 127 BR or Scott Rd. The applicant must provide the required sidewalk along both frontages for the distance of their property.
- 3) Landscaping.** Section 155.296 of the Zoning Ordinance indicates that no site plan or land use shall be approved unless the site plan includes landscaping in accordance with the code. In this case, the applicant has not provided any landscaping plan as part of the site plan. Because a landscape plan has not been submitted, the applicant will be required to provide one. The Commission could approve the site plan with a condition that the landscaping be consistent with the requirements in the code and allow for McKenna to review the plan for compliance with all applicable landscaping standards. This would allow the applicant the ability to provide a landscaping plan consistent with all landscaping standards. In the event that the applicant were to deviate from any landscaping standards, then the landscape plan would be brought back to the Commission for consideration. The Commission could also table the item to the next meeting and require the applicant to include the required landscape plan.
- 4) Lighting.** The proposed Site Plan does not include a lighting plan. The applicant must provide a lighting plan detailing all proposed and existing lighting as well as demonstration that lighting is deflected from adjacent properties.
- 5) Trash Receptacles.** The application proposes a new trash enclosure. The plan does not indicate the material utilized for the trash enclosure area. More information should be provided that describes the fence/wall material as well as the gate.
- 6) Signage.** The building elevations show the location of wall signage for the site, however there are no dimensional information associated with the signage to demonstrate compliance with the code. Additionally, the site plan does not show information regarding any ground sign. A separate administrative site plan can be submitted at a later time or the applicant can provide signage information as part of this application.

SITE PLAN REVIEW CRITERIA

Section 155.281 identifies standards for approval of a site plan application. The Planning Commission must use the following criteria in its review and consideration of a site plan application. The following table provides an analysis of this application against the applicable criteria.

Site Plan Review Criteria	Analysis
A. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of plot, the character of adjoining property and the type of plot, the character of adjoining property and the type and size of buildings. The site will be so	<i>In compliance.</i> The proposed plan is harmonious with adjacent development in the area. The redevelopment will improve the economic viability of the area as well.



developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.	
B. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.	In compliance. The proposal only includes minor site modifications to accommodate a new drive through facility while remodeling the existing building.
C. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscapings shall be used, as appropriate, for the protection and enhancement of property and the privacy of its occupants.	In compliance. There are no dwelling units associated with the propose redevelopment.
D. All buildings, or groups of buildings, shall be so arranged as to permit emergency vehicle access by some practical means to all sides, if determined necessary by the Fire Chief.	In compliance. Circulation through the site will provide adequate access throughout the site for emergency vehicle access.
E. Every structure or dwelling unit shall have access to a public street, walkway, or other area dedicated to common use.	In compliance. The proposed site has access to both US 127 BR and Scott Rd.
F. There shall be provided a pedestrian circulation system which meets the intent of Chapter 95 of this code. All constructed sidewalks must meet the requirements of the city's engineering and construction standards.	Noncompliant. The site plan does not show the required sidewalks along US 127 BR and Scott Rd. We recommend that a condition of approval be added requiring the sidewalks be construction prior to issuance of a certificate of occupancy.
G. The access routes for vehicular circulation shall respect the pattern of existing pedestrian or bicycle pathways in the area. Shared parking and interior connecting drives shall be required wherever feasible.	In compliance. Connectivity with existing commercial properties to the north will be continued.
H. All streets shall be developed in accordance with the city specifications unless otherwise approved by the City Commission.	Not applicable.
I. Any development affecting existing city streets shall comply with city specifications as to curb, gutter, walkways, paving, catch basins and underground utility locations.	In compliance. The modified curb-cut along Scott Rd. will be required to be in compliance with City specifications and subject to engineering review. Additionally, any paving and curbs will need to meet city specifications.
J. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely effect neighboring properties or the public storm drainage system. The construction of storm	In compliance. The city's engineer will review plans for compliance with engineering specifications.



sewer facilities including detention basins, catch basins, manholes, sewer piping, and infiltration systems shall follow the provisions of Chapter 55 of this code.	
K. All appropriate measures shall be taken, by the developer, to complete a water loop system when deemed advisable by the City Engineer, Water Department and Fire Department.	Not applicable.
L. Underground utilities may be required in all areas for distribution of utilities including water, sewer, electric, gas, telephone and cable TV when deemed advisable.	Not applicable.
M. All loading and unloading areas and outside storage areas including areas for the storage of trash which face or are visible from residential districts or public thoroughfares shall be screened by an opaque wall not less than six feet in height.	In compliance. The site does not have any adjacent residential districts. The proposed loading area is sufficient for the site. Additionally, the applicant is proposing a trash enclosure area to fully screen the trash receptacles
N. Exterior lighting shall be so arranged that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.	Incomplete Information. Sufficient information was not included in the site plan submittal to verify lighting. We recommend that a lighting plan be provided by the applicant that show any existing and proposed lighting and demonstrates deflection of lighting from adjacent properties.
O. Each site plan shall conform to the applicable provisions of this chapter and the standards listed [various county, state, and federal requirements]...	In compliance. The proposed site plan will be required to comply with all applicable county, state and federal requirements.
P. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spill or discharges to the air, surface of the ground, groundwater, streams, drains or wetlands. Secondary containment for above ground storage of hazardous material shall be provided.	Not applicable.
Q. In approving the site plan, the Planning Commission may require a bond or other financial guarantee acceptable to the city of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping and the like.	Not applicable at this time. A financial guarantee may be required if improvements are completed at the time the property owner is seeking a certificate of occupancy.

RECOMMENDATION

At the April 9th Planning Commission meeting, the Planning Commission should discuss the following topic:



1. Whether the Commission would like to table the item to the next meeting in order to review the proposed landscape plan or if the Commission would like to approve the site plan with a condition that the applicant provide a landscape plan in compliance with the provisions of the code that will be reviewed administratively; if there are any deviations from the regulations then it would be brought back to the Planning Commission.
2. In general, the project is in compliance with the site plan requirements. However, there is some information missing from the application at the time this memorandum was drafted. The Planning Commission should determine, following testimony provided by the applicant, if the information provided is sufficient for approval of the site plan or if the Planning Commission desires additional information from the applicant.
3. This approval and the approval of a Special Use Permit for the restaurant drive-thru facility are a joint application. The Special Use Permit does require approval by the City Commission, while the Planning Commission is the final review authority for the Site Plan. With that being said, the Planning Commission could recommend approval of the Special Use Permit and request additional information from the applicant on the Site Plan.

Following the discussion, we recommend **CONDITIONAL APPROVAL**, with the following conditions:

1. The site plan will need to include a parking calculation based on the tenant occupancy for each of the suites. Verification of this information will need to be provided to calculate the maximum number of parking space required and confirm that the 36 spaces provided is sufficient for the uses.
2. The site plan shall be revised to show parking lot dimensional standards in accordance with code requirements.
3. The site plan shall be revised to show the required ADA parking.
4. The site plan shall be revised to include the extent to which modification to the parking lot and drive aisle surfacing will be made.
5. Appropriate signage and striping shall be installed for the vehicle loading space.
6. A lighting plan be included that shows the location of existing and proposed site lighting and demonstrates that lighting is deflected away from adjacent properties.
7. The site plan should be revised to include the required sidewalk along US 127 BR and Scott Rd. and the required sidewalks shall be installed prior to issuance of a certificate of occupancy.
8. A landscaping plan shall be required in compliance with all applicable code requirements. If the proposed landscape plan meets all code requirements, it can be reviewed administratively. Any deviation from the code requirements would necessitate review by the Planning Commission.

ATTACHMENTS

Exhibit A: Site Plan, Floor Plan and Building Elevations

Respectfully submitted,
McKENNA

A handwritten signature in black ink, appearing to read 'C. Khorey'.

Christopher Khorey, AICP
Vice President

A handwritten signature in black ink, appearing to read 'Eric Ensey'.

Eric Ensey, AICP
Principal Planner



April 9, 2025

Planning Commission
City of St. Johns
100 E. State Street, Suite 1100
St. Johns, Michigan 48879

Subject: Red Wing Plaza: 1201 S. US 127 BR. Special Use Review

Dear Planning Commissioners,

McKenna has reviewed an application for Special Use Permit to allow a drive-thru facility for a restaurant tenant at the property located at 1201 S. US 127 BR, Parcel Number 300-410-000-015-00. The parcel is zoned GC – General Commercial District. The drive-thru facility will be associated with a restaurant.

The applicant is Metro General Contractors, Inc. on behalf of the property owner, Fine Family Investments, LLC. Section 155.427 of the Zoning Ordinance indicates that drive-thru facilities are permitted by Special Use Permit in the GC District. As part of redevelopment of the site by the applicant, one of the tenant spaces in the building will be a restaurant use with a drive-thru facility. As a result, a Special Use Permit is required to be approved. The Planning Commission is tasked in the code with review and a recommendation to the City Commission on Special Use Permit applications, with final approval by the City Commission.

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

ANALYSIS OF APPLICABLE LAND USE CRITERIA

Section 155.427 of the Zoning Ordinance outlines standards associated with drive-thru facilities. The following table represents the code criteria and whether or not the proposed plan complies with the criterion.

Drive-Thru Facility Requirement	Analysis
(A) The drive-thru facility will not result in additional driveways.	In compliance. As designed, the proposed driveway does not require any additional driveways or curb-cuts to any street. The proposal is to utilize an existing driveway along the back side of the building.
(B) The drive-thru will be designed to minimize conflict with pedestrians, internal vehicle circulation patterns and street traffic.	In compliance. As designed, the proposed drive-thru facility will not interfere with internal circulation of the site and is located in a manner where vehicle stacking will not impact adjacent roads or street traffic.
(C) The drive-thru will not be located in a front yard. For the purposes of this requirement, a front yard is defined as any side of the building fronting a street. In the case of a site that fronts on more than two streets, the front yards shall be defined as those yards adjacent to the two streets with	In compliance. The proposed drive-thru facility is on the back of the building. Although the lot has double frontage, the front yard in this case is from US 127 and not from Scott Rd.



the greatest average daily traffic in front of the parcel.	
(D) The applicant shall demonstrate adequate stacking spaces for vehicles waiting to use the drive-thru based on nationally recognized standards for the use proposed	<i>In compliance.</i> The driveway configuration allows for sufficient vehicle stacking and queuing. The drive-thru window is proposed on the north side of the building, which allows for stacking to take place around the building. The site plan submitted demonstrates the stacking of eight vehicles.

ANALYSIS OF APPLICABLE REVIEW CRITERIA

Section 155.258 of the Zoning Ordinance outlines the standards for approval of Special Use Permits.

Standards for Approval	Analysis
(A) Will be harmonious with and in accordance with the general objectives of the community development plan.	<i>In compliance.</i> The proposed use is not inconsistent with the Master Plan.
(B) Will be designed, constructed, operated, and maintained so as to be safe, harmonious and appropriate in appearance with the existing or intended character of the general vicinity. Factors affecting this standard include noise, lighting, traffic and other similar off-site impacts of a use.	<i>In compliance.</i> The design of the facility with curb and gutter as indicated in the plans will allow the drive-thru facility to function in a safe manner and is consistent with the character of the vicinity.
(C) Will be a substantial improvement to property in the immediate vicinity and an economic asset to the community as a whole.	<i>In compliance.</i> The proposed drive-thru facility along with the redevelopment of the site will be an economic asset to the community as a whole.
(D) Will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage structures, parking lots, refuse disposal, utilities and schools	<i>In compliance.</i> The proposed drive-thru facility will not have a negative impact on any essential public facilities. There is still sufficient access to the building in the event of a fire.
(E) Will not create excessive additional requirements at public cost for public facilities and services.	<i>In compliance.</i> The proposed drive-thru will not create excessive requirements at a public cost.
(F) Will be consistent with the intent, purpose and requirements of this chapter.	<i>In compliance.</i> We do not see any inconsistencies with the proposed drive-thru and the requirements of the Zoning Ordinance.
(G) Comply with the design standards outlined for specific uses in §§ 155.415 through 155.448 of this chapter.	<i>In compliance.</i> As analyzed in the section above, the proposed drive-thru facility complies with applicable standards for drive-thru facilities as outlined in Section 155.427.



RECOMMENDATION

At the April 9, 2025, Planning Commission meeting, we recommend the Commission **RECOMMEND APPROVAL** of the Special Use Permit to the City Commission.

Respectfully submitted,
McKENNA

Christopher Khorey, AICP
Vice President

Eric Ensey, AICP
Principal Planner

**CITY OF ST. JOHNS
RESOLUTION #22-2025**

RESOLUTION TO RATIFY SPECIAL LAND USE PERMIT

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 28th day of April, 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, Metro General Contractors, Inc., on behalf of Property owner Fine Family Investments, LLC (collectively, “Applicant”), submitted a request for a special land use permit for the construction of a restaurant with a drive-through facility (“Application”) located at 1201 S. US-127 BR, Parcel No. 300-410-000-015-00 (“Property”), in the GC—General Commercial District; and

WHEREAS, on April 9, 2025, the City Planning Commission recommended the City Commission approve the requested special land use permit for the proposed restaurant subject to certain conditions; and

WHEREAS, the City desires to approve the City Planning Commission’s recommendation in a recordable format.

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

1. The special land use permit is hereby approved and ratified subject to the following conditions:
 - a. The site plan provided in the Application by the Applicant to the City will need to include a parking calculation based on the tenant occupancy for each of the suites. Verification of this information will need to be provided to calculate the maximum number of parking space required and confirm that the 36 spaces provided are sufficient for the uses.
 - b. The site plan provided in the Application by the Applicant to the City shall be revised to show parking lot dimensional standards in accordance with the requirements in the City’s Code of Ordinances.

- c. The site plan provided in the Application by the Applicant to the City shall be revised to show the required ADA parking.
 - d. The site plan provided in the Application by the Applicant to the City shall be revised to include the extent to which modification to the parking lot and drive aisle surfacing will be made.
 - e. Appropriate signage and striping shall be installed for the vehicle loading space.
 - f. A lighting plan shall be included that shows the location of existing and proposed site lighting and demonstrates that lighting is deflected away from adjacent properties.
 - g. The site plan provided in the Application by the Applicant to the City should be revised to include the required sidewalk along US 127 BR and Scott Rd. and the required sidewalks shall be installed prior to issuance of a certificate of occupancy.
 - h. A landscaping plan shall be required in compliance with all applicable code requirements. If the proposed landscape plan meets all code requirements, it can be reviewed administratively. Any deviation from the code requirements would necessitate review by the Planning Commission.
- 2. This Resolution will be recorded with the Clinton County Register of Deeds.
 - 3. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
 COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 28th day of April, 2025

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
April 28th, 2025

Department: City Commission	Attachments:	Submitted to CA for Review
Subject: <i>Cedar Creek Hospital – 101 W. Townsend Road</i>	[X] <i>Site Plan Review</i> [X] <i>Special Land Use Review</i> [X] <i>Resolution to approve the Special Land Use - #23-2025</i>	[N/A] [N/A] [X]
Prepared by: Christopher Khorey, Vice President, McKenna	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The applicant, Cedar Creek Hospital, is seeking a Special Land Use permit for the construction of an 8,000 square foot building addition to an already existing behavioral health facility located at 101 West Townsend Road. The construction of any addition greater than 1,000 square feet adjacent to a residentially-zoned district requires Site Plan Review by the Planning Commission.

At the March 12th Planning Commission meeting, the site plan was approved with conditions to be met prior to the issuance of a Zoning Permit. These conditions have since been met as of April 10th, 2025. Following Site Plan Approval, the applicant must receive Special Land Use Approval from the St. Johns City Commission prior to the issuance of a Zoning Permit. Below is an analysis of the impacts of the proposed Special Land Use.

BACKGROUND/DISCUSSION: The construction of any addition greater than 1,000 square feet adjacent to a residentially-zoned district requires Site Plan Review by the Planning Commission. The applicant has already achieved Site Plan Approval from the Planning Commission, though Special Land Use from the City Commission is required for an 8,000 square foot expansion to the existing building located within the Municipal Center Zoning District to allow for the construction of the proposed expansion.

STRATEGIC PLAN OBJECTIVE: The proposed addition advances Land Use Goals 1, 4, and 5 of the Master Plan and is neutral on Goal 2 and Goal 3, which relate to specific areas of the City. The proposed addition also advances Neighborhood Goal 1, while being neutral about Goals 2, 3, and 4, which are more specific to housing and historic preservation.

FISCAL IMPACT: The proposed addition is anticipated to slightly increase tax revenue for the City of St. Johns.

RECOMMENDATION: Staff recommends the City Commission approve the requested Special Land Use for the proposed 8,000 square foot expansion of the Cedar Creek Hospital, located at 101 West Townsend Road, by adopting Resolution #23-2025.



March 6, 2025

Planning Commission
City of St. Johns
100 E. State Street, Suite 1100
St. Johns, Michigan 48879

Subject: Cedar Creek Hospital: 101 W. Townsend Rd. Site Plan Review

Dear Planning Commissioners,

As requested, we have reviewed the revised Site Plan materials for Cedar Creek Hospital at 101 W. Townsend Rd., Parcel Number 300-021-200-001-50. The parcel is zoned MC – Municipal Center District. Hospitals and quasi-public health care clinics are permitted by right in the MC District.

The applicant is proposing an 8,000 square foot addition to the existing building. The construction of any addition greater than 1,000 square feet adjacent to a residentially-zoned district requires Site Plan Review by the Planning Commission.

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

1) Site Plan (Physical Characteristics). Below are our comments on the submitted site plan. The applicant has submitted a plan with details and schematics for the proposed construction of a building addition.

a. Dimensional Standards. Guidelines for dimensional standards are outlined in Section 155.170 - Table of Dimensional Requirements.

Standard Type	Ordinance Requirement (MC)	101 W. Townsend Conditions	Ordinance Compliance
Minimum Lot Area	6,000 sq. ft.	~22.62 acres	Yes
Minimum Lot Width	60 feet	~345 feet	Yes
Minimum Front Yard Setback	50 feet	~610 feet	Yes
Minimum Side Yard Setback	10 feet	~260 feet	Yes
Minimum Rear Yard Setback	25 feet	~365 feet	Yes
Maximum Building Height	35 feet	<35 feet?	Yes?
Maximum Lot Coverage	60%	<60%	Yes

The application does not contain any information regarding the height of the proposed expansion. The applicant must confirm the height of the proposed expansion to ensure compliance with the dimensional standards of the Zoning Ordinance.



2) Parking, Loading, and Access.

- a. **Number of Spaces.** The site will be required to have an adequate number of parking spaces for the uses of the facility. Table 13-2 in Section 155.342 states that hospitals and nursing homes are required to have one parking space for each of four beds in the facility. The proposal is to add 20 new beds to the facility, resulting in the need for 5 more spaces. The Site Plan details 14 new spaces that will be added with the addition.

- 1 parking space x every 4 beds in the facility = 5 spaces

The facility has an existing paved parking lot with 125 spaces. The proposed Site Plan adds 14 new parking spaces, for a total of 139 spaces. This complies with the minimum number of parking spaces as required by the Zoning Ordinance.

- b. **Barrier-Free Spaces.** ADA regulations require parking lots with 101-150 parking spaces to provide 5 barrier-free spaces. The required five spaces have been provided.
- c. **Dimensions.** The parking spaces shown on the plan meet the dimensional requirements in the Ordinance, based on the scale of the plans.
- d. **Paving and Striping.** The application states that the additional parking spaces will be paved with asphalt. The proposed paving meets the Ordinance requirements.
- e. **Loading Spaces.** The proposed Site Plan does not list any loading spaces for the site. Section 155.344.B of the Zoning Ordinance states that all hospital uses must provide one loading zone for every 20,000 square feet of building area. The existing building is an estimated 44,000 square feet and the proposed addition is an additional 8,000 square feet. Since the addition does not bring the total square footage over 60,000 square feet, no additional loading spaces are required.
- f. **Pedestrian Access.** Section 155.201 of the Zoning Ordinance requires a sidewalk, at least five feet in width, to be installed along the street frontage of any property whenever any site plan approval is required. There is no proposed sidewalk along the Townsend Road street frontage. The applicant must provide the required sidewalk along Townsend Road.

- 3) **Landscaping.** The Site Plan includes a landscaping plan and information about the types of plants to be used. Below is a review of the landscaping standards of the Zoning Ordinance. The City Commission adopted amendments to the landscaping requirements on February 24. In this review, we have utilized the new standards.

The newly adopted Section 155.296.B allows the Planning Commission to waive landscaping requirements if the “existing conditions of the parcel would prevent development” of the required landscaping “without causing negative impacts on adjacent parcels.” We recommend that the Planning Commission use this new authority judiciously, though, as noted below, there are areas where discretion is called for on the Cedar Creek site.



Another key change is that Section 155.304, which previously established reduced landscaping requirements for developed sites, has been repealed. Therefore, the full landscaping requirements apply to the site (though the new standards are in some cases less stringent than the old ones).

- a. **Buffer Zone.** Table 10-1 outlines buffer zones from all uses. Parcels in the MC District must provide a buffer zone between all residential uses. Each buffer zone is required to contain two (2) trees and four (4) shrubs per every 25 lineal feet of property line adjacent to a residential district. Alternatively, the applicant may install a buffer wall that meets the standards of Section 155.297.E of the Zoning Ordinance.

West (R-1 Zoning): The southwest corner of the lot is heavily wooded, meaning the buffer requirement is met in spirit by the existing trees. A small portion of the existing woods will be removed and replaced with a fire lane and new landscaping.

Further north, the woods continues, but is not of the Cedar Creek property, so it does not count for the requirement. We estimate that the portion of the site where buffer landscaping is required is approximately 550 feet long, triggering a requirement of 44 trees and 88 shrubs. North of the wooded area, the applicant has proposed buffer landscaping of 16 trees and 55 shrubs. The Planning Commission should consider whether the proposed buffer is sufficient.

East (O Zoning): No landscape buffer is required between the MC and O Districts. There is also relatively new landscaping along the eastern property line (installed in 2023). No additional landscaping is required.

South (R-1 Zoning): The existing landscaping and wooded area along the southern lot line is sufficient.

- b. **Parking Lot Landscaping.** Within parking lot islands or within 15 feet of the parking lot, 1 tree per 8 spaces is required. The added parking is 14 spaces, for a requirement of 2 trees. There is one existing tree in the area, plus two more 20-30 feet away. The Planning Commission should consider whether to require an additional tree.
 - c. **Right-of-Way Landscaping.** One tree per 30 linear feet is required along street frontages. The Townsend Road frontage is approximately 345 feet long, which triggers a requirement of 12 trees along the Townsend Road frontage. The existing plantings meet this requirement.
 - d. **Landscaping Adjacent to Buildings.** Section 155.302 requires a landscape area equivalent to 10% of the area of the principal structure to be constructed along the walls. The existing plantings around the building appear to meet this requirement.
- 4) **Lighting.** The partial Site Plan does not include a lighting plan. The applicant must provide a photometric plan detailing the illumination levels of all exterior lighting.
- 5) **Trash Receptacles.** There is no proposed change to the dumpster or dumpster enclosure.



- 6) **Signage.** The applicant should note any sign changes or additions that may take place as a result of the building addition.

RECOMMENDATION

At the March 12th Planning Commission meeting, the Planning Commission should discuss the following topic:

1. Whether the required buffer zone from the adjacent residential districts is met by the proposed landscaping along the West lot line.
2. Whether the trees that are 20-30 feet away from the new parking area are sufficient, or whether one additional tree in that area is required.

Following the discussion, we recommend Conditional Approval, with the following conditions:

1. The applicant confirms the height of the existing building and proposed addition.
2. The applicant provides the required sidewalk along Townsend Road.
3. The applicant submits a photometric plan to confirm compliance with all lighting requirements.
4. Special Land Use Approval by the City Commission.

Respectfully submitted,
McKENNA

Christopher Khorey, AICP
Vice President

Ethan Walthorn,
Assistant Planner



February 13, 2025

Planning Commission
City of St. Johns
100 E. State Street, Suite 1100
St. Johns, Michigan 48879

Subject: 101 W. Townsend Rd Special Land Use Review

Dear Commissioners,

As requested, we have reviewed the request to amend the Special Land Use Permit for Cedar Creek Hospital at 101 W. Townsend Rd. The site currently has existing buildings that function as Cedar Creek Hospital. The applicant, Cedar Creek Hospital, is seeking a Special Land Use permit for the construction of an 8,000 square foot building addition to an already existing behavioral health facility.

The parcel is zoned MC – Municipal Center. The MC District is designed to provide for a variety of non-profit, municipal, religious, school, and similar uses, which serve the citizens of the city. The parcel is bordered by O Office on the East, R-1 Residential on the West, agriculture to the South, and a school on the North.

Site Plan Approval is also required. Our site plan comments are under separate cover. Our Special Use comments follow.

Special Use Criteria. In order to be approved, the City Commission, upon recommendation of the Planning Commission, must determine that the proposed uses meet the standards of Section 155.258, which are the general standards applicable to all Special Uses. Section 155.258 includes the following criteria:

a) Will be harmonious with and in accordance with the community development plan. In order to be considered “harmonious and in accordance”, the Special Use proposal must:

- **Be consistent with the City’s goals for Land Use, Neighborhoods, Transportation, and Sustainability as articulated in Chapter 3 of the City of St. Johns Master Plan.** The relevant pages of the Master Plan are attached for reference.

This proposal advances Land Use Goals 1, 4, and 5, and is neutral on Goal 2 and Goal 3, which relate to specific areas of the City.

It also advances Neighborhood Goal 1, while being neutral about Goals 2, 3, and 4, which are more specific to housing and historic preservation.

With regard to Transportation goals, it is neutral on all goals.



The proposal is also neutral on the specific Sustainability goals, though it advances the City's broader Sustainability goal of creating jobs and services in the City limits to reduce commute times and improve walkability.

- **Positively promote the vision described for the Community Character Area that the use will be located in, as described in Chapter 4 of the City of St. Johns Master Plan.**

The proposed use is located in the "Modern Spacious Residential" Community Character Area, which describes the appropriate land uses as follows:

Appropriate uses include detached single-family residential dwelling units, two-family attached residential dwelling units, schools, parks, and other compatible municipal and civic uses.

The use was previously approved as an "other compatible municipal or civic use" and the expansion does not change that conclusion, particularly with the applicant required to improve the landscape buffer around the edge of the site.

- **Not hinder the implementation of the Mobility Plan for the street(s) it is adjacent to, as described in Chapter 6 of the City of St. Johns Master Plan.**

The building has been used as a behavioral health facility for many years, and the expansion requested under the Special Use permit will not substantially increase traffic or harm pedestrian safety on Townsend Road.

- b) **Will be designed, constructed, operated, and maintained so as to be safe, harmonious and appropriate in appearance with the existing or intended character of the general vicinity. Factors affecting this standard include noise, lighting, parking, traffic, garbage, large gatherings of people, water runoff, neighborhood character, heat island effect, and other similar off-site impacts of a use.**

The footprint of the building will increase by 8,000 square feet, and 14 new parking spaces will be added. These expansions will not substantially change the impact of the use on neighboring uses, particularly with the required landscaping upgrades and compliance with the lighting requirements in the Zoning Ordinance.

- c) **Will be a substantial improvement to property in the immediate vicinity and an economic asset to the community as a whole. "Substantial improvement" and "economic asset" shall mean that the proposed use will clearly generate more economic activity, tax revenue, jobs, housing units, and/or spinoff development than the site would generate without the approved Special Use. In evaluating this criteria, the City Commission shall compare the site to its current state at the time of application, not to hypothetical alternative developments other than the proposed Special Use.**

The proposal expands an existing institution that has been in place for many years. The proposed expansion is expected to generate more economic activity than what the site currently generates by providing more beds for patients than what existed prior.



- d) **Will be served adequately, based on the anticipated needs of the use in question, by existing public facilities and services, such as highways, streets, police and fire protection, drainage structures, parking lots, refuse disposal, water and sewer utilities, non-motorized pathways/sidewalks, communications infrastructure, public transportation, waste removal, and schools. The City Commission may also require upgrades to public services directly related to the proposal as a condition of Special Use approval.**

The current use does not burden public services or infrastructure. The expansion is anticipated to not be large enough to create any substantial burdens on public services.

- e) **Will not create excessive additional requirements at public cost for public facilities and services.**

The purpose and intent of allowing Special Uses is:

“The special use permit process is based on the concept that some uses are appropriate in a zoning district only under certain circumstances and with specific conditions. The special use permit review process allows the city to review a proposed use, determine if it is appropriate in the location proposed and what conditions are required to be placed on the use to ensure it's compatibility with other uses in the area.”

The City specifically designated a wide variety of uses as Special Uses in the MC District, in recognition of the diverse land use character that exists within that district. This particular parcel has long been home to this use, and the expansion is not large enough to create significant negative impacts.

The purpose and intent of the MC Zoning District is:

The MC District is designed to provide for a variety of non-profit, municipal, religious, school and similar uses, which serve the citizens of the city. The MC District is intended to facilitate the development of the governmental and other non-profit functions, consistent with the aims of the people of the city as expressed in the Community Development Plan.

Townsend Road already includes a number of community and medical uses. This proposal expands one of them in a manner that will likely not create any negative impacts.

- f) **Will be consistent with the intent, purpose, and requirements of this chapter.**

The parking lot will be expanded with 14 additional spaces to meet the Ordinance requirement for the expansion.



- g) **Comply with the applicable design standards outlined for the specific proposed use in Sections 155.415 through 155.448 of this chapter.”**

Section 155.433 includes the following standards:

- A) The total number of beds used for treating psychiatric or incarcerated patients does not exceed 20% of the total beds available at the hospital.** The applicant has previously received a variance from this standard and is therefore exempt from this provision.
- B) Legal non-conforming facilities will not be required to obtain a special use permit unless they expand beyond the current number of beds being used for the care of psychiatric or incarcerated patients.** It is our understanding that the proposed expansion will contain more beds for patients than what currently exists, though the applicant already requires a Special Land Use permit for the expansion, so this provision is met by the proposed applications.
- C) The applicant shall demonstrate adequate provisions for securing those areas used for the treating of psychiatric or incarcerated patients.** We are not aware of any ongoing concerns in this regard, and have no concerns that the expansion will create security issues. However, the Planning Commission may wish to request more information about this issue.
- D) If the use for which this permit is issued is discontinued or reduced in size to an extent that a special use permit is not required for a period of one year, reestablishment or re-expansion of the use shall require approval of a new special use permit.** This does not apply to the current application.

RECOMMENDATION

We recommend that the Planning Commission recommend approval of the Special Use to the City Commission, conditioned on Site Plan Approval.

Please let us know if you have any questions.

Respectfully submitted,
McKENNA

Christopher Khorey, AICP
Vice President

Ethan Walthorn,
Assistant Planner

**CITY OF ST. JOHNS
RESOLUTION #23-2025**

RESOLUTION TO RATIFY SPECIAL LAND USE PERMIT

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 28th day of April, 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 Cedar Creek Hospital (“Applicant”) submitted a request for a special land use permit for the construction of an 8,000 square foot building addition to an already existing behavioral health facility located at 101 West Townsend Road, Parcel No. 300-021-200-001-50 (“Property”), in the MC—Municipal Center District; and

WHEREAS, on March 12, 2025, the City Planning Commission recommended the City Commission approve the requested special land use permit for the proposed restaurant subject to certain conditions; and

WHEREAS, the City desires to approve the City Planning Commission’s recommendation in a recordable format.

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

1. The special land use permit is hereby approved and ratified subject to the following conditions:
 - a. The Applicant confirms the height of the existing building and proposed addition.
 - b. The Applicant provides the required sidewalk along Townsend Road.
 - c. The Applicant submits a photometric plan to confirm compliance with all lighting requirements.
2. This Resolution will be recorded with the Clinton County Register of Deeds.

3. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

)

COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 28th day of April, 2025

88044:00001:201425520-1

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
April 28th, 2025

Department: City Commission	Attachments:	Submitted to CA for Review
Subject: <i>Development Request for Proposals; development of city-owned land</i>	[X] <i>Development Request for Proposals</i>	[N/A]
Prepared by: Eric Ensey, AICP, Principal Planner	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: Attached is a draft Request for Proposals (RFP) being presented for consideration. The document was drafted to solicit a partner to assist the City with the development of residential homes on a portion of city-owned land on Townsend Road at County Farm Road.

BACKGROUND/DISCUSSION: The RFP consists of two tracts of land identified as parcels 300-021-200-050-11 and 300-021-200-050-12 and are depicted in Exhibit A and Exhibit B of the draft RFP. As drafted, the proposal seeks to bring on a developer that will develop the parcel in a consistent manner with the surrounding residential development adjacent to the site. In the proposal, it does state that the City's contribution would be to construct the re-aligned County Farm Road and indicated that connections to sanitary sewer and water mains are located adjacent to the development. All other utility connections would be the responsibility of the developer. Additionally, the RFP includes proposal evaluation criteria for consideration. The thought behind the scoring was to ensure a creative approach and a consultant that has the financial capacity to execute on the development. Once a development partner is selected, there may be more items of negotiation to consider.

Direction is requested by the City Commission on this approach. If there is consensus to proceed, the proposal will be put into a final draft on City letterhead and with City graphics for solicitation.

STRATEGIC PLAN OBJECTIVE: The drafted RFP advances the following goals of the Master Plan: Land Use Goals 5b, 5d, 5g, Neighborhoods Goals 1d, 1e, 2e, 2g.

FISCAL IMPACT: The development of this parcel would have an up-front impact in the re-alignment of County Farm Road as currently drafted. The long-term impact would be the ancillary tax benefits for single family residential housing, including property taxes, water/sewer revenue, and other fiscal benefits of additional housing stock. The proposed addition is anticipated to increase tax revenue for the City of St. Johns, though it may also increase City service costs.

RECOMMENDATION: Staff recommends the City Commission direct staff to finalize the RFP and submit it for distribution to the development community.

Introduction

This Request for Proposals (“RFP”) is being issued by the City of St. Johns, Michigan (“City”) to select a qualified developer or development team (“Developer”) to design, construct, finance, purchase, own and sell the development of certain City-owned property described herein.

Project Overview

The “Project Area” consists of the following two tracts of land as identified as Clinton County parcel numbers 300-021-200-050-11 (Exhibit A) and 300-021-200-050-12 (Exhibit B). Parcel 11 is approximately 3.8 acres and Parcel 12 is approximately .5 acres. Both parcels are in close proximity of each other, with the realigned right-of-way for County Farm Road between both parcels. Access to Parcel 11 should be taken from Burbank Drive to the west.

Both parcels are zoned R-1, Low Density Residential.

Development Objectives

The City is seeing a Developer to bring in a single family residential subdivision similar to the surrounding residential. The proposed subdivision should comply with all applicable R-1 dimensional standards outlined in the City of St. Johns Zoning Ordinance. The City is not interested in engaging with a Developer for a density different than what is allowed in the R-1 zone district.

The City will contribute to the project by constructing the realigned County Farm Road. Water and sanitary sewer are located in the Burbank Drive right-of-way and it is anticipated that Parcel 11 will connect to utilities in Burbank Drive, which Parcel 12 will have access to water and sanitary sewer in Townsend Road.

Coordination of electric, gas and other utilities will be the responsibility of the Developer.

Submittal Information

The following information shall be included in your proposal.

1. Company Information. Please provide company background, mission, completed and pipeline projects, and relevant information.
2. Development Concept. Provide a development concept for the subdivision including layout of roads, construction type and materials, etc.
3. Purchase Price. [Do we want them to provide an estimated purchase price, or just chose someone to enter into a Development Agreement and negotiate purchase price based on that.]

4. Affordability. Provide information on anticipated cost of the housing product and its affordability in the area.
5. Timeline. Provide an anticipated timeline for project milestones, including due diligence, closing, financing, design and permitting, and construction. The timeline does not need to include specific dates, but should include anticipated time that each phase should take.

Submission Deadline:

Proposals are due by [INSERT DATE AND TIME] directly to [INSERT DESIRED LOCATION AND TO WHOM]. The City will coordinate possible interviews with selected firms submitting a proposal that meet the objectives of this RFP.

Evaluation Criteria

Each proposal will be evaluated based on the following criteria:

Criteria	Maximum Points
Company and team experience and qualifications	15
Creative and attainable concept	20
Affordability of housing	10
Financial plans and capacity	25
TOTAL:	70

Contact Information

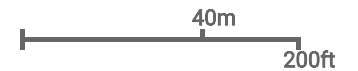
If you have any questions, or require additional information, please contact [NAME AND CONTACT INFO].



Clinton County

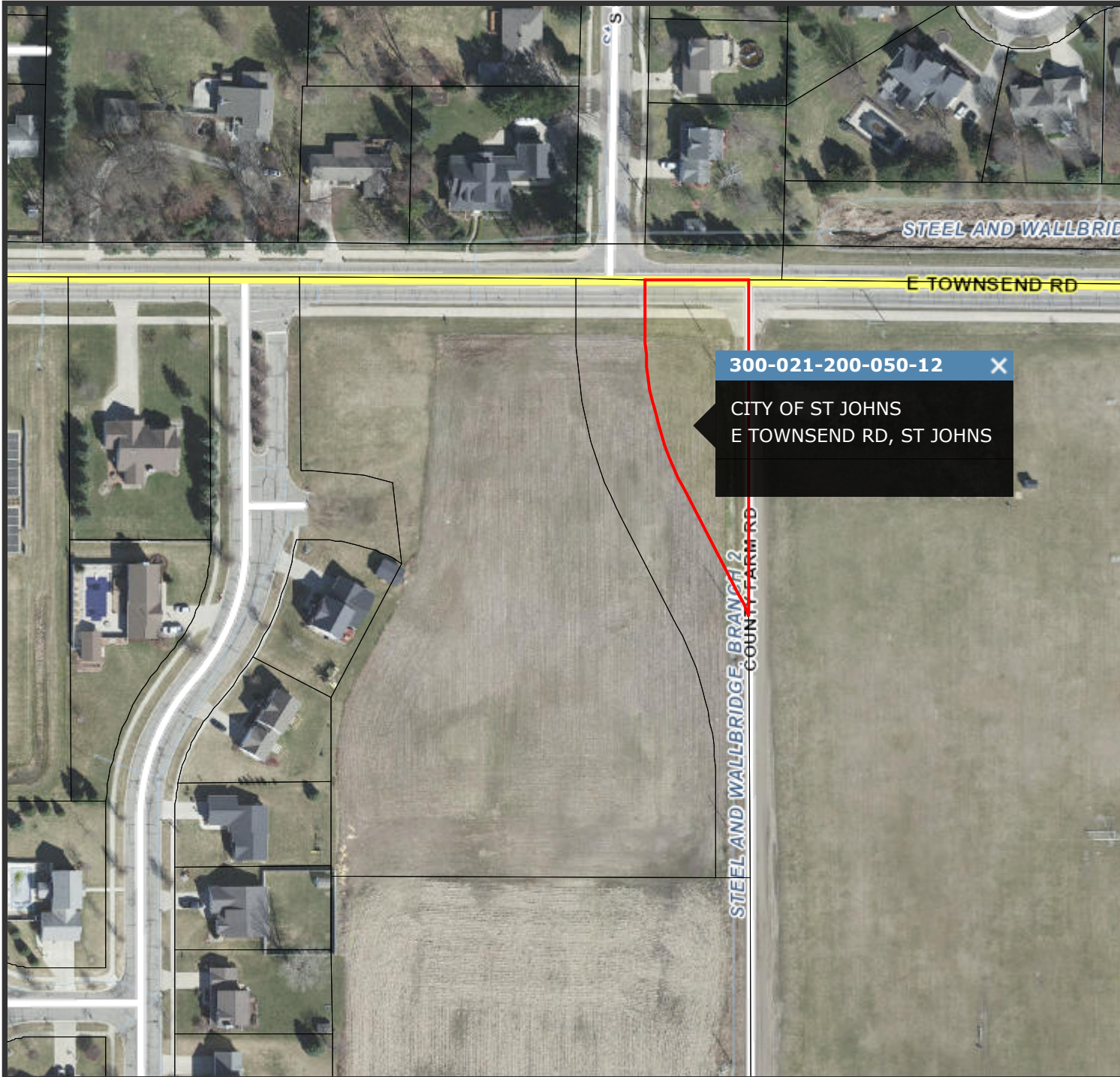


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CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
April 28, 2025

Department: Administration	Attachments:	CA Review
Subject: Consideration of Approval to revised Articles of Incorporation for Clinton Area Ambulance Service Authority to Purchase and Finance Ambulance	<input checked="" type="checkbox"/> Articles of Incorporation with City Attorney Comments <input type="checkbox"/> <input type="checkbox"/>	<input checked="" 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 recently distributed revised Articles of Incorporation (AOI). These are included with this RCA. The revised by-laws are also in the works and the Commission will need to consider waiting for these to be submitted in order to approve this revision to the Articles (see City Attorney Comments within the revised AOI).

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: It is not anticipated that the AOI will have any financial impact to the City.

RECOMMENDATION: For the Commission to consider approving the revised Articles of Incorporation for CAASA.

~~FIFTH~~FOURTH AMENDED AND RESTATED ARTICLES OF INCORPORATION

OF THE

CLINTON AREA AMBULANCE SERVICE AUTHORITY

THESE ARTICLES OF INCORPORATION are adopted by the City of St. Johns, the Village of Fowler, the Village of Maple Rapids, the Township of Bengal, the Township of Bingham, the Township of Dallas, the Township of Essex, the Township of Greenbush, the Township of Lebanon, the City of Ovid, the Township of Ovid, the Village of Elsie, and the Township of Duplain, each a municipal corporation located in the County of Clinton and/or the County of Shiawassee, State of Michigan, for the purposes of creating, establishing and incorporating an authority under and pursuant to the provisions of Act 57, Public Acts of Michigan, 1988, as amended ("Act 57").

ARTICLE I
NAME AND OFFICE

The name of this Authority shall be and is the "Clinton Area Ambulance Service Authority," hereinafter sometimes referred to as the "Authority." The principal office of the Authority shall be located at 1001 South Oakland Street, St. Johns, Michigan, or at such other location as may be designated by the Board (as defined in Article VIII ~~herein~~).

ARTICLE II
DEFINITIONS

The terms "authority," "emergency services," "incorporating municipality," "municipal emergency services," and "municipality," as used in these Articles of Incorporation shall be as now or hereafter defined in Section 1 of Act 57.

Other terms shall have such meaning as may be specified in the various provisions of these Articles of Incorporation.

ARTICLE III INCORPORATING MUNICIPALITIES

The incorporating and creating municipalities of this Authority are the City of St. Johns, the Village of Fowler, the Village of Maple Rapids, the Township of Bengal, the Township of Bingham, the Township of Dallas, the Township of Essex, the Township of Greenbush, the Township of Lebanon, the City of Ovid, the Township of Ovid, the Village of Elsie, and the Township of Duplain, in the County of Clinton and/or the County of Shiawassee, Michigan, which are hereby designated as the “incorporating municipalities.” The incorporating municipalities agree to exercise jointly the powers and authority herein set forth pursuant to Act 57.

ARTICLE IV PURPOSE

The purpose of this Authority shall be and is to provide ambulance, emergency medical, mutual aid, and other emergency health and safety services in accordance with the authorization contained in Act 57, Public Acts of Michigan, 1988, as amended (“Act 57”). The Authority may provide such services within or without its jurisdiction described in Article V hereof as may be authorized pursuant to contract with the Authority by any municipality in accordance with Act 57.

ARTICLE V POWERS

This Authority shall be a body corporate with power to sue or to be sued in any court in the State of Michigan. Its jurisdiction shall include all of the total territory ~~embraced~~ within the corporate boundaries of its incorporating municipalities as now constituted or as hereafter expanded through annexation, consolidation or change of municipal identity. The Authority shall

possess all of the powers now or hereafter granted by Act 57, or by any other applicable statute of the State of Michigan and by these Articles of Incorporation, and those incident thereto. In addition, it shall possess all powers necessary to carry out its purposes and those incident thereto. The enumeration of any powers herein shall not be construed as a limitation upon its general powers unless the context shall clearly indicate otherwise.

The Authority may adopt a corporate seal, and may alter the seal, and use it by causing it or a facsimile thereof to be affixed, impressed, or reproduced in any other manner.

The Authority shall have the power and authority in its own name (a) to incur debts, liabilities, or obligations which, unless otherwise expressly authorized by the incorporating municipalities, shall not constitute debts, liabilities or obligations of any of the incorporating municipalities (except as provided in Article XIX and Article XXI), and (b) to borrow money and issue bonds, notes, installment purchase agreements, or lease-purchase agreements in its name to acquire property and/or equipment, as well as to make capital improvements and/or capital purchases, to provide for and allow the Authority to accomplish its purposes under these Articles of Incorporation.

ARTICLE VI TERM

This Authority shall continue in existence perpetually or until dissolved pursuant to Article XXI ~~hereof~~.

ARTICLE VII FISCAL YEAR

The fiscal year of the Authority shall commence on the first day of April in each year and shall end on the 31st day of March of the following year.

ARTICLE VIII
GOVERNING BOARD

The Authority shall be directed and governed by a ~~fourteen (14)~~ member Board of Trustees, known as the “Clinton Area Ambulance Service Authority Board,” and hereinafter sometimes referred to as the “Board,” which shall be made up of one member selected by the ~~legislative governing~~ body of each incorporating municipality ~~and other additional member selected by the legislative governing body of the City of St. Johns (i.e., for a total of fourteen (14) members, two (2) of whom are selected by the legislative governing body of the City of St. Johns),~~ each of whom shall be a qualified elector residing within the territorial boundaries of his or her respective ~~incorporating~~ municipality. Each member shall also be an elected ~~or appointed~~ official, ~~or otherwise qualified officer or agent, of such incorporating municipality, with the exception that one of the two (2) City of St. Johns members need not be an elected official of said incorporating municipality, so long as the other currently sitting member from the City of St. Johns is such an elected official of that incorporating municipality.~~ Each member shall serve as long as they are qualified until replaced by their ~~legislative governing body of their respective incorporating municipality.~~ The ~~legislative governing~~ body of each incorporating municipality may ~~also~~ appoint an alternate member who, ~~in the absence of the member appointed by such legislative body,~~ may attend meetings and vote and otherwise act at such meetings ~~in the absence of the member appointed by such legislative governing body.~~ Such alternate members must meet the requirements of this Article ~~VIII~~.

In addition to the ~~fourteen (14)~~ voting members of the Board ~~described above~~, there shall be one non-voting *ex officio* member, who shall be appointed by ~~[insert Sparrow Clinton Hospital’s current legal name], or any successors or assigns thereof (the “Hospital”),~~ to serve as a representative and voice of the Hospital’s interests and concerns in regard to operation of the

Commented [A1]: What is happening with the 2nd member appointed by St. Johns. The AOI does not mention when the term of that position ends.

Commented [A2]: It is unclear what “otherwise qualified” means.

ambulance service provided by the Authority. The qualifications and appointment of such *ex officio* representative shall be left to the discretion of ~~the Sparrow-Clinton~~ Hospital, and said representative may be changed or replaced by the Hospital, with or without cause.

A member of the Board shall not be an employee of the Authority, or an employee of any division or emergency service operated by the Authority.

Within thirty (30) days after the effective date of the incorporation of the Authority, the members of the first Board shall qualify by taking the constitutional oath of office and shall meet for the purposes of organization. At such organizational meeting, the Board shall select a Chairperson, a Vice Chairperson, a Treasurer and a Secretary, each of whom shall be a member of the Board. At such organizational meeting, the Board may also select an Assistant Secretary and an Assistant Treasurer, each of whom shall not be a member of the Board. Such officers shall serve until the organizational meeting of the following fiscal year, which shall be held annually in March of each year as designated by the Board, or until their respective successors shall be selected and qualify. No selection to the Board and no selection of an officer of the Board shall be deemed to be invalid because it was not made within or at the time specified in these Articles of Incorporation.

Any ~~Board~~ member of the Board may be removed at any time for cause or without cause by an action of the legislative governing body of the incorporating municipality that such ~~Board~~ member of the Board represents.

The Board may request that an incorporating municipality remove its member of the Board or alternate due to official misconduct, neglect of duty, or other just cause.

Commented [A3]: This makes sense to take out because it is obsolete.

Commented [A4]: The Board can only ask to remove a member for "cause" but the City can remove a member for any reason. I don't think these need changes but wanted to point that out.

ARTICLE IX COMPENSATION

The members of the Board may be compensated at the rate provided in the budget for the Authority for each fiscal year. Each member of the Board shall be entitled to reimbursement for all expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year. The Assistant Secretary and the Assistant Treasurer, if any shall be construed to be members of the Board even though they may not in fact be members of the Board, for purposes of this Article.

Commented [A5]: This is being cut out. Not sure why – did the parties understand that board members would not be entitled to reimbursement.

ARTICLE X VACANCY

In the event of a vacancy on the Board, the ~~legislative governing~~ body of the ~~incorporating~~ municipality selecting such representative shall fill the vacancy as expeditiously as possible and in no event ~~later than to exceed sixty-one (61) ninety (90) days after from~~ the date such vacancy occurs. In the event of a vacancy in any office of the Board, such vacancy shall be filled by the Board for the unexpired term. In the case of the temporary absence or disability of any officer, the Board may appoint some person temporarily to act in his or her stead except that in the event of the temporary absence or disability of the Chairperson, the Vice Chairperson shall so act.

Commented [A6]: This was removed from this section, which makes since but now the AOI do not have any information about terms of office or filling vacancies for officers. It was no moved to later sections.

ARTICLE XI MEETINGS

~~Regular Mm~~meetings of the Board shall be held as required and at least quarterly at such time and place as shall be prescribed by resolution of the Board. ~~The Board shall conduct an organizational meeting in March of each year. Each member of the Board shall have one vote.~~ Special meetings of the Board may be called by the Chairperson or any two (2) members thereof, by serving written notice of the time, place and purpose thereof, upon each member of the Board,

Commented [A7]: The AOI have completely cut out the mechanism for calling special meetings. Has it been moved to the bylaws?

personally, or by leaving it at his or her place of residence at least twenty-four (24) hours prior to the time of such meeting, or by depositing the same in the United States Post Office or a mail box within the limits of the Authority, at least ninety-six (96) hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to such member at his or her home or office address with postage fully prepaid.

Any meeting of the Board shall be held, and any notice thereof shall be given, in accordance with the provisions of Act 267, Public Acts of Michigan, 1976, as amended. Any member of the Board may waive notice of any special meeting either before or after the holding thereof. At least a majority of the members of the Board shall be required for a quorum.

The Board shall act by motion, resolution, or ordinance. Each member of the Board, except for the *ex officio* member appointed by the Hospital, shall have one vote. A vote of the majority of the voting members of the Board who are present at any meeting at which a quorum is present and who are authorized to vote on such matters shall be sufficient for passage unless specified otherwise herein or otherwise provided by law.

Commented [A8]: Some votes require 2/3 of those appointed and serving, such as certain closed sessions.

The Board is authorized ~~shall have the right~~ to adopt ~~bylaws, policies, and/or~~ rules governing its ~~operations and~~ procedures which are not in conflict with the terms of any statute of the State of Michigan or of these Articles of Incorporation. The Board shall keep a journal of its proceedings, which journal shall be signed by the Chairperson and open to the public. All votes shall be "Yes" or "No," provided that where the vote is unanimous, it shall only be necessary to so state in the journal.

ARTICLE XII
BOARD AND OFFICER DUTIES

A- Board Positions

The Board's officers shall consist of a Chairperson, Vice Chairperson, Treasurer, and Secretary. The Chairperson of the Board shall be the presiding officer thereof. Except as herein otherwise provided, the Chairperson shall not have any executive or administrative functions other than as a member of the Board. In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. The Secretary shall be the recording officer of the Board. The Treasurer shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All moneys shall be deposited in a financial institution or financial institutions, to be designated by the Board, and all checks or other forms of withdrawal therefrom shall be signed by two (2) persons, which persons shall be the Chairperson, the Treasurer or the chief administrative employee of the Authority, or their respective designees. All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties. The cost of such bonds shall be paid by the Authority. The officers of the Board shall have such other powers and duties as may be conferred upon them by the Board and Act 57.

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ARTICLE XIII
ACCOUNTING AND BUDGETING PRACTICES

Budget Process

The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning April 1. If the proposed budget is balanced or estimated to earn a profit, the Board shall adopt the proposed budget by a majority vote of the voting members of the Board in such a manner as to assure submission of the adopted tentative budget to the incorporating municipalities no later than

January 1 of each year. After the approval of the proposed budget by the ~~legislative governing~~ bodies of a two-thirds (2/3) majority of the incorporating municipalities, the Board shall give final approval to the Authority budget for the next fiscal year no later than the ~~annual regular~~ March ~~Authority~~-Board meeting.

If the proposed budget will create a loss or depletion of the Capital Fund, then the Board shall adopt the proposed budget ~~unanimously~~ by a two-thirds (2/3) majority vote of the ~~all~~ voting members of the Board in such a manner as to assure submission of the adopted tentative budget to the incorporating municipalities no later than January 1 of each year. After the approval of the proposed budget by the ~~legislative governing~~ bodies of all of the incorporating municipalities, the Board shall give final approval to the Authority budget for the next fiscal year no later than the ~~Board's annual regular March Authority Board~~ organizational meeting in March.

The budget may be amended from time to time by the Board, without requiring approval of the ~~legislative bodies governing boards~~ of the ~~incorporating municipalities bodies~~, provided that such amendments may only be made once per quarter of the fiscal year, and that each amendment may not amount to a net change of more than five percent (5%) of the total budget and will not create a loss or reduction of the Capital Fund. If a change results in a loss or reduction of the Capital Fund, then a budget change will require the approval of all the ~~legislative governing bodies~~ ~~sards~~ of the ~~incorporating municipalities bodies~~. The budget may also be amended from time to time, without limitation as to amount or frequency as long as it does not result in a loss or reduction of the Capital Fund upon approval by the ~~legislative governing~~ bodies of a two-thirds (2/3) majority of the incorporating municipalities.

Accounting and Budgeting Practices

The accounting and budgeting practices of the Authority shall conform with standard accounting practices, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law.

ARTICLE XIV~~H~~
PROPERTY

The Authority shall possess all of the powers described in Act 57, and all powers necessary to carry out the Authority's purposes ~~thereof~~ and those incident thereto. It may acquire real property and/or improvements to real property by purchase, lease, gift, devise or condemnation, either within or without its corporate limits, and may hold, manage, control, sell, exchange or lease such property and/or improvements. For the purpose of condemnation, it may proceed under the provisions of Act 149, Public Acts of Michigan, 1911, as now or hereafter amended, Act 87, Public Acts of Michigan, 1980, as now or hereafter amended, or any other appropriate statute. Acquisitions of real property and/or improvements to real property may be financed by the Authority through bonds, notes, installment purchase agreements, or lease-purchase agreements issued in its name as provided in these Articles of Incorporation and by Act 57.

~~As soon as practicable after the effective date of the Authority, the Authority shall acquire the emergency medical services vehicles and equipment owned by Clinton Area Ambulance Service, Inc. on such date. In lieu of such acquisition, the Authority may lease such vehicles and equipment from Clinton Area Ambulance Service, Inc. The purchase price and other terms of acquisition or the lease payments and other terms of the lease shall be set forth in an agreement between Clinton Area Ambulance Service, Inc., and the Authority.~~

ARTICLE XIV
CONTRACTS TO PROVIDE EMERGENCY SERVICE

The Authority may enter into a contract with any incorporating municipality for the provision of emergency services in the incorporating municipality, as authorized and provided in Act 57. The Authority may also enter into contracts with a city, village, or township that is not an incorporating municipality for the provision of emergency services, as authorized and provided in Act 57. No contracts shall be for a period exceeding thirty (30) years.

ARTICLE XVI
TRANSFER OF MUNICIPAL EMERGENCY SERVICES

An incorporating municipality may transfer any municipal emergency service to the Authority by contract.

ARTICLE XVII
FINANCING THE AUTHORITY

A. Financial Contribution From Each Incorporating Municipality

The Board shall determine the amount of each incorporating municipality's financial contribution to the approved Authority budget for the following fiscal year, pursuant to a formula based upon a per capita contribution based upon each incorporating municipality's population as determined by the most recent U.S. Department of Census figures. The formula contribution amount shall be included in the annual budget. If the Authority levies a tax pursuant to Section 12 of Act 57, the formula shall take the anticipated tax revenues into account in order to determine each incorporating municipality's per capita contribution.

Commented [A10]: This is vague. There should be some statement that any tax revenues will be subtracted from the City's share

Each incorporating municipality shall pay to the Authority its total calculated financial contribution for each fiscal year no later than the first day of August of each year, last day of March

of the previous fiscal year, which date is the day before the fiscal year for which the payment is being made shall begin.

The formula set forth in this Article shall be initially set and may be changed if approved by resolution of the legislative governing body of each incorporating municipality and the Board.

B. Property Tax Levy by Authority

~~No millage may be levied by the Authority.~~ If approved by a unanimous vote of all voting members of the Board, the Authority may seek voter approval to levy a tax pursuant to ~~under~~ Section 12 of Act 57 ~~or any other provisions of the law for any purpose~~. Nothing in this paragraph shall be construed as preventing any incorporating member municipality from levying any tax permitted by law or action of the electorate, nor shall this paragraph be construed as prohibiting any incorporating member municipality from satisfying its financial commitment to the Authority in whole or in part with funds acquired via any lawfully enacted tax, millage, assessment, or other levy, without regard for whether such funding is applied to operating or capital purposes.

Commented [A11]: Present at the meeting? Or, appointed and serving?

C. Authority for General Operating Purposes and/or Capital Purchases or Improvements

The ~~Authority~~ Board may, with a two-thirds (2/3) ~~three-fourths (3/4)~~ majority vote of the voting members of the entire Board, authorize the use of general operating funds acquired under Paragraph A of this Article for capital purchases and/or improvements, if funding under Paragraph A of this Article is then sufficient to provide for both the operating expenses of the Authority and the proposed capital purchases and/or improvements. If funding under Paragraph A of this Article would not be sufficient to provide for both the operating expenses of the Authority and the proposed capital purchases and/or improvements, then an affirmative vote by resolution of each

Commented [A12]: Present at the meeting or appointed and serving?

~~legislative body~~~~municipal board~~ of all incorporating municipalities is required for any proposed capital purchases and/or improvements.

Capital purchases and/or improvements may be financed by the Authority through bonds, notes, installment purchase agreements, or lease-purchase agreements issued in its name.

D. Property Tax Levy by Incorporating Municipality or Municipality Granted Taxing Authority Under State Law

Any incorporating municipality or a municipality otherwise granted taxing authority under the laws of the State of Michigan may levy a tax on all of the taxable property within the limits of the political subdivision, and appropriate, grant, or contribute the proceeds of the tax to the Authority for the purposes of Act 57 or to provide sufficient money to fulfill its contractual obligation to the Authority.

E. Other Sources of Revenue

The sources of revenue for financing the Authority specified herein are non-exclusive. The Authority, the incorporating municipalities and any nonincorporating municipalities may provide for their respective financial contributions to the Authority from all other sources of revenue authorized by law.

ARTICLE XVIII
COOPERATIVE AGREEMENTS

The Authority may enter into other agreements with any incorporating municipalities and nonincorporating municipalities, pursuant to Act 57; the Urban Cooperation Act, Act 7, Public Acts of Michigan, 1967, as amended; Act 33, Public Acts of Michigan, 1951, as amended; or any other applicable Michigan law for purposes of, among other things, providing emergency services

to such incorporating municipalities and nonincorporating municipalities and their residents and raising funds to pay for such services.

ARTICLE XIXVIII CAPITAL IMPROVEMENTS

The Authority may, as described in this Article~~detailed later in this section~~, acquire, construct, purchase, improve, enlarge or extend buildings for the provision of emergency services, and the necessary sites therefore, together with appurtenant properties and facilities necessary or convenient for the effective use thereof, and furnish and equip the same.

The financing of such capital improvements shall be as provided in Article V, Article XIVH, and Article XVII of these Articles of Incorporation. Capital improvements may be financed by the Authority through bonds, notes, installment purchase agreements, or lease-purchase agreements issued in its name.

If the capital improvements will be accomplished totally with existing funds, grants, donations, or otherwise not requiring additional costs to the incorporating municipalities, then a two-thirds (2/3)~~three-fourths (3/4)~~ majority vote of the voting members ~~of the entire Authority~~ Board is required for making any capital improvements.

If the capital improvements will require additional funding from the incorporating municipalities, then an affirmative vote by resolution of each legislative body~~municipal board~~ of all incorporating municipalities is required for making any capital improvements.

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ARTICLE XIX
WITHDRAWAL OF INCORPORATING MUNICIPALITY

An incorporating municipality may withdraw from the Authority by resolution of ~~the~~ municipality's legislative body approving the withdrawal, a certified copy of which resolution shall be provided to the Board at least 12 months ~~before~~~~prior to~~ the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal.

An incorporating municipality that withdraws from the Authority shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the incorporating municipality was a part of the Authority. The proportion of the Authority's debts for which an incorporating municipality remains liable as a result of its withdrawal from the Authority shall be determined by dividing the state equalized value of the real property in the incorporating municipality by the state equalized value of all real property in the Authority on the effective date of the withdrawal.

Any property owned by the Authority, which is in the possession of the withdrawing incorporating municipality or in the possession of personnel who will no longer remain with the Authority as a result of the incorporating municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The withdrawing incorporating municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority ~~before~~~~prior to~~ the withdrawal.

ARTICLE XXI
DISSOLUTION OF THE AUTHORITY

The Authority may be dissolved by the concurring resolution of the legislative governing bodies of a two-thirds (2/3) majority of the incorporating municipalities of the Authority at the

time of such dissolution. ~~Before~~Prior to dissolution of the Authority, any outstanding indebtedness of the Authority shall be paid. Any assets of the Authority remaining after the payment of any such outstanding indebtedness shall be distributed to the incorporating municipalities of the Authority at the time of the dissolution based upon each incorporating municipality's most recent financing contributions to the Authority, calculated pursuant to the formula provided in Article XVII ~~herein~~.

Notwithstanding the foregoing, the Authority shall not be dissolved if such a dissolution could or would operate as an impairment in any respect of any its contractual obligations; provided, however, that the Authority may be dissolved where the outstanding indebtedness of the Authority exceeds the assets of the Authority, if the net indebtedness is assumed and paid by the incorporating municipalities then participating in the Authority based upon each incorporating municipality's most recent financing contribution to the Authority, calculated pursuant to the formula provided in Article XVII ~~herein~~.

ARTICLE XXII EMPLOYEES

Subject to the terms and conditions provided in Section 10 of Act 57, the Authority may employ such personnel and employees as it may consider desirable and may retain from time to time the services of attorneys, accountants, and other consultants as the Authority considers necessary to carry out the purpose of the Authority.

Employees of a municipal emergency service whose duties are transferred to the Authority shall be given comparable positions of employment with the emergency service established by the Authority, and shall maintain their seniority status and all benefit rights of the position held with the municipal emergency service before such transfer, subject to the exceptions and provisions of Section 10 of Act 57. The Authority shall have all the powers provided by ~~Section 10 of~~ Act 57,

Commented [A14]: This okay because it is obsolete

and be subject to all of the provisions, restrictions, and limitations therein with respect to employment.

The Board shall appoint a Director of the Authority, who shall be the chief administrative employee of the Authority. The Director shall administer the activities conducted and services provided by the Authority on a daily basis as may be more fully determined by the Board, and shall have such other authority and responsibilities as determined by the Board. The Chairperson shall serve as interim Director in the event that the Director position is vacant, until such time as the Board appoints a Director. ~~The current Executive Director of Clinton Area Ambulance Service, Inc., and current Director of Operations of Clinton Area Ambulance Service, Inc., provided either or both such positions are filled at the date of transfer of emergency services responsibility to the Authority, shall be offered comparable positions with the Authority. Nothing in this paragraph shall be construed as defining any employment contract with said employees, nor the terms of any such contract, but rather this paragraph simply requires that comparable positions be offered to the persons occupying said positions at the former ambulance corporation at the time the Authority begins emergency operations.~~

ARTICLE XXIII¹² AUDIT

The Board shall cause an annual audit to be made of the books, records, and financial transactions of the Authority by a certified public accountant. A copy~~Three copies~~ of the audit report ~~prepared by the certified public accountant~~ shall be furnished to each incorporating municipality~~participating member~~. The books and records of the Authority shall be open for inspection by any incorporating municipality~~participating member~~ at all reasonable times.

ARTICLE XXIV~~H~~
FEDERAL OR STATE GRANTS IN AID

The Authority shall have the power to apply for and accept grants, loans, or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private agencies; and to do any and all things necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 57.

If any co-pay, matching funds, or otherwise and expenditure for such grant, loan, etc. can be paid from the available Capital Fund of the Authority, then a two-thirds (2/3)-3/4th majority vote of the voting members of the ~~entire Authority~~ Board is required to apply for any funding.

Commented [A15]: Appointed and serving or present at the meeting?

If any co-pay, matching funds, or otherwise an expenditure for such grant, loan, etc. exceeds the available Capital Fund of the Authority, then an affirmative vote by resolution of each legislative body ~~municipal board~~ of all incorporating ~~member~~ municipalities comprising the Authority is required to apply for any funding.

ARTICLE XX~~I~~V
INVESTMENT

The Treasurer of the Authority when authorized by resolution of the Board may invest general funds of the Authority. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan.

ARTICLE XXVI
EXEMPTION FROM TAXATION

The property of the Authority shall be exempt from all taxation and assessment and no writ of attachment or writ of execution shall be levied upon the property of the Authority.

ARTICLE XXVII
PUBLICATION

These Articles of Incorporation shall be published on the website of each incorporating municipality, or, if a website is unavailable for an incorporating municipality, posted in the Clerk's office for that incorporating municipality, or as otherwise required by Act 57 and other applicable Michigan law once in the Clinton County News, which is a newspaper of general circulation within the territory of the Authority.

One printed copy of ~~thesueh~~ Articles of Incorporation, certified as a true copy thereof, with the date and place of publication, shall be filed with the Secretary of State within thirty (30) days after the execution thereof has been completed.

Attorney Michael Gresens, P52026, is hereby designated as the person to cause these Articles of Incorporation to be published, certified, and filed as required by this Article~~as required by this Article~~~~as required by this Article~~. The Clerk of each incorporating municipality adopting these ~~a~~Articles of Incorporation shall promptly transmit a signed copy thereof to Michael Gresens, Esq., Thrun Law Firm, P.C., P.O. Box 2575, East Lansing, Michigan 48826, upon said adoption.

ARTICLE XXVIII
EFFECTIVE DATE

The Authority shall become effective upon the filing of certified copies of these Articles of Incorporation with the Secretary of State, as provided in ~~the preceding~~ Article XXVII.

ARTICLE XXIX~~VIII~~
AMENDMENT

These Articles of Incorporation may be amended at any time so as to permit any county, city, village, or township to become an incorporating municipality of the Authority, if such amendment to, and the Articles of Incorporation as amended, are adopted by the legislative body of such county, city, village, or township proposing to become a member, and if such amendment is adopted by the legislative body of each incorporating municipality of which the Authority is then composed.

Other amendments may be made to these Articles of Incorporation at any time if adopted by the legislative body of each incorporating municipality ~~of which the Authority is composed~~. Any such amendment shall be endorsed, published as required by Article XXVII and Act 57, and certified and printed copies thereof filed in accordance with Article XXVII and Act 57 ~~in the same manner as the original Articles of Incorporation~~, except that the filed and printed copies shall be certified by the recording officer of the Authority.

ARTICLE XXIX
MISCELLANEOUS

These Articles of Incorporation may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

The captions of these Articles of Incorporation are for convenience only and shall not be considered as part of these Articles of Incorporation or in any way limiting or amplifying the terms and provisions hereof.

The undersigned duly qualified and acting Secretary of the Clinton Area Ambulance Service Authority hereby certifies that the foregoing is a true and complete copy of the ~~Fifth~~^{Fourth} Amended and Restated Articles of Incorporation of the Clinton Area Ambulance Service Authority.

Dated: _____, 2025

Secretary

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
April 28, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Bendzinski Water and Sewer Rate Study Presentation and setting of 2025 Utility Rates.	[X] Bendzinski rate presentation and sample rate sheets [] []	[N/A] [] []
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: Administration will present the 2025 sewer analysis for the purpose of setting the water and sewer rates for the FY 25/26 fiscal year. An analysis of the upcoming capital improvements juxtaposed to the estimated multi-year rate increases will be discussed. It is recommended that the utility rates be raised by 6% to maintain a minimum fund balance in the utility fund. Any lower rate increase will make the fund balance lower than the recommended amount of fund balance.

BACKGROUND/DISCUSSION: The City currently spends more than \$220,000 in interest each year on various bonds that have been issued to cover larger than normal capital expenditures. Being good stewards of the rate payer's monies is one of the prime directives of overseeing and managing the Utilities fund. In reviewing the overall long-range investment plan for the Utilities fund and comparing that to the trajectory of the fund balance it is incumbent to increase rates in order to cash fund the projected maintenance CIP projects over the next 5 years. Last year's recommendation for rate increases from Baker Tilley was to raise the rates by 9%. The City Commission made the decision to raise the rates by 6%. The 6% recommendation for this year will place the fund balance of the Utility fund at a static level.

STRATEGIC PLAN OBJECTIVE: Although not listed specifically as part of the master plan, having a cost-effective strategic funding plan for capital project leverages, to the maximum extent practicable, the rate payers' funds we are charged with managing.

FISCAL IMPACT: The current FY 24/25 water and sewer rate increase was 6%. The FY 25/26 budget, as currently programmed, anticipates a 6% utility rate increase. Any additional funds by further increasing rates will be placed in the fund balance in preparation for cash funding large infrastructure that are looming in the near future.

RECOMMENDATION: The Commission is encouraged to discern if cash funding most projects as a policy should continue to be a priority after being presented with information from Bendzinski and the administration. A recommendation to set the sewer rates, based on this decision, is requested in order to finalize the budget for the May 2025 Commission meeting.

Water & Sewer Rate Analysis

Andy Campbell, CPA

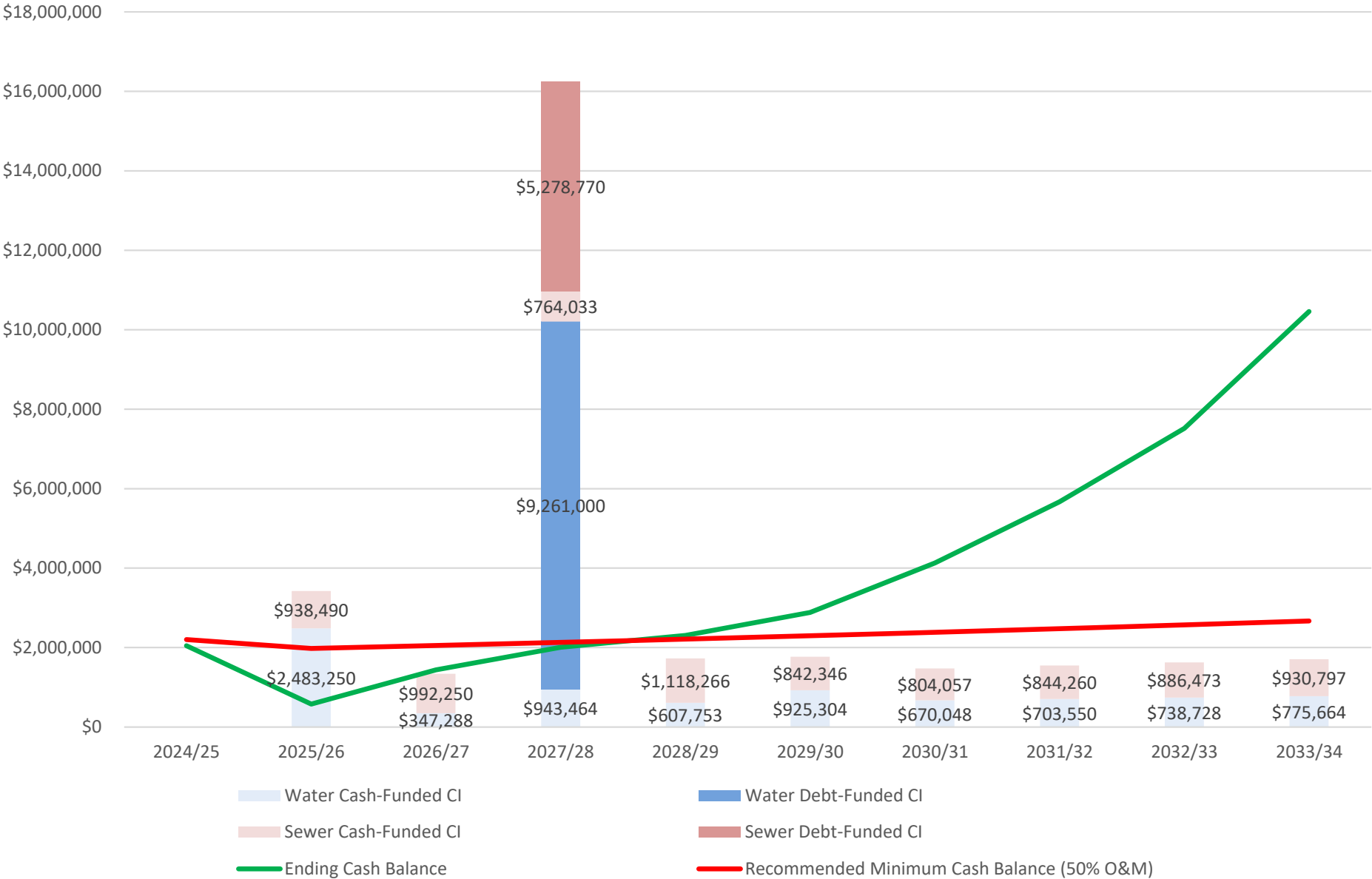
Registered Municipal Advisor

Bendzinski & Co. Municipal Finance Advisors

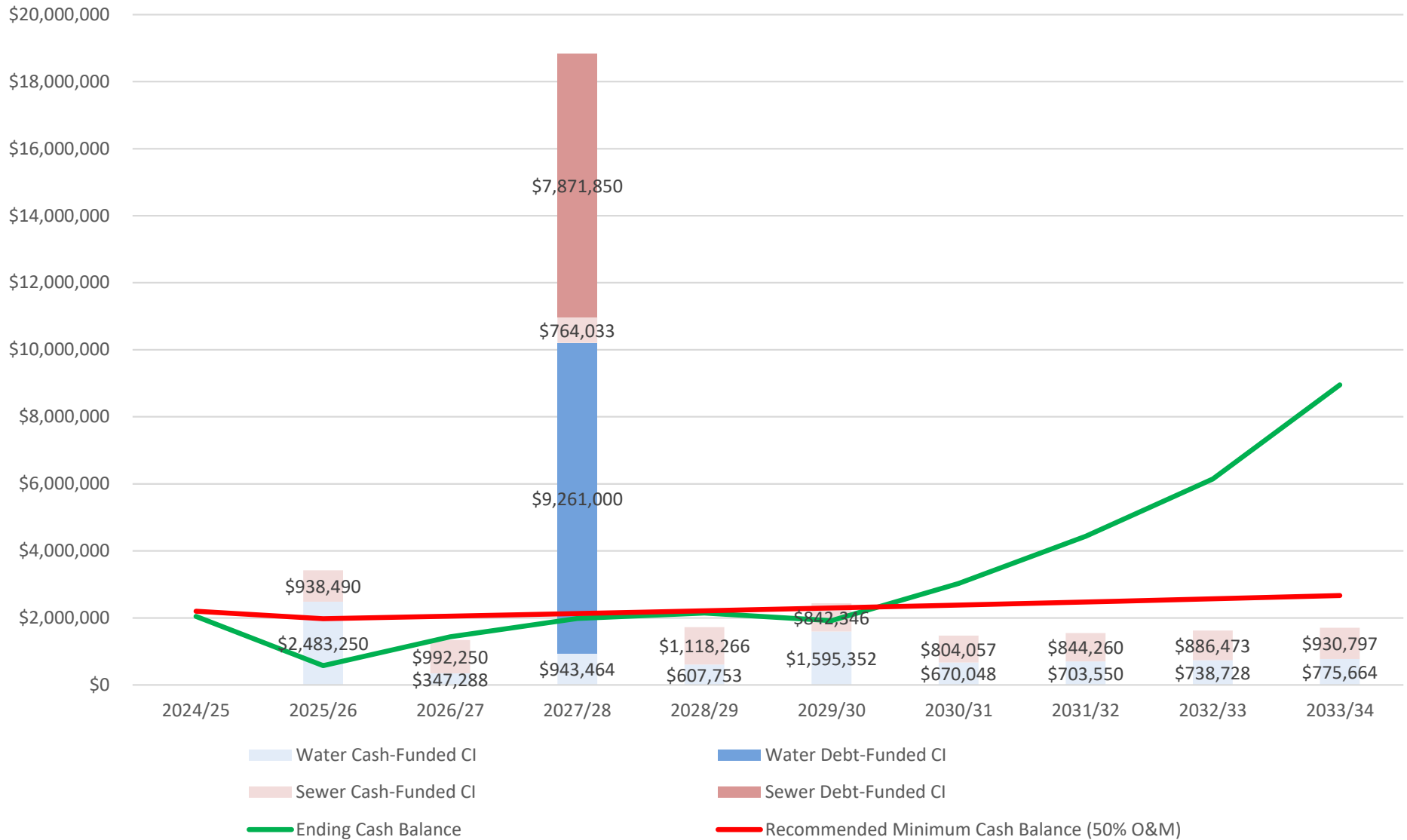


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6% Increase on Water and Sewer – Maintenance CI Only

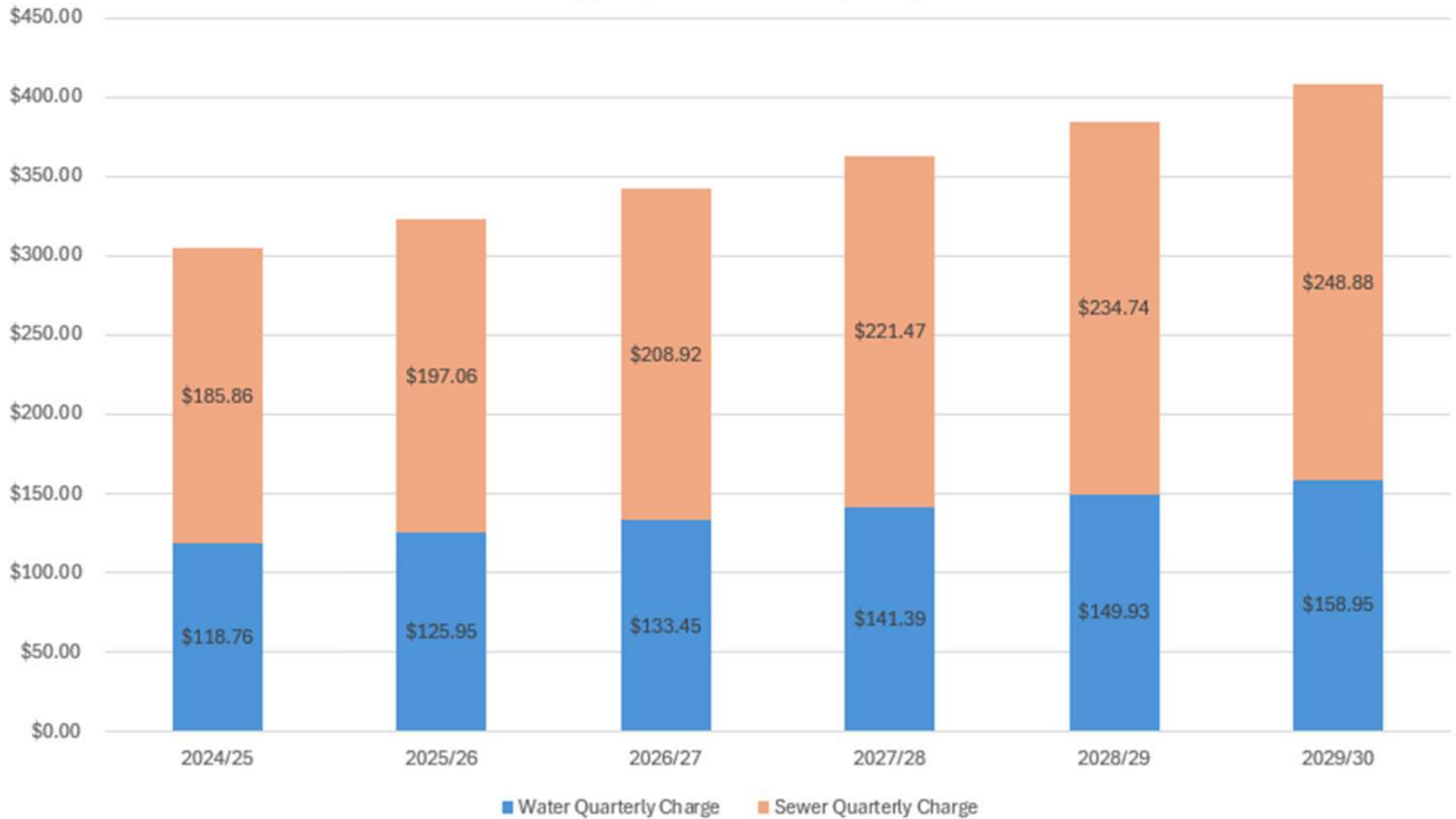


6% Increase on Water and Sewer – Maintenance and Development CI



6% Increase on Water and Sewer – Typical Homeowner's Quarterly Bill

Assuming 13,500 Gallons per Quarter



6% Increase on Water and Sewer – 2025/26 Sample Quarterly Bills

<u>5/8" Meter and 8,000 Gallons per Quarter</u>	
Water Ready-to-Serve Charge	\$50.62
Water Commodity Charge	\$44.64
Total Water Portion	\$95.26
Sewer Ready-to-Serve Charge	\$116.73
Sewer Commodity Charge	\$47.60
Total Sewer Portion	\$164.33
2025/26 Total Water and Sewer Combined	\$259.59
2024/25 Current Water and Sewer Combined	\$244.83

<u>3" Meter and 100,000 Gallons per Quarter</u>	
Water Ready-to-Serve Charge	\$809.92
Water Commodity Charge	\$558.00
Total Water Portion	\$1,367.92
Sewer Ready-to-Serve Charge	\$1,867.68
Sewer Commodity Charge	\$595.00
Total Sewer Portion	\$2,462.68
2025/26 Total Water and Sewer Combined	\$3,830.60
2024/25 Current Water and Sewer Combined	\$3,612.92

<u>5/8" Meter and 19,000 Gallons per Quarter</u>	
Water Ready-to-Serve Charge	\$50.62
Water Commodity Charge	\$106.02
Total Water Portion	\$156.64
Sewer Ready-to-Serve Charge	\$116.73
Sewer Commodity Charge	\$113.05
Total Sewer Portion	\$229.78
2025/26 Total Water and Sewer Combined	\$386.42
2024/25 Current Water and Sewer Combined	\$364.40

<u>6" Meter and 550,000 Gallons per Quarter</u>	
Water Ready-to-Serve Charge	\$2,531.00
Water Commodity Charge	\$3,069.00
Total Water Portion	\$5,600.00
Sewer Ready-to-Serve Charge	\$5,836.50
Sewer Commodity Charge	\$3,272.50
Total Sewer Portion	\$9,109.00
2025/26 Total Water and Sewer Combined	\$14,709.00
2024/25 Current Water and Sewer Combined	\$13,872.00



Cash Flow – Maintenance CI Only

		2024/25		2025/26		2026/27		2027/28		2028/29		2029/30	
		Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer
Rates:													
Meter Equivalents		4,058	4,239	4,058	4,239	4,058	4,239	4,058	4,239	4,058	4,239	4,058	4,239
Ready-to-Serve Charge (quarterly)		\$47.75	\$110.12	\$50.62	\$116.73	\$53.66	\$123.73	\$56.88	\$131.15	\$60.29	\$139.02	\$63.91	\$147.36
Irrigation Meter Equivalents		349	-	349	-	349	-	349	-	349	-	349	-
Irrigation Ready-to-Serve Charge (quarterly)		\$47.75	-	\$50.62	-	\$53.66	-	\$56.88	-	\$60.29	-	\$63.91	-
Billable Flow (1,000 gal)		487,056	205,216	487,056	205,216	487,056	205,216	487,056	205,216	487,056	205,216	487,056	205,216
Commodity Charge (per 1,000 gals)		\$5.26	\$5.61	\$5.58	\$5.95	\$5.91	\$6.31	\$6.26	\$6.69	\$6.64	\$7.09	\$7.04	\$7.52
Revenues:													
Ready-to-Serve Charge Revenue		\$775,078	\$1,867,195	\$821,664	\$1,979,274	\$871,009	\$2,097,966	\$923,276	\$2,223,779	\$978,627	\$2,357,223	\$1,037,387	\$2,498,636
Irrigation Ready-to-Serve Charge Revenue		49,994	-	52,999	-	56,182	-	59,553	-	63,124	-	66,914	-
Commodity Charge Revenue		2,561,915	1,151,262	2,717,772	1,221,035	2,878,501	1,294,913	3,048,971	1,372,895	3,234,052	1,454,981	3,428,874	1,543,224
Other		58,750	59,150	59,150	59,150	59,150	59,150	59,150	59,150	59,150	59,150	59,150	59,150
Total Revenues		3,445,737	3,077,606	3,651,585	3,259,459	3,864,842	3,452,029	4,090,950	3,655,824	4,334,953	3,871,355	4,592,325	4,101,010
Less: Total Operating Expenditures		(2,316,439)	(2,087,156)	(2,168,903)	(1,784,998)	(2,251,524)	(1,852,383)	(2,337,502)	(1,922,480)	(2,426,981)	(1,995,407)	(2,520,112)	(2,071,284)
Net Operating Revenue		1,129,298	990,451	1,482,683	1,474,461	1,613,318	1,599,646	1,753,448	1,733,344	1,907,971	1,875,948	2,072,213	2,029,726
Less: Current Debt Service Payments		(373,870)	(636,909)	(372,709)	(631,341)	(376,296)	(635,436)	(374,631)	(634,109)	(382,996)	(642,644)	(381,387)	(641,035)
Estimated Cash-Funded Maintenance Cap. Imp.		(1,700,000)	(609,000)	(2,483,250)	(938,490)	(347,288)	(992,250)	(943,464)	(764,033)	(607,753)	(1,118,266)	(925,304)	(842,346)
Estimated Bond Issue #1 - 2027/28 Water [1]		-	-	-	-	-	-	(125,000)	-	(470,000)	-	(470,000)	-
Estimated Bond Issue #2 - 2027/28 Sewer [2]		-	-	-	-	-	-	-	(75,000)	-	(265,000)	-	(265,000)
Net Cash Flow		(\$944,572)	(\$255,458)	(\$1,373,277)	(\$95,370)	\$889,734	(\$28,040)	\$310,353	\$260,202	\$447,222	(\$149,962)	\$295,522	\$281,346
Combined Net Cash Flow		(\$1,200,030)		(\$1,468,647)		\$861,694		\$570,555		\$297,260		\$576,868	
Cash & Investments	\$3,244,892	\$2,044,862		\$576,215		\$1,437,909		\$2,008,464		\$2,305,723		\$2,882,591	

[1] Estimated debt service payments based on a \$9,261,000 40-year USDA bond issue at a conservative interest rate. The project consists of watermain replacements.

[2] Estimated debt service payments based on a \$5,278,770 40-year USDA bond issue at a conservative interest rate. The project consists of the TRLS Forcemain Replacement and the Tertiary Filtration Improvements.

[3] Assumes in-home water use only. No irrigation water is included.



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Cash Flow – Maintenance and Development CI

		2024/25		2025/26		2026/27		2027/28		2028/29		2029/30	
		Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer
Rates:													
Meter Equivalents		4,058	4,239	4,058	4,239	4,058	4,239	4,058	4,239	4,058	4,239	4,058	4,239
Ready-to-Serve Charge (quarterly)		\$47.75	\$110.12	\$50.62	\$116.73	\$53.66	\$123.73	\$56.88	\$131.15	\$60.29	\$139.02	\$63.91	\$147.36
Irrigation Meter Equivalents		349	-	349	-	349	-	349	-	349	-	349	-
Irrigation Ready-to-Serve Charge (quarterly)		\$47.75	-	\$50.62	-	\$53.66	-	\$56.88	-	\$60.29	-	\$63.91	-
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Total Revenues		3,445,737	3,077,606	3,651,585	3,259,459	3,864,842	3,452,029	4,090,950	3,655,824	4,334,953	3,871,355	4,592,325	4,101,010
Less: Total Operating Expenditures		(2,316,439)	(2,087,156)	(2,168,903)	(1,784,998)	(2,251,524)	(1,852,383)	(2,337,502)	(1,922,480)	(2,426,981)	(1,995,407)	(2,520,112)	(2,071,284)
Net Operating Revenue		1,129,298	990,451	1,482,683	1,474,461	1,613,318	1,599,646	1,753,448	1,733,344	1,907,971	1,875,948	2,072,213	2,029,726
Less: Current Debt Service Payments		(373,870)	(636,909)	(372,709)	(631,341)	(376,296)	(635,436)	(374,631)	(634,109)	(382,996)	(642,644)	(381,387)	(641,035)
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Estimated Cash-Funded Development Cap. Imp.		-	-	-	-	-	-	-	-	-	-	(670,048)	-
Estimated Bond Issue #1 - 2027/28 Water [1]		-	-	-	-	-	-	(125,000)	-	(470,000)	-	(470,000)	-
Estimated Bond Issue #2 - 2027/28 Sewer [2]		-	-	-	-	-	-	-	(100,000)	-	(400,000)	-	(400,000)
Net Cash Flow		(\$944,572)	(\$255,458)	(\$1,373,277)	(\$95,370)	\$889,734	(\$28,040)	\$310,353	\$235,202	\$447,222	(\$284,962)	(\$374,526)	\$146,346
Combined Net Cash Flow		(\$1,200,030)		(\$1,468,647)		\$861,694		\$545,555		\$162,260		(\$228,180)	
Cash & Investments	\$3,244,892	\$2,044,862		\$576,215		\$1,437,909		\$1,983,464		\$2,145,723		\$1,917,543	

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[2] Estimated debt service payments based on a \$7,871,850 40-year USDA bond issue at a conservative interest rate. The project consists of the TRLS Forcemain Replacement and the Tertiary Filtration Improvements.

[5] Assumes in-home water use only. No irrigation water is included.



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CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
April 28th 2025

Department: Public Services	Attachments: Michigan Graphics City Sign Proposals	Submitted to CA for Review
Subject: Proposals for City Entrance and Industrial Park Signs	[X] City Entrance Sign Proposal [X] Industrial Park Sign []	[N/A] [N/A] []
Prepared by: Justin Smith, Director of Public Services	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The four City entrance signs and Industrial Park Sign need upgrades. The current signs do not reflect the immense pride and beauty of the City of St Johns. The City collaborated with Michigan Sign and Graphics to create proposed signs that have a style and durability that will last many decades. The industrial park sign will be back lit with energy efficient LED lights, eliminating the outdated lights that currently illuminate the sign.

BACKGROUND/DISCUSSION: The Planning Commission and City Commission, during strategic planning sessions, have noted the need to upgrade the current City of St Johns entrance signs.

STRATEGIC PLAN OBJECTIVE: Beautification/Placemaking Action Plan: Unified signage and placemaking along State Highways.

FISCAL IMPACT: The LDFA has funds available for use for a new industrial park sign that could be appropriated in this year's budget when approved. The 24/25 Fiscal Year General Fund Budget has \$20,000 available for new City entrance signs if it is approved to begin the replacement process in this current fiscal year.

RECOMMENDATION: The administration recommends the City Commission review the proposed designs and recommend changes and/or their approval to staff for a final design. The final design will be brought back to the City Commission for approval and purchase.

Migon Graphics & Signs INC.

1110 E. Steel St.
St. Johns, MI 48879
Ph/Fax: 989-224-1936
Email: bruce.miqsigns@gmail.com
Website: www.miqsigns.com

Signage Proposal

Date	4/4/2025	Estimate #	846
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Name / Address
City of St. Johns 100 E. State St. St. Johns MI 48879 Justin Smith

Qty	Description	Cost	Total
4	ENTRANCE SIGNS - DESIGN A 5'X9'X21" SYNTHETIC STUCCO MONUMENT SIGNS, ONE SIDED, RAISED AND PAINTED GRAPHICS, INSTALLED	10,700.00	42,800.00
4	ENTRANCE SIGNS - DESIGN B 60"X114"X25" SYNTHETIC STUCCO MONUMENT SIGNS, ONE SIDED RAISED AND PAINTED GRAPHICS, CUSTOM FAUX STONE BASE AND POLE, INSTALLED	11,750.00	47,000.00

WE PROPOSE herby to furnish signage
Complete in accordance with the above specifications for Option Total
Payment to be made: **75% DOWN/BALANCE UPON COMPLETION**

TERMS & CONDITIONS

PRICE QUOTATION GOOD FOR 15 DAYS

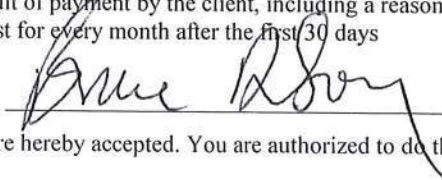
PRICES as indicated above, are minimum estimates for art or sign work only. Photostats, typography, photographs, overtime, changes and/or time additions, delays caused by the client, special consultations and all other work expenses that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

THE CLIENT agrees to pay all costs of collection in the event of default of payment by the client, including a reasonable attorney's fee. In the event of delinquent payments, the client will be charged a rate of 1 1/2% interest for every month after the first 30 days

ACCEPTANCE OF PROPOSAL

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

Quoted By

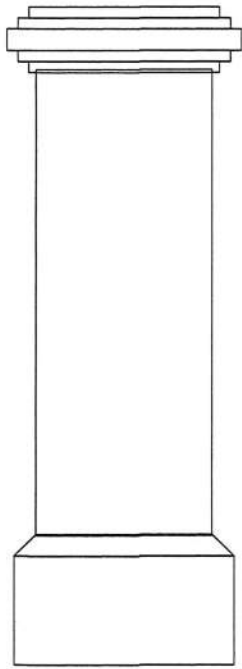


Date:

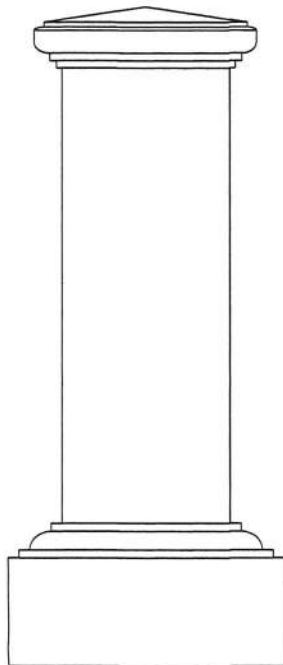
4/4/2025...

Customer Signature

Date:



DESIGN A



DESIGN B



Michigan Graphics & Signs INC.

1110 E. Steel St.

St. Johns, MI 48879

Ph/Fax: 989-224-1936

Email: bruce.miqsigns@gmail.com

Website: www.miqsigns.com

Signage Proposal

Date	Estimate #
4/4/2025	845

Name / Address
City of St. Johns 100 E. State St. St. Johns MI 48879 Justin Smith

Qty	Description	Cost	Total
1	CUSTOM BUILT INDUSTRIAL PARK SIGN, 4'X10' EXTRUDED ALUMINUM SIGN CABINET, 2 SIDED, WATER JET CUT OUT LETTERING AND LOGO, 1/8" POLY CARB BACK FACE, POWDER COATED CABINET, LED INTERNALLY LIT, STEEL FRAME WRAPPED IN TREATED PLYWOOD, VERSETTA STONE BASE AND POST WITH CONCRETE CAP, INSTALLATION AND FABRICATION.	18,500.00	18,500.00
1	30' COMMERCIAL FLAG POLE, SATIN ALUMINUM, INTERNAL HALYARD, SET UP FOR 4'X6' US FLAG & 3'X5' CITY FLAG, INSTALLED. POLE SPECS: 6" BUTT, 3.5" TIP, .188 ALUMINUM, RATED FOR 120MPH WINDS WITH FLAGS NOTE: CITY TO PROVIDE EXCAVATION FOR SIGN AND FLAG POLE AND ELECTRICAL TO BOTH	6,000.00	6,000.00
WE PROPOSE herby to furnish signage Complete in accordance with the above specifications for the sum of: Payment to be made: 75% DOWN/BALANCE UPON COMPLETION		Total	\$24,500.00

TERMS & CONDITIONS

PRICE QUOTATION GOOD FOR 15 DAYS

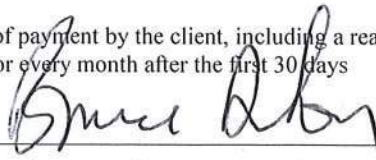
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THE CLIENT agrees to pay all costs of collection in the event of default of payment by the client, including a reasonable attorney's fee. In the event of delinquent payments, the client will be charged a rate of 1 1/2% interest for every month after the first 30 days

ACCEPTANCE OF PROPOSAL

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

Quoted By



Date: 4/4/2025...

Customer Signature

Date: _____

**INDUSTRIAL
PARK**

THE CITY OF
ST. JOHNS

**INDUSTRIAL
PARK**

THE CITY OF
ST. JOHNS

48 in

120 in

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
April 28th 2025

Department: Public Services	Attachments: Remax Compost Site Appraisal	Submitted to CA for Review
Subject: Compost Site Appraisal	[X] Remax Appraisal [X] Active and sold photo exhibit [X] Subject Photo exhibit	[X] [X] [X]
Prepared by: Justin Smith, Director of Public Services	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At the February Commission meeting it was approved to move forward with investigating an opportunity to sell the Kinley Road Compost Site to a private contractor. I contacted Matthew Wisniewski with Remax Commercial to provide an appraisal of the property, the appraisal is attached. The contractor interested in the property is scheduled to present their proposal at the May 19th Commission meeting.

BACKGROUND/DISCUSSION: Brief discussion at the February 2025 meeting regarding contractor's interest in the property.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: N/A

RECOMMENDATION: Discussion only item, to gain understanding of proposed transaction architecture and Commission approval as we move forward with possible sale of Kinley Road Compost Site.



RE/MAX COMMERCIAL GROUP COMMERCIAL EVALUATION
ORDER FORM / FAX COVER SHEET

PLEASE DELIVER THIS FAX TO:

RE/MAX Associate:

Company: **RE/MAX Commerical Group**
Agent: **Matthew Wisniewski, CCIM**
Phone: **517-321-2800 ext 118**
Fax: **517-321-1158**

FAX FROM:

Customer:

Ordered by: **Justin Smith**
E-mail: **jsmith@stjohnsmi.gov**
Phone: **989-224-8944 x281**
Fax: **0**

Total # of Pages with this fax:

ORDER INFORMATION: ACCOUNT #: - Internal AGREED UPON FEE: \$ 400
DATE: 3/18/2025 DUE DATE OF REPORT: 3/24/2025 EVALUATION TYPE: Exterior Interior Asset Evaluation
SPECIAL INSTRUCTIONS: None

SUBJECT PROPERTY INFORMATION:

PROPERTY TYPE: Commercial real estate - NOO
ADDRESS: V/L St Johns Comcost Center
St Johns, MI 48879
COUNTY: Ingham
PARCEL #:

Property Is: NOO
CONTACT:
PHONE:

LEGAL DESCRIPTION: Long

COMP Requirements:

Please complete the comp grids for a minimum of 3 sold comps (and 3 listed comps if required on the form attached).

Photo Requirements:

*** Please Mail Original Photos Or Send Via Email

*** Please indicate in the filename a description of the photo (e.g. subject 1, interior 1, area 1)

Exterior Photos - minimum required 3, Preferably Front, Side & Rear of subject

Interior Photos - minimum required 3, Preferably different rooms

Comp Photos - minimum 3 required

Street Scene Photos - minimum required 3, Preferably Different Views

ORDER COMPLETION CHECKLIST:

Please review the following when sending the Evaluation Report:

- | | |
|--|---|
| <input checked="" type="checkbox"/> All Questions on the Evaluation have been answered | <input checked="" type="checkbox"/> The Evaluation and Invoice have been signed |
| <input checked="" type="checkbox"/> Pictures are being sent by email or regular mail | <input checked="" type="checkbox"/> Evaluation, Invoice, comparables have been faxed, e-mailed or mailed. |
| <input checked="" type="checkbox"/> Allow 2-4 weeks for payment, for more information contact your orderer (above) | |

DELIVERY INSTRUCTIONS:

SHIP ORIGINALS TO:

Attn: **Justin Smith**

Phone: **989-224-8944 x281**

Fax: **0**

E-MAIL: **jsmith@stjohnsmi.gov**



300 W Lake Lansing Rd
East Lansing, MI 48823

Phone: 989-224-8944 x281
Fax: 0
E-MAIL: jsmith@stjohnsmi.gov

Please complete and return this form with the requested evaluation to ensure payment.

INVOICE

Payment to be issued to:
(individual or company)

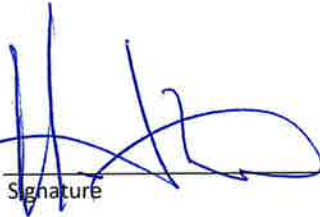
Name: RE/MAX Commerical Group

Mail payment to:

Address: 1755 Abbey
East Lansing, MI 48823

AGREED UPON FEE: \$ 400.00

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.


Signature

3-19-2025
Date

OFFICE USE ONLY

File/Account #: - Internal
Property Address: V/L St Johns Comcost Center
St Johns, MI 48879

Note in memo section of check: Attention: Matthew Wisniewski, Ct

Dept. to Charge: Brokerage - East Lansing

Approved by: _____

Important Information for Settlement/Escrow Agents: When remitting payment for this service please do not indicate on your check or check stub "Appraisal Fee". This service is for a property evaluation. Any reference for this service on your remittance should indicate "Evaluation Fee" to comply with law. Thank you for your cooperation.

RE/MAX Commercial Group Commercial Property Evaluation

PROPERTY INFORMATION		PLEASE RANK ON A SCALE OF 1 TO 10	
Account:	0	Neighborhood Desirability (1-Least, 10-Most)	6
Borrower:	N/A	Area Income (1-Lowest in Town, 10-Highest)	6
Address:	W Kinley Rd	Number of Vacant Buildings (1-Many, 10-None)	9
City/St/Zip:	St Johns MI 48876	Vandalism Expected (1-Much, 10-None)	5
County:	Clinton	Area Gang Activity/Crime (1-Much, 10-None)	10
Parcel No.:	030-004-200-035-00	Age of Neighborhood (1-Very Old, 10-Very New)	7
Property Type:	Commercial real estate - NOO	Area Rents for Apts & Offices (1-Lowest in Town, 10-Highest)	4
Acreage:	10.370 Acres	Neighborhood Housing Prices (1-Lowest in Town, 10-Highest)	4
Zoning:	A-2	Neighborhood Housing Trend (1-Dedining, 10-Appreciating)	7
Parking:	NA	Urban/Rural (1-Very Urban, 10-Very Rural)	8
Age:	NA	Desirability of Subject (1-Undesirable, 10-Very Desirable)	6
Siding:	NA	Subject Maintenance Condition (1-Needs much work, 10-Excellent)	8
Structural:	NA	Estimated Annual Revenue: \$ NA	Based on (#) sq ft: NA
Roof:	NA	Market Rents/SF: \$ NA	Market Occupancy %: NA
Units:	0	Stories:	0
Estimated % Occupied:	0%	Annual Taxes:	\$0.00
		Delinquent Taxes:	NA
Property Comments:	Subject is a vacant parcel located just North of the City of St Johns in Bingham Twp. The parcel is in use as the City of St Johns compost center. The parcel sits adjacent to US 127 and is 10.37 acres with a pond. The site was reportedly a land fill prior and may not be suitable for building without extensive work. Site is not currently served by municipal water / sewer. Utilities were not observed on site.		

Environmental Concerns: Reported prior landfill use could have environmental impact. No environmental concerns observed.

Area Comments: Just off the exit from US 127 and W Kinley Rd.

ASSET	PROP TYPE	PROXIMITY	LOT SIZE	SQ FT	CONDITION	D.O.M.	LIST PRICE	SALE PRICE	SALE DATE
SUBJECT	Vacant Land	Subject	10.37 Acres	NA	Raw Land	NA	NA	NA	NA
SALE 1	Farm Land	.1 Mile	41.32 Acres	1060	Fair	73	499,900	499,900	2/28/2024
SALE 2	Farm Land	.2 Miles	39 Acres	NA	Raw Land	91	780,000	624,000	3/14/2024
SALE 3	Vacant Land	.2 Miles	11.962 Acres	NA	Raw Land	NA	110,000	110,000	1/23/2023
LIST 1	Vacant Land	2.2 miles	10 Acres	NA	Raw Land	157	225,000		
LIST 2	Vacant Land	5.1 miles	4.66 Acres	NA	Raw Land	200	69,900		
LIST 3	Vacant Land	.1 Miles	40.15 acres	NA	Raw Land	320	2,000,000		

ASSET	# Units	AGE	ADDRESS	COMMENTS
SUBJECT	NA	NA	V/L W Kinley Rd St Johns MI	Vacant land adjacent to US 127
SALE 1	1	unknown	2690 / 2700 N US 27 St Johns MI	Farm land adjacent to US 127 with farm house. \$12,098 Per acre with water near
SALE 2	NA	NA	M-21 / Dewitt Rd V/L St Johns MI	Farm land adjacent to City of St Johns \$16,000 per acre
SALE 3	NA	NA	609 W Gibbs St Johns MI	Raw land on Gibbs bordering US 127 \$9,125 per acre
LIST 1	NA	NA	0 E Centerline Rd St Johns	10 acres raw land \$22,500 Per acre
LIST 2	NA	NA	0 Findlay Rd St Johns MI	4.66 acres essex twp 15,000 per acre
LIST 3	NA	NA	2690 / 2700 N US 27 St Johns MI	Farm land zoned industrial \$49,813 per acre

AS IS MARKET VALUE:	AS REPAIRED VALUE:	LAND VALUE:	AS OF (DATE):
\$102,922	\$102,922	\$102,922	3/19/2025

Please provide an estimated market value of the subject property. Please assume (1) bank-financing is or would be available, (2) a reasonably motivated and unrelated buyer, (3) a 20% down payment, (4) an average marketing time for comparable properties in this market.

CALCULATIONS AND SUPPORTING ASSUMPTIONS:
Average price of sold comparables \$12,407 per acre. Average price of active comparables is \$29,104 per acre. The subject has potentially a significant liability in its reported former use as a landfill. This former use could impar its future development opportunities and potentially have some environmental risk. Due to this unknown, the subjects value was reached using the sold comparable value adjust downward by 20% to account for this risk for a per acre price of \$9,925

PLEASE LIST ANY REPAIRS NEEDED AND VALUE AS REPAIRED:
None observed

EVALUATOR INFORMATION:			
BROKER:	RE/MAX Commercial Group	ADDRESS:	300 W Lake Lansing Rd
AGENT NAME:	Matthew Wisniewski CCIM	PROXIMITY TO SUBJECT:	25 Miles
YEARS OF COMMERCIAL EXPERIENCE:	15	TYPE OF LICENSE:	Broker
		PHONE:	\$17-321-2800
		YEARS LICENSED:	15
		EXPIRATION:	2027

Signature: _____
THIS ANALYSIS HAS NOT BEEN PERFORMED IN ACCORDANCE WITH THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE. IT IS NOT TO BE CONSTRUED AS AN APPRAISAL AND MAY NOT BE USED AS SUCH FOR ANY PURPOSE. THIS EVALUATION WAS PERFORMED BY RE/MAX COMMERCIAL GROUP OR AN AFFILIATED COMPANY BY A LICENSED REAL ESTATE BROKER OR A LICENSED REAL ESTATE PROFESSIONAL WORKING UNDER A BROKER'S SUPERVISION, NOT A LICENSED APPRAISER. THE PREPARER DOES NOT HAVE ANY CURRENT OR ANTICIPATED FINANCIAL INTEREST IN THE PROPERTY THAT IS HEREIN VALUED.

Active and Sold Photo Exhibit

W Kinley Rd St Johns



Active 1



Active 2



Active 3



Sold 1



Sold 2



Sold 3

Subject Photo Exhibit

W Kinley Rd St Johns



GIS Mapping



Looking North



Looking East



Looking South



Looking West



Looking South West



Pond

EMPLOYMENT AGREEMENT BETWEEN CITY OF ST. JOHNS AND CHAD A. GAMBLE

THIS EMPLOYMENT AGREEMENT ("Agreement") is made as of June 22, 2023 (the "Effective Date"), between the City of St. Johns, a Michigan Municipal Corporation, with offices located at 100 E. State Street, Suite 1100, St. Johns MI 48879 ("City" or "Employer"), and Chad A. Gamble ("Employee").

Section 1: Term

This Agreement is for two years and shall remain in full force in effect from July 10, 2023 until July 9, 2025 (collectively the "Term"). This Agreement may be extended or modified by mutual agreement of the parties. Any such extension or modification shall be reduced to writing and signed by the parties hereto. The parties will meet to discuss the propriety of an extension of this Agreement no later than ninety (90) days prior to the end of the Term. If the City/Employer does not intend to extend or renew this employment agreement, Employee shall be entitled to a minimum of 60 days' notice regarding same.

Section 2: Duties and Authority

Employer agrees to employ Chad A. Gamble as City Manager to perform the functions and duties specified in the Charter and Ordinances of the City of St. Johns, and to perform such other legally permissible and proper duties and functions as authorized and directed by St. Johns City Commission.

Section 3: Compensation

A. Base Salary: Employer agrees to pay Employee an annual base salary of one hundred thirty-eight thousand dollars (\$138,000), payable in installments in accordance with the Employer's usual payroll schedule.

B. On an annual basis, Employer shall consider an increase in Employee's compensation consistent with the consideration given to other full-time City employees.

C. Any compensation adjustments authorized by the St. Johns City Commission for Employee during the Term of this Agreement shall automatically be considered an amendment to this Agreement regarding such compensation.

Section 4: Health, Disability and Life Insurance Benefits

A. Except as expressly modified or supplemented by this Agreement, Employer agrees to provide Employee with health, disability, life insurance, and any other standard benefits available to non-collective bargaining unit employees of the City existing on the Effective Date or that are subsequently made available to non-collective bargaining unit employees during the Term.

B. If Employee elects not to receive the health insurance benefit, an opt-out payment is available at the current non-union rate of \$3,500 per year for family coverage.

C. Employer agrees to provide and to make the required premium payments for short-term and long-term disability coverage for Employee.

D. Employer shall pay for the benefit of Employee the amount of the premium due for term life insurance in the amount of two hundred thousand dollars (\$200,000.00). Employee shall have the absolute right to name the beneficiary of the life insurance policy.

Section 5: Vacation, Sick Leave and Personal Time

A. Upon the Effective Date, Employee shall receive four weeks (20 days) of vacation which will be banked in its entirety. Employee can carry over up to five days per year of accrued vacation. At no time shall Employee's vacation balance exceed five weeks (25) days.

B. Employee will also receive two weeks sick leave annually in the same manner as all full-time employees, accruing in accordance with other non-collective bargaining City employees.

C. Personal leave will be granted for a period of up to three calendar days every one-year (pro-rated in the first year of employment).

D. Employee is automatically entitled to any other standard leave available to non-collective bargaining unit employees of the City existing on the Effective Date or that is subsequently made available to non-collective bargaining unit employees during the Term.

Section 6: Mileage

Employer shall reimburse Employee at the Internal Revenue Service standard mileage rate (currently \$.65 ½ per mile) for any business use of his vehicle beyond Clinton County, but excluding commuting miles to and from home to work.

Section 7: Retirement

A. Employer agrees to execute all necessary agreements provided by the Municipal Employees Retirement System (MERS) to enroll Employee in the MERS Defined Contribution retirement program (MERS-DC) and make all the appropriate employer contributions on the Employee's behalf. Employer agrees to contribute annually the equivalent of 10% of Employee's base salary to this retirement program. These contributions will be paid into said program in equal proportionate installments on a monthly basis as a means of achieving the required 10% Employer contribution.

Section 8: Civic Organization Dues

Employer acknowledges the value of having Employee participate and be directly involved in local civic clubs and organizations. Accordingly, Employer agrees to pay for the reasonable membership fees and/or dues to enable the Employee to become an active member in one local civic club or organization (e.g., Rotary Club, Kiwanis Club).

Section 9: Termination

Employee is an at will employee "who shall hold office at the pleasure of the City Commission" as enunciated in Section 1, page 10 of the City Charter. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the rights of the City Commission to terminate the employment

of Employee at any time with or without cause, subject only to the provisions set forth in Section 10 of this Agreement.

Section 10: Severance

Severance shall be paid to Employee when employment is terminated as follows:

A. Notice of Intent of Non-Renewal: If Employer does not intend to renew this Agreement at the conclusion of the Term, or at the conclusion of any extension of the Term, Employer shall provide severance payments equal to three (3) months of full salary at the current rate of pay. Severance shall be paid incrementally each pay period unless otherwise agreed to by Employer and Employee. No other severance payments or other compensation for any other benefits shall be due to Employee.

B. Without Cause or For Convenience: If the Employee is terminated at any time during the Term or during any extension thereof without cause or for Employer's convenience, Employer shall provide a severance payment equal to six (6) months of full salary at the current rate of pay. Employee (and dependents, if applicable) will also be afforded, at Employer's expense, the same health/hospitalization/dental/vision insurance he elected during his employment. This coverage will be in force only for the period during which Employer is required to pay severance payments. Severance shall be paid incrementally each pay period unless otherwise agreed to by Employer and Employee. Employee shall also be compensated for accrued vacation, personal and sick leave. During the time Employee is collecting severance payments under this Agreement, he shall have the affirmative obligation to seek in good faith comparable employment. Should he find comparable employment at any time during the six-month severance period, once said new employment commences severance payments shall be discontinued. Employee shall be obliged to inform Employer of said comparable employment once secured, and the start date.

C. For Cause: If Employee is terminated for cause after written notice, an opportunity to be heard, and upon the affirmative vote of not less than a majority of the members of the City Commission, then Employer is not obligated to pay Employee any severance under this section. "CAUSE" shall mean (a) Employee's willful and continued failure to substantially perform Employee's duties for Employer (other than any such failure resulting from an incapacity due to physical or mental illness), (b) Employee's willful and continued failure to substantially follow and comply with the specific and lawful directives of Employer, as reasonably determined by Employer (other than any such failure resulting from an incapacity due to physical or mental illness), (c) Employee's willful commission of an act of fraud, dishonesty, or any other act of moral turpitude damaging the integrity or reputation of Employer, or (d) Employee's willful engagement in illegal conduct or gross misconduct, that is materially and demonstrably injurious to Employer.

D. Voluntary Resignation: If the Employee voluntarily resigns, he must give Employer a minimum of thirty (30) days' written notice. Failure to provide the required notice to Employer shall result in a forfeiture of payments for any accrued vacation, sick leave or personal time.

E. Disability: If the EMPLOYEE becomes disabled or is otherwise unable to perform his duties with reasonable accommodation because of sickness, accident, injury, mental incapacity or health for a period of four (4) successive weeks or for twenty (20) working days over a thirty (30) working day period, beyond any accrued sick leave, Employer shall have the option to terminate this Agreement and Employee's employment. If Employee is terminated pursuant to this subsection, no severance payments or other compensation shall be due to Employee, except for payments under the short or long term disability policy paid by Employer pursuant to Section 4.C and any accrued vacation, sick leave, or personal leave paid out according to the then current Employer policies.

Section 11: Performance Evaluation

Following the initial six (6) months of service, and annually thereafter, Employer shall evaluate Employee. The evaluation process shall be aligned to the performance review schedule of all other staff members. Employer shall annually determine a clear set of goals and objectives. The annual Action Plan shall be the basis for evaluating Employee's performance. Employer shall provide measurable objectives for Employee to ascertain his annual performance. The evaluation process, at a minimum, shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to Employee within 30 days of the evaluation meeting and shall be properly placed in Employee's personnel file

Section 12: Hours of Work

It is expected that Employee will typically work during normal City Hall office hours. However, it is recognized that Employee will devote considerable time outside those normal office hours on business for Employer. Accordingly, Employee may establish his own work schedule, subject to reasonable direction by Employer. Employee is not eligible for overtime or paid compensatory hours in that he is a salaried Employee.

Section 13: Outside Activities

The employment provided for by this Agreement shall be the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to Employer and the community, Employee may elect to accept limited teaching, consulting or other business opportunities as long as such arrangements do not interfere with or cause a conflict of interest with Employee's responsibilities pursuant to this Agreement and are previously approved by formal action by the City Commission.

Section 14: Indemnification

Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of and arising out of the course and scope of Employee's duties as City Manager, or resulting from the exercise of judgment or discretion in connection with the performance of the duties or responsibilities of the City Manager, unless the act or omission involved willful or wanton conduct. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. Employer shall indemnify employee against any and all losses,

damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his duties and occurring within the course and scope of his employment. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available. Employer shall have no responsibility or obligation to defend or indemnify Employee for acts outside of the scope of his employment with Employer.

Section 15: Other Terms and Conditions of Employment

Employer, upon agreement with Employee, may provide for such other terms and conditions of employment as it may determine from time to time relating to the performance and duties of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Charter of the City of St. Johns, or applicable state/federal law.

Section 16: Notices

Notices pursuant to this Agreement shall be made by Personal Service, First Class U.S. Mail or by an email with the receiving party acknowledging receipt within 24 hours:

EMPLOYER:
City of St. Johns, Attn: Mayor
100 E. State St., Suite 1100
St. Johns MI 48879

EMPLOYEE:
Chad A. Gamble
6150 W. Michigan Ave., Apt P17
Lansing, MI 48917

Section 17: General Provisions

A. Integration. This Agreement sets forth and establishes the entire understanding between Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the Term of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

B. Binding Effect. This Agreement shall be binding on Employer and Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

C. Notwithstanding the Effective Date, all work, compensation and benefit provisions will be effective on the first day of the Term.

C. Severability. The invalidity of any portion of this Agreement will not affect the validity of any other provision. If any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

Adopted and approved by the St. Johns City Commission on this 22nd day of May, 2023.



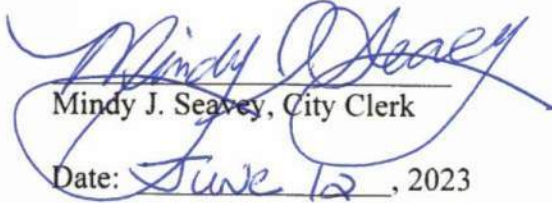
Scott Dzurka, Vice Mayor

Date: June 22, 2023



Chad A. Gamble

Date: JUNE 9, 2023



Mindy J. Seavey, City Clerk

Date: June 12, 2023

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