

CITY OF ST. JOHNS
CITY COMMISSION MINUTES

APRIL 28, 2025

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

COMMISSIONERS PRESENT: Eric Hufnagel, Scott Dzurka, Chris Hyzer, Chris DeLiso

COMMISSIONERS ABSENT: Brad Gurski

STAFF PRESENT: Chad Gamble, City Manager; Kristina Kinde, City Treasurer; Mindy J. Seavey, City Clerk; Courtney Agrusa, City Attorney (arrived at 6:30 p.m.)

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

Commissioner Hyzer asked to remove items j. & k. from the Consent Agenda to New Business.

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

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the minutes of the March 24, 2025 regular meeting be approved as presented.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that warrants be approved as presented in the amount of \$2,054,399.22.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

c. Cintas - Updated Uniform Rental Agreement

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission sign and approve the amended agreement from Cintas. The city attorney has reviewed the updated agreement and finds it legally sufficient.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

d. Michigan Paving & Materials Contract – Street Millage Projects

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the contract with Michigan Paving and Materials for all non-patch based paving operations/projects through the 28/29 fiscal year and authorize the mayor to sign.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

e. National Night Out Donation Request

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the solicitation of donations to help fund the Police Department's National Night Out event, per the City Donation Policy.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

f. Greenbush Township Fire Agreement

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the proposed Rural Fire and Rescue Run Agreement between the City of St. Johns and Greenbush Township and authorize the mayor and clerk to sign.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

g. Bengal Township Fire Agreement

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the proposed Rural Fire and Rescue Run Agreement between the City of St. Johns and Bengal Township and authorize the mayor and clerk to sign.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

h. Bingham Township Fire Agreement

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the proposed Rural Fire and Rescue Run Agreement between the City of St. Johns and Bingham Township and authorize the mayor and clerk to sign.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

i. St. Johns Fire Department - Contract with Locality Media/First Due

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the Locality Media/First Due Proposal for the first year cost of \$7,200 and then annually for \$6,000 and authorize the Mayor to endorse the same.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

l. Wastewater Treatment Plant Software

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission sign and approve the End User License agreement as well as the Support Subscription Agreement from AllMax Software. The City Attorney has reviewed both documents and finds them legally sufficient.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

m. Marketing and Media Interlocal Agreement with St. Johns Public School District

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the Interlocal Agreement with St. Johns Public Schools for shared marketing and media services and authorize the mayor and clerk to sign.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None
Motion carried.

n. 25/26 Street Program Parts

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve ETNA Supply as a sole source vendor for Waterous Fire Hydrants and America Flow Control Valves and approval of the water infrastructure components quote from ETNA Supply in the amount of \$51,200.00.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None
Motion carried.

AGENDA

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

There were none.

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

AGENDA

A. OPENING:

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

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

- a. Approval of Minutes
 - Regular meeting minutes of March 24, 2025
- b. Receipt of Warrants
 - In the amount of \$2,054,399.22
- c. Cintas - Updated Uniform Rental Agreement
 - Staff recommends that the city commission sign and approve the amended agreement from Cintas. The city attorney has reviewed the updated agreement and finds it legally sufficient.
- d. Michigan Paving & Materials Contract – Street Millage Projects
 - Staff recommends that the city commission approve the contract with Michigan Paving and Materials for all non-patch based paving

operations/projects through the 28/29 fiscal year and authorize the mayor to sign. The referenced contract was reviewed and deemed legally sufficient.

- e. National Night Out Donation Request
 - Staff recommends that the city commission approve the solicitation of donations to help fund the Police Department's National Night Out event, per the City Donation Policy.
- f. Greenbush Township Fire Agreement
 - Staff recommends that the city commission approve the proposed Rural Fire and Rescue Run Agreement between the City of St. Johns and Greenbush Township and authorize the mayor and clerk to sign.
- g. Bengal Township Fire Agreement
 - Staff recommends that the city commission approve the proposed Rural Fire and Rescue Run Agreement between the City of St. Johns and Bengal Township and authorize the mayor and clerk to sign.
- h. Bingham Township Fire Agreement
 - Staff recommends that the city commission approve the proposed Rural Fire and Rescue Run Agreement between the City of St. Johns and Bingham Township and authorize the mayor and clerk to sign.
- i. St. Johns Fire Department - Contract with Locality Media/First Due
 - Staff recommends that the city commission approve the Locality Media/First Due Proposal for the first year cost of \$7,200 and then annually for \$6,000 and authorize the Mayor to endorse the same.
- ~~j. Fire Department Exposure Control Plan (moved to Agenda)~~
 - ~~-Staff recommends that the city commission adopt the Exposure Control Plan for the St. Johns Fire Department and implementation by the Fire Chief.~~
- ~~k. Fire Department Policy & Standard Operating Guidelines Manual (moved to Agenda)~~
 - ~~-Staff recommends that the city commission adopt the St. Johns Fire Department Policy and Standard Operating Guideline Manual effective July 1st, 2025.~~
- l. Wastewater Treatment Plant Software
 - Staff recommends that the city commission sign and approve the End User License agreement as well as the Support Subscription Agreement from AllMax Software. The City Attorney has reviewed both documents and finds them legally sufficient.
- m. Marketing and Media Interlocal Agreement with St. Johns Public School District
 - Staff recommends that the city commission approve the Interlocal Agreement with St. Johns Public Schools for shared marketing and media services and authorize the mayor and clerk to sign.
- n. 25/26 Street Program Parts
 - Staff recommends that the city commission approve ETNA Supply as a sole source vendor for Waterous Fire Hydrants and America Flow Control

Valves and approval of the water infrastructure components quote from ETNA Supply in the amount of \$51,200.00.

4. Approval of Agenda:

B. PUBLIC HEARINGS:

1. Principal Shopping District Special Assessment Renewal

C. PRESENTATIONS:

D. PERSONS WISHING TO PRESENT TESTIMONY:

1. Public comment - agenda & non-agenda items

E. COMMUNICATIONS:

F. OLD BUSINESS:

1. Principal Shopping District Special Assessment Renewal – Resolution of Determination - #20-2025
2. Principal Shopping District Special Assessment Renewal – Roll Presentation & Set Public Hearing Resolution - #21-2025

G. NEW BUSINESS:

1. Planning Commission Vacancy Appointment
2. DDA Downtown Mainstreet Membership Discussion
3. Planning Commission Recommendation – Special Land Use – 1201 S. US 127 BR/Red Wing Plaza – Resolution #22-2025
4. Planning Commission Recommendation – Special Land Use – Cedar Creek Hospital – 101 W. Townsend Road – Resolution #23-2025
5. Development Request for Proposals - Development of City-Owned Land
6. Fifth Amended and Restated Articles of Incorporation of the Clinton Area Ambulance Service Authority
7. Staff Presentation of the Proposed 2025/2026 Fiscal Year Budget to the City Commission and Set Public Hearing for May 19, 2025
8. Water and Sewer Rate Study - Setting of 2025/26 Utility Rates
9. Proposals for City Entrance and Industrial Park Signs
10. Compost Site Appraisal
11. Fire Department Exposure Control Plan (*moved from Consent Agenda*)
12. Fire Department Policy & Standard Operating Guidelines Manual (*moved from Consent Agenda*)
13. City Manager – Annual Job Performance Review & Contract Discussion
14. City Manager Comments
15. Commissioner Comments

H. ADJOURNMENT:

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

PUBLIC HEARINGS

1. Principal Shopping District Special Assessment Renewal

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission open the public hearing.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The public hearing was opened at 6:10 p.m.

Treasurer Kinde discussed the special assessment: the assessment will see a total increase of \$1,100, with each location experiencing an increase of approximately \$10.

Mayor Dzurka asked if there was anyone present wishing to comment.

There were no public comments.

Motion by Commissioner DeLiso seconded by Commissioner Hyzer that the city commission close the public hearing.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The public hearing was closed at 6:12 p.m.

PRESENTATIONS

PERSONS WISHING TO PRESENT TESTIMONY

1. Public Comment

Mayor Dzurka asked if there were any public comments. He discussed the rules regarding public comment.

Bob Rehmann, 901 W. Cass Street, was present. He discussed the issue of the open ditch on West Cass Street and highlighted the need for maintenance to prevent further water damage.

Gordon Shipley, 5975 W. M-21, and Veterans Memorial Committee Member, was present. He said the city replaced the 3 lights on the canon and they need work on the bollards. He asked for someone to attend their meeting on May 10th at noon at the Depot Rotary Park Pavilion or at the Veterans Memorial if the pavilion was not available.

COMMUNICATIONS

OLD BUSINESS

1. Principal Shopping District Special Assessment Renewal – Resolution of Determination - #20-2025

Treasurer Kinde said this is the next step of the special assessment process if the commission wished to proceed.

Motion by Commissioner DeLiso seconded by Commissioner Hyzer that the city commission adopt Resolution #20-2025.

Commissioner Hufnagel stated he would abstain from these votes due to his ownership of property in the district.

YEA: Dzurka, Hyzer, DeLiso

NAY: None

ABSTAIN: Hufnagel

Motion carried.

2. Principal Shopping District Special Assessment Renewal – Roll Presentation & Set Public Hearing Resolution - #21-2025

Motion by Commissioner Hyzer seconded by Commissioner Deliso that the city commission adopt Resolution #21-2025.

YEA: Dzurka, Hyzer, DeLiso

NAY: None

ABSTAIN: Hufnagel

Motion carried.

NEW BUSINESS

1. Planning Commission Vacancy Appointment

City Manager Gamble said we had two candidates for the vacancy, but one of them withdrew their name from consideration.

There was a discussion that Todd Krajniak has expressed interest and has relevant experience.

Mr. Krajniak was present.

Motion by Commissioner Hufnagel seconded by Commissioner DeLiso that the city commission appoint Todd Krajniak to the planning commission with a term expiring November of 2026.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

2. DDA Downtown Mainstreet Membership Discussion

PSD/DDA Director Hanover was present. She discussed they have been looking at the Main Street Community and the city would need to be on board with it.

Laura Krizov, Manager of MEDC Incentives and Services, was present. She discussed:

- Main Street program offers technical assistance and grants.
- 45 state-coordinated programs exist.
- 22 communities in the state are part of the program.

Attorney Courtney Agrusa arrived at 6:30 p.m.

There was a discussion of:

- The board for this and the PSD/DDA Boards.
- Staff time.

3. Planning Commission Recommendation – Special Land Use – 1201 S. US 127 BR/Red Wing Plaza – Resolution #22-2025

Chris Khorey, McKenna, discussed this special use is for the drive-thru portion and the planning commission recommended the city commission approve the special use.

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that the city commission adopt Resolution #22-2025.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

4. Planning Commission Recommendation – Special Land Use – Cedar Creek Hospital – 101 W. Townsend Road – Resolution #23-2025

Chris Khorey, McKenna, discussed the 8,000 square foot expansion of Cedar Creek Hospital and said the special use is appropriate.

Motion by Commissioner Hyzer seconded by Commissioner DeLiso that the city commission adopt Resolution #23-2025.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

5. Development Request for Proposals - Development of City-Owned Land

Chris Khorey, McKenna, discussed that R-1 zoning is referenced in the RFP.

There was a discussion of:

- County Farm Road
 - Cost analysis.
 - Re-alignment.
 - Development agreement.
 - It is a dirt road and would need curb, gutter, and paving.

Motion by Commissioner DeLiso seconded by Commissioner Hufnagel that the city commission direct staff to finalize the RFP and submit it for distribution.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

6. Fifth Amended and Restated Articles of Incorporation of the Clinton Area Ambulance Service Authority

Ed Thelen, city ambulance board representative, was present. He discussed changes to the articles and said one change would be 1 vote for the city instead of 2.

City Manager Gamble discussed the 2 changes to the articles that were given to us today.

Attorney Agrusa said they have reviewed the articles and no concerns were raised.

There was a discussion of:

- Bylaws have not been created yet.
 - They will be finished by June/July.
- 2 board members with 1 vote (elected official).

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the amended Articles of Incorporation of the Clinton Area Ambulance Service Authority.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

7. Staff Presentation of the Proposed 2025/2026 Fiscal Year Budget to the City Commission and Set Public Hearing for May 19, 2025

City Manager Gamble commended Treasurer Kinde and Clerk Seavey on their work on the budget, particularly Treasurer Kinde. He discussed the new software; the executive summary letter; and thanked our interns, Emma and Olyvia, for their work on the budget book.

Treasurer Kinde discussed the digital version of the budget book; funds; revenue and expenditures by department; the MGT cost allocation report; media coordinator position; capital expenses; fund balance projections; surplus payments to the pension.

City Manager Gamble discussed the CIP additions; AmeriCorps position; wage study; downtown projects.

There was a discussion of:

- New Business item #8 as part of the budget:
 - A 6% water/sewer rate increase.
 - Bendzinski study.
 - Cash flow and billable flow.

Motion by Commissioner Hyzer seconded by Commissioner DeLiso that the city commission set the public hearing for May 19, 2025 for the 2025/26 budget and setting of the millage rate.

Commissioner Hyzer discussed adding a millage rate tab to the ClearGov budget book.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

8. Water and Sewer Rate Study - Setting of 2025/26 Utility Rates

There was a discussion of the Bendzinski recommendation for the utility rates.

Motion by Commissioner DeLiso that the city commission increase the rates by 5%.

The motion died due to lack of support.

Motion by Commissioner DeLiso seconded by Commissioner Hufnagel that the city commission increase the water/sewer rates by 6% for the next fiscal year.

There was a discussion of rates and the budget.

YAY: Hufnagel, Dzurka, DeLiso

NAY: Hyzer

Motion carried.

9. Proposals for City Entrance and Industrial Park Signs

City Manager Gamble discussed city entrance signs and an industrial park sign and this being in the commission's strategic plan.

There was a discussion of:

- Not in favor of funding signage if unable to fund a police car.
- Preference for design B for city entrance signs.
- \$20,000 available in 24-25 fiscal year general fund budget.
 - \$11,750 per city entrance sign.
- \$24,500 for LDFA sign.
- \$76,000 total estimated cost.

The commission decided to delay the signage project and reconsider it mid-year based on budget evaluations.

10. Compost Site Appraisal

City Manager Gamble discussed there is a company interested in purchasing the Kinley Road compost site.

There was a discussion of:

- There is no time sensitivity, but costs are rising due to new regulations, making it beneficial to have someone else take over.
 - New regulations from EGLE are increasing costs.
- A call for interest should be made to ensure due diligence and to ensure transparency.
- The property advisory committee should be involved in property discussions.

The commission will consider a call for interest for the Kinley Road site to explore potential proposals.

11. Fire Department Exposure Control Plan

12. Fire Department Policy & Standard Operating Guidelines Manual

Commissioner Hyzer asked why these plans are in front of this body if the Fire Chief is the plan approver.

There was a discussion that staff would check into this to make sure that the city commission doesn't have to approve these plans.

13. City Manager – Annual Job Performance Review & Contract Discussion

Mayor Dzurka said they held a personnel advisory meeting this evening and there were broad suggestions for the contract: vacation time, COLA, term length (possible auto-renewal clause). He discussed having a conversation with commissioners between now and the next meeting.

City Manager Gamble discussed the summary of team accomplishments he put together and will distribute to the rest of the city commission.

14. City Manager Comments

City Manager Gamble discussed:

- Street repair schedules.
 - Higham Street.
 - Lansing Street.
 - Sturgis Street.
- Congratulated Commissioner Hufnagel on his level 4 status for the Elected Officials Academy.
- Wilson Center sponsorship level ideas.
- Higham Street Lot 5A & 5B.

15. Commissioner Comments

Commissioner DeLiso discussed the change of the water bill through BS&A and said it was a nice upgrade.

Commissioner Hufnagel said kudos to staff on moving forward with that; kudos for the budget and he is excited to have that available for residents; reaching out to the public and that is close to what our vision was; he said it was talked about many years ago, but government can move pretty slow.

Commissioner Hyzer said congratulations to Kristina and Chad; the budget is not an easy lift and takes lots of time, effort, and triple checking; good luck to Mindy regarding running the election.

Mayor Dzurka said kudos on the budget, it is a tremendous lift; the rollout of ClearGov; reminding people out there and keep promoting it; thanked Chad, Russ and team for the Fantasy Forest press conference.

ADJOURNMENT

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

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The meeting was adjourned at 10:00 p.m.